

Philip J. Rock Center and School



**Family Handbook
FY2023-2024**

WELCOME

Dear Parents/Guardians,

This handbook is a guide to inform you of the procedures and guidelines of Philip Rock School (PRC). It was designed to answer many of the questions that may arise while your child is a student here at the school. We request that you thoroughly read the handbook to help you better understand our philosophy and procedures.

All the staff at PRC is continually concerned with your child's progress and well-being. We welcome your help and feedback to help us provide the highest quality program possible. We recognize you as the most important people in your child's life. We look forward to working closely together to maximize your child's potential.

Bonnie Jordan
July 1, 2023

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Vision Statement

“Together for Independence”

The community of the Philip Rock Center and School, consisting of the Parents/Guardians, educational staff and support staff work together so all students learn the skills needed to become valued and accepted members in their home, local and future adult communities.

What is The Philip J. Rock Center and School?

The Philip J. Rock Center and School (PRC) serves two distinct functions in providing services to individuals who are deaf-blind. The school serves eligible children, ages 3-22 and offers an intensive, comprehensive educational program available for children who are deaf blind. Project REACH provides a wide range of services to deaf-blind persons of all ages. These services include but are not limited to, referrals to appropriate agencies for medical, diagnostic, educational and training services, case management, counseling for families, etc.

Operated by the Illinois State Board of Education, the primary goal of the Philip J. Rock Center and School is to help people who are deaf-blind achieve maximum independence based on their individual potential.

Who is Considered Deaf-Blind?

Students who are deaf-blind have both auditory and visual impairments. Combined, these impairments cause severe communication, developmental and educational challenges.

What Does the School Provide?

The Philip J. Rock School is a year-round residential school.

PRC strives to make its students as independent as possible within their environment regardless of ability. The program is designed to respect human rights, the right to make choices, to privacy, and to maintain human dignity by allowing students to assume as much responsibility for their care as possible. Staff provide appropriate positive interaction and encouragement necessary to foster a feeling of self-worth.

Educational Staff

PRC employs highly qualified staff to work with your child to meet their educational goals. Certified teachers and paraprofessionals work in low student-staff ratios to implement educational program objectives and optimize student learning. All staff meet the criteria set forth by ISBE (Illinois School Board of Education).

Medical/Nursing Services

Our medical staff includes an on-call physician who sees the children on a weekly basis at PRC. Our nursing staff includes on-site daily nursing care from 7:00am to 10:00pm.

Educational Program/Curriculum

PRC provides a comprehensive multisensory educational program appropriate to the age and developmental level of each child. The PRC curriculum is based on the domain system to increase functional skills in these areas:

- Academics
- Vocational
- Domestic/personal care
- Leisure
- Community
- Communication

Communication Training

The combination of hearing and vision loss presents a significant and primary deficit in language skills. Therefore, PRC utilizes a total communication approach within the program. This method incorporates all means of communication; speech, sign language, tactile signing, etc. to meet the individual needs of *all* our students. Some students utilize a non-symbolic communication system, or an adaptive communication device developed to compensate for physical impairments.

Therapy Services

Therapy services are an integral part of PRC's program. Specialists in communication, occupational, physical therapy and adapted PE provide consultation and direct services in the classroom and community, as part of the IEP (Individualized Education Program). We also provide music therapy and pet therapy when appropriate.

Community Based/Vocational Training

PRC aims for its educational program to maximize independence in the student's current environment. We believe this will improve skills and equate to more independence in future (adult) environments. Our program philosophy acknowledges that learning for our students should also occur in all environments and must reflect increased expectations. We endeavor to help our students become as independent as possible. The activities in community-based environments are functional, age appropriate and comprehensive and data based.

Related Service Logs

Our staff members maintain related service logs that list the date and minutes provided to your child for related services. Parents/Guardians have the right to request copies of these related service logs at any time.

PROJECT REACH

What Does Project REACH Provide?

The U.S. Department of Education, Office of Special Education Program awarded a multi-year grant to the Illinois State Board of Education for serving deaf-blind children and youth, called PROJECT REACH.

Technical Assistance

Technical assistance is provided to educational programs (both public and private) serving children who are deaf-blind ages birth through twenty-one. Technical assistance may be requested in all areas of curricular domains. This project develops training resources and in-service training packets organized by content areas most frequently identified on completed needs assessment surveys. Technical assistance is also provided to families through training and coaching.

Lending Library

Project REACH offers library loans. Items available for request include books, toys and DVDs related to various aspects of special education, general education, and parenting.

Other Services

Additional services offered by Project REACH include phone consultations and visits to school or home settings as appropriate. In-services and workshops addressing the unique needs of those who are deaf blind are offered to teachers and Parents/Guardians as well.

A COMMUNICATION BILL OF RIGHTS

To participate fully in communication interactions, each student at PRC has these fundamental communication rights:

The right to interact socially, maintain social closeness, and build relationships.

The right to request desired objects, actions, events, and people.

The right to refuse or reject undesired objects, actions, events, or choices.

The right to express personal preferences and feelings.

The right to make choices from meaningful alternatives.

The right to make comments and share opinions.

The right to ask for and give information, including information about changes in routine and environment.

The right to be informed about people and events in one's life.

The right to access interventions and supports that improve communication.

The right to have communication acts acknowledged and responded to even when the desired outcome cannot be realized.

The right to always have access to functioning AAC (augmentative and alternative communication) and other AT (assistive technology) services and devices.

The right to access environmental contexts, interactions, and opportunities that promise participation as full communication partners with other people, including peers.

The right to be treated with dignity and addressed with respect and courtesy.

The right to be addressed directly and not be spoken for or talked about in the third person while present.

The right to have clear, meaningful, and culturally and linguistically appropriate communications.

EVENING AND WEEKEND PROGRAMS

As a residential school, PRC provides afterschool and evening programming, which includes domestic, community and leisure instruction/activities.

Weekend programming is supervised by part-time supervisory staff. The weekend program focuses on emphasizing leisure/ recreation, personal care/domestic skills, and community skills.

Our students can sleep in on Saturdays, Sundays, and non-school days with breakfast served at 8:30 AM. All the ADL's (activities of daily living), dressing, and eating procedures are carried over to the weekend and are worked on consistently as we believe them to be high priority areas of learning. Small group outings to familiar settings and on-site activities are also offered. Parents/Guardians are welcome to visit or take their child out on the weekends, however it is advisable to phone first as your child may be out of the building.

The weekend program in conjunction with the weekday educational program assists in the maintenance and development of functional and age-appropriate skills. The goals of these domains are as follows:

Recreation/leisure skills across home, school, community, and work environments. The student should:

- Learn self-directed, recreational/leisure activities during unsupervised or low ratio time periods within the daily routine.
- Develop a variety of individual recreation/leisure activities that may be employed across a wide variety of environments.

Personal care/domestic skills across home, school, community, and work environments. The student should:

- Learn daily living skills in all aspects of personal care.
- Learn domestic skills related to participation in all aspects of daily living activities such as cooking, cleaning, and laundry.

Community skills across home, school, community, and work environments. The student should:

- Learn real-life skills to allow for participation in a wide variety of community-based activities.
- Learn a variety of specific social-behavioral skills to be used in a wide variety of community-based activities

Parent Responsibilities

Student Accounts

Student accounts are required for all our residents. Funds should be sent directly to the school, with checks or money orders made out to Philip Rock School and earmarked for student account. This money will be utilized for clothing expenditures, medications, haircuts, personal toiletry items or the like. Monthly, Parents/Guardians will be sent a complete inventory of what has been purchased with the money from their child's account. In addition, they will be invoiced when funds are depleted.

Incontinence Products

Parents/Guardians are responsible for providing all incontinence products for their child, diapers, pull-ups, diaper liners, bed liners, etc. Menstrual hygiene products used during the school day will be provided by PRC. Options for billing insurance directly, billing Parents/Guardians directly, shipping, product selection can all be handled through our dorm supervisor. Any insurance problems resulting in lack of coverage, delayed receipt of products, lack of payment, etc. are the responsibility of the parent to resolve. If insurance problems result in denial of product shipment, Parents/Guardians will be responsible for providing necessary products or making billing arrangements with the dorm supervisor to order incontinence supplies.

Clothing

Parents/Guardians are responsible for their child's clothing needs. While our staff periodically check and list clothing needs, we suggest that Parents/Guardians also check their children's clothing. Your assistance is appreciated. As you are coming to visit, please take some time to go through your child's clothing or to check with the teacher or supervisors as to their current clothing needs. Children grow fast, and often need new clothing. Students with special needs tend to be hard on their clothes. We have a limited amount of space for storing off-season clothing. Additional items may be sent home until they are needed again. While current sizes can be obtained by calling the school, we have found that whenever possible, taking the child along results in a more satisfactory purchase. A parent who finds it inconvenient to come to the school or is unable to take their child shopping may wish to open a student account.

Laundry

PRC has an in-house laundry department which handles all student laundry needs. When selecting clothing for your child, please stay with items that can be machine washed and dried. Permanent press launders well. Delicate items and woolen clothes are not easily cared for and should not be brought to school. PRC cannot reimburse Parents/Guardians for clothing damaged in the laundry. Please mark all clothing items, including boots and shoes with your child's name or initials.

Visits at PRC

Parents/Guardians are encouraged to visit with their child at PRC when school is not in session. Please phone ahead when planning to visit to be sure that your child will be here when you arrive. Off-site programming, community work sites, field trips, medical appointments and such take the children out of the building frequently. The teacher, supervisor and nurse should be informed before taking your child off the school grounds. Parents/Guardians are welcome to visit the school between **10am and 8pm**. Mornings are spent showering/bathing, dressing, and working on other personal care skills. In the evening, our students prepare for bathing and bed. We ask for the privacy of our students that Parents/Guardians respect and adhere to this policy.

School Registration

Parents/Guardians are responsible for registering their child within their home district and PRC (Philip Rock Center) yearly.

Philip J Rock Center requires that all children show proof of having had a health examination and required immunizations PRIOR to moving into the facility. (Policy 7.100 and 105 ILCS 5/27-8.1).

Parental Involvement and Events

PRC encourages Parents/Guardians to be as involved in their child's life and education as possible. Parent input is always welcome. Since our students come from all over Illinois, some Parents/Guardians live far from the school or are unable to visit as much as they would like to. We understand how difficult this can be at times.

Parents/Guardians are welcome to call and check on their child anytime. We can also set up Face Time or Zoom if requested. Any questions or concerns regarding general programming should be directed to the supervisor.

Project Reach provides workshops and other meetings that address the needs of our families.

Parents/Guardians are encouraged to attend these meetings. Parents/Guardians are welcome to access resources from the [Illinois Deaf and hard of hearing commission](#). from across Illinois. Families might also be interested in [The National Family Association of the Deaf-Blind](#)

Home Visits

We encourage Parents/Guardians to take children on home visits whenever their schedule permits. When school is not in session, there are no restrictions placed on home visits. Please inform the school in advance so that we can assure that your child is here when you arrive, and that medications/clothing are ready. Check with the nurse, supervisor and teacher or leader when you arrive for your child. They will give any pertinent information and dispense any necessary medication at this time.

When taking your child off school grounds for any reason, Parents/Guardians should sign their child *out* on the visitor sign-in book located in the lobby/entry way. Please be sure to indicate the date and time of expected return so that we can plan for your child's arrival at school. When returning to school, sign your child *in* on the sign-in book and once again check with the nurse and supervisor. At this time, medications should be returned and information about home visits can be shared. We request that Parents/Guardians pick up and return their child between **10:00 am and 8:00 pm.**

Please be aware that upon return to the school after visits or closings, the nurse will do body checks on all students upon entering the building.

STUDENT ILLNESS/MEDICAL SECTION

Student Illness

Student health is a priority at PRC. We can care for students under the guidance of our Medical Director and nursing staff. If your child is ill, we will notify you. If your child has a contagious illness, COVID symptoms, a high fever over an extended period or requires more than routine care or 24-hour monitoring per the Medical Director, you will be asked to bring your child home until deemed medically appropriate to return.

Appointments

Physician and health appointments are the parent's/guardian's responsibility. When making appointments for your child where PRC staff are requested to transport, PRC needs notice at least 72 hours (about 3 days) in advance. Due to staffing issues, PRC will only transport locally, and may not be able to transport for appointments. Please be aware that you may have to transport your child to their appointment. If your child requires anesthesia as part of the examination, you will be required to keep your child home for 24 hours after the procedure to safely monitor them.

Parents/Guardians need to provide all medical records to PRC from appointments they attend.

Medications

Parents/Guardians are financially responsible for any/all medications prescribed for your child. We use Uvanta pharmacy, and they provide medication deliveries to our facility. Uvanta will fill prescriptions for our students and will bill Parents/Guardians directly or the appropriate insurance company. If a physician outside of PRC's medical director prescribes a medication, PRC will need a physician report and written order to be reconciled by PRC's medical director. The same is true for any medication changes.

Emergency Procedures

In life threatening emergencies, the paramedics will be summoned, and the child will be taken to the nearest hospital. The student's emergency envelope: containing insurance information, medical history and parental consent will be sent with the child. The school doctor and the Parents/Guardians will be notified. Parents/Guardians must call or go to the emergency room as soon as possible if their child is transported to the hospital.

Once the child arrives at the emergency room, the hospital is responsible for his/her care. Any PRC staff accompanying the child is *not* authorized to make decisions regarding appropriate medical care nor are they to act as a liaison between hospital staff and Parents/Guardians. The emergency room physician should make decisions with the parent, not PRC staff. The emergency physician may consult with the nurse, supervisor, school physician or other staff member if the plan involves returning to school and/or other school resources or accommodations. For this reason, it is imperative for you to arrive at the hospital quickly or to phone the emergency room, so you can be made aware of your child's condition and what treatment is needed.

If a child is to be hospitalized overnight, the parent or guardian is responsible for staying with the child if/when it is deemed necessary by the hospital. PRC staff will not stay once the child is admitted or if parents/guardians have arrived.

In non-life-threatening situations, when the child needs to be examined in the emergency room, the school staff may decide to transport the child to the hospital using a school vehicle.

Upon returning to PRC following a hospital stay, the parent needs to provide the following information from the attending physician:

- All medical records including summary and follow-up care information.
- Discharge diagnosis with clearance to return to the facility.
- Surgical procedures performed, if any.
- Complications for which the child should be observed.

- Medication schedule at time of discharge.
- Any restrictions in activity.
- Schedule for follow-up if required.

This information must be in the form of a written physician's order or a physician's report. This information is crucial to provide ongoing care. If there are pre-op procedures, they must be provided to PRC's nursing staff at least 72 hours prior to the procedure.

Life Threatening Emergency Medication Administration

If a student experiences an extreme allergic reaction during school hours, the school nurse or trained school staff may administer epinephrine (Epi-pen) in accordance with district protocols. If this occurs, Emergency Medical Services (EMS) will be called, and parent or designated emergency contact will be notified. The parent or legal guardian of a student may object to administration of EpiPen for their child/children by submitting a written request that his or her student shall NOT be administered epinephrine under any circumstances. The district shall incur no liability, except for willful and wanton conduct, because of any injury arising from a student's self-administration of medication or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication, or the storage of the medication by school personnel.

COVID-19 SECTION

First, the health and safety of PRC students and staff is of highest priority. We will follow all current directives from the DuPage County Health Department as they relate to COVID.

REMOTE LEARNING PLAN OR PANDEMIC POLICY

Delivery of Instruction

Student equality is a top PRC priority. The Philip J. Rock Center and School recognizes that a pandemic health emergency may impact students and families in diverse ways. Recognizing that individual student and family needs may vary, when feasible, and based on guidance and recommendations of organizations such as the Center for Disease Control, Illinois Department of Public Health, and the Illinois State Board of Education, PRC will offer in-person learning.

STUDENT RIGHTS

Illinois Eavesdropping Law

Teachers and related service staff may choose to use recordings as an instructional tool or as a means of making accommodation for students with special needs. Parents/Guardians who have concerns or questions about this practice should contact the school administrator or Executive Director.

School Attendance/Truancy

School attendance is vital to students' progress. If you choose to take your child home on weekends, please make sure that your child returns to PRC the night before school so that they will be well rested and ready to learn. Continuity is important to your child's routine and helps them to manage expectations and behaviors. Every student is expected to attend school daily unless there is a valid justification for his/her absence.

A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Valid cause for absences may be from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, attendance at a Civic Event, situations beyond the student's control as determined by the student's home district or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. In addition, students are allowed mental or behavioral health days. A student who is absent without valid cause for 5% or more of the previous 180 regular attendance days is defined as a chronic or habitual truant, per Section 26a of the School Code of Illinois. For additional information regarding PRC's policy on attendance and truancy, please see [Board Policy 7:70](#).

Referral of Chronic Truants

PRC will refer chronic truants to their home district and the DuPage Regional Office of Education in accordance with current procedures established by the DuPage County Truant officer.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored. This does not include certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; or video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) provide parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. These rights are explained below.

Additionally, parents have the right to inspect and review student covered information, request corrections of factual inaccuracies to covered information, and request the deletion of covered information under the Student Online Personal Protection Act (SOPPA). Parents/guardians and eligible students should follow the procedures below to make any requests related to the information covered.

1. The right to inspect and copy the student's education records within 10 business days of the day the Home District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) they wish to inspect. Within 10 business days, the building administration will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the Home District may request an additional 5 business days in which to grant access. The Home District charges \$.35 per page for copying but no one will be denied their right to copies of their records for

inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the Home District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building administration and should clearly identify the record the parent/guardian or eligible student wants changed and specify why it should be changed. If the Home District decides not to amend the record as requested, the Home District will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA and ISSRA authorize disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the Home District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/ guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or contractual obligation with the Home District. Upon request, the Home District discloses education records without consent to officials of another school Home District in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Records may also be disclosed without consent to any person as specifically required by State or federal law.

Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student if the student has succeeded to the rights of the

parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the PRC may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all the above information by providing a written objection to the building principal within 30 days of the date of this notice.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Home District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington DC 20202-8520

Student Online Personal Protection Act (SOPPA)

As the use of technology continues to become more prevalent, PRC is committed to engaging in cybersecurity procedures that meet or exceed industry standards and working with technology vendors, also called operators, who do the same to protect student covered information from unauthorized use or disclosure. Starting July 1, 2021, all school districts must provide information

about student covered information that is collected, maintained, or disclosed by PRC, to whom this information is disclosed, and the purpose of disclosure.

In general terms, the types of student covered information, or data, that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number. Demographic information.
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals, or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation Information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of PRC.

Parents/guardians have the right to inspect and review student covered information, request a copy of a student's covered information, request corrections of factual inaccuracies to covered information, and request the deletion of covered information

when doing so would not conflict with federal or State records laws. Parents/guardians should follow the procedures outlined in the student records policy to make any requests related to the information covered.

Parents/guardians are encouraged to view PRC's website for additional information required to be disclosed under the *Student Online Personal Protection Act* (SOPPA).

Protection of Public Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE)–

1. Political affiliations or beliefs of the student or student's parent.
 2. Mental or psychological problems of the student or student's family.
 3. Sex behavior or attitudes.
 4. Illegal, anti-social, self-incriminating, or demeaning behavior.
 5. Critical appraisals of others with whom respondents have close family relationships.
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students and surveys created by a third party.
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent/guardian to a student who is 18 years old or an emancipated minor under State law.

Under PPRA, a parent/guardian must receive notice of a survey if it involves any of the protected information listed above. The student's parent/guardian may (1) inspect the survey or evaluation upon and within a reasonable time of their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercises this option.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identify, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Nondiscrimination Coordinator/Title IX Coordinator:

Bonnie Jordan: bjordan@philiprockcenter.org (630)790-2474

Title IX

PRC is committed to providing an educational environment that is free from sexual harassment. PRC does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) with respect to its education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a PRC employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A PRC employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the PRC's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Any person who wishes to make a report under the Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Executive Director, Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. Contact information for the Title IX Coordinator is below:

Nondiscrimination/Title IX Coordinator: Bonnie Jordan bjordan@philiprockcenter.org or 630-790-2474

Use of Isolated Time out, Time out, and Restraint

PRC uses positive behavior interventions and supports to teach and reinforce the development of prosocial behaviors. At times, PRC may need to use more restrictive measures such as isolated time out, time out, and restraint. These interventions will only be used as a last resort and when the following conditions are met: 1) the student's behavior presents an imminent danger of serious physical harm to the student or to others; 2) other less restrictive and intrusive measures have been tried and have proven to be ineffective in stopping the imminent danger of serious physical harm; 3) there is no known medical contraindication to its use on the student; and 4) the school staff member or members applying the use of time out, isolated time out, or physical restraint on a student have been trained in its safe application, as established by rule by the State Board of Education.

In the event one of these restrictive interventions is necessary, PRC will comply with all ISBE (Illinois State Board of Education) requirements including informing parents/guardians of the use of this intervention with their child.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided with an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the executive director or principal if they have a disability requiring special assistance or services, and if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting to allow sufficient time to plan for accommodations.

IEP (Individualized Education Plan) Paperwork

No later than three school days prior to a scheduled IEP or evaluation meeting, the school district must provide you copies of all written material that will be considered by the IEP team at the meeting so that you may participate in the meeting as a fully informed team member. If you have not already been contacted by the home school district to indicate your preferred method of delivery (i.e., electronic delivery, postal mail, pick up at the school), please contact your child's home school district. In addition, you have the right to review and/or copy your child's school student records prior to any special education eligibility or IEP meeting.

Interpreter Services

Public school districts are required to take whatever action is necessary to facilitate a parent or guardian's understanding of and participation in IEP meetings. This includes the provision of interpreter services for parents/guardians whose native language is not English or a sign language interpreter for parents/guardians who are deaf or hard of hearing. In the absence of qualified interpreters on staff, school districts may use outside vendors including telephonic interpreters. Parents/guardians have the right to request that an interpreter provided by the district serve no other role during an IEP meeting, and the district must make reasonable efforts to comply with that request. To request an interpreter, or if you have questions or complaints about interpretation services, please contact a representative from your child's home school district.

Evidence Informed Educational Information on the Warning Signs of Sexual Abuse

Erin's Law is an Illinois law named after a survivor of sexual abuse. Erin's Law requires school districts to address child sexual abuse through several proactive practices, including providing evidence-informed educational information to parents/guardians on the warning signs of a child being sexually abused, along with any needed assistance, referral, or resource information.

Parents/guardians are essential partners in the fight against sexual abuse. Parents/guardians can do this by discussing body safety with their children, as well as recognizing signs of potential abuse. According to the Erin's Law website, the following signs may indicate that a child is being abused:

Warning Signs of a Child Being Abused:

- Nightmares
- Trouble sleeping
- Bed wetting
- Change in appetite
- Fear of certain people, places, activities
- Mood swings: rage, anger, fear, anxiety, insecure or withdrawn
- Depression
- Aggression
- Feeling shameful or guilty
- Isolating oneself
- Withdrawal from someone
- Resisting removing clothes when appropriate times (bedtime, bath time)
- Change in academics
- Running away from home
- Suicidal thoughts
- Acting out sexually
- Exhibits adult sexual behaviors, knowledge, and language

Signs More Common in Adolescents:

- Eating disorders
- Self injury
- Drug and alcohol abuse
- Promiscuous activity
- Running away
- Suicidal
- Depression and anxiety
- Fear
- Academic problems

Assistance, Referral, or Resource Information:

If you believe a child may be a victim of sexual assault, report it immediately. For emergency situations, contact 911. For non-emergencies or for more information, the following is a non-exhaustive list of suggested resources:

Faith's Law [Faiths-Law-Resource-Guide.pdf \(isbe.net\)](#)

- Rape Abuse Incest National Network Hotline (RAINN): <https://www.rainn.org/about-national-sexual-assault-telephone-hotline> or 800.656.HOPE (4673)
- Childhelp National Child Abuse Hotline: <https://www.childhelp.org/> or 1-800-4-A-CHILD (800-422-4453)
- Illinois Coalition Against Sexual Assault: <https://icasa.org/>

Please contact your building's principal, social worker, or school psychologist for more information. School personnel are mandated reporters and will report all suspected abuse or neglect to the Department of Children and Family Services (DCFS).

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All PRC employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Executive Director or designee shall provide this policy to all PRC employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on PRC's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the PRC's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for PRC employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Executive Director or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student.
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.

- iv. Making sexually suggestive comments that are directed toward or with a student.
- v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- vi. A sexual, indecent, romantic, or erotic contact with the student.

SUICIDE PREVENTION INFORMATION

National Suicide and Crisis Lifeline: Call 988

Crisis Text Line: Text HOME to 741741

Safe2help: 844-4-SAFEIL, text SAFE2 (72332), or HELP@Safe2HelpIL.com

All policies and other information will be available online at:

[Home - Philip J Rock Center and School \(philiprockcenter.org\)](http://philiprockcenter.org)