

# *BASE Learning Program*



## **Student / Parent Handbook 2024 - 2025**

847-872-1900  
[lake.k12.il.us/base](http://lake.k12.il.us/base)

<b>Table of Contents</b>	
<b>Overview</b>	<b>3</b>
<b>Vision</b>	<b>3</b>
<b>Mission</b>	<b>3</b>
<b>Attendance Rules</b>	<b>3</b>
<b>Notification of Absence</b>	<b>3</b>
<b>Excused/Unexcused Absences</b>	<b>3</b>
<b>Late Drop-Off/Early Pick-Up</b>	<b>4</b>
<b>Non-Student Attendance Days</b>	<b>4</b>
<b>Emergency School Closing</b>	<b>4</b>
<b>Breakfast and Lunch Programs</b>	<b>5</b>
<b>Student Dress Code / Appearance</b>	<b>6</b>
<b>Behavioral Expectations and School Rules</b>	<b>7</b>
<b>Nurse</b>	<b>8</b>
<b>Student Substance Abuse Policy</b>	<b>8</b>
<b>Transportation</b>	<b>8</b>
<b>Bus/Cab Rules</b>	<b>9</b>
<b>Searches and Seizures</b>	<b>9</b>
<b>Student Confiscated Items Policy</b>	<b>9</b>
<b>Academic Standards</b>	<b>10</b>
<b>Social/Emotional Curriculum</b>	<b>10</b>
<b>Support Services</b>	<b>10</b>
<b>Transition Plan</b>	<b>10</b>
<b>Student Records</b>	<b>11</b>

Revised June 2024

## **Overview**

The BASE Learning Program offers Behavioral, Academic, and Social-Emotional learning as an alternative to long-term suspensions for Lake County middle school and high school students. Students who have been suspended between 4 and 10 days are eligible for the BASE Learning Program, which will adhere to the Regional Safe School Program's vision and mission.

## **Vision**

Inspiring students to become productive citizens.

## **Mission**

Equipping students with resiliency and good decision-making skills to empower them for the future.

## **Attendance Rules**

The BASE Learning Program has a strict attendance policy to ensure all students' success and engagement. Regular attendance is crucial, as absences can lead to your student's dismissal from the program.

Students are expected to attend every scheduled school day of their timeline based on the calendar for the BASE Learning Program. A copy of the current school year calendar is available on our website: [lake.k12.il.us/base](http://lake.k12.il.us/base).

## **Notification of Absence**

To report a student's absence, the *parent/guardian* must

1. Notify the BASE Learning Program *before 8:15 am* via email or phone.  
*A voice mail system is available for calls 24 hours a day, 7 days a week (847) 872-1900.*
  - Identify self (*parent/guardian by name*).
  - Student's name.
  - Reason for absence.
  - Phone number where *parent/guardian* can be reached during the school day.
  - If you prefer, you can email the above information to [rsspoffice@sedol.us](mailto:rsspoffice@sedol.us)
2. Parents/Guardians are responsible for contacting the transportation company at least 30 minutes before normal pick-up time if the student does not require transportation that day.

## **Excused/Unexcused Absences**

1. Absences shall be considered unexcused if you do not call in with a valid excuse.
2. The school's decision, rather than the parent/guardian's, determines whether an absence is excused or unexcused.
3. If a student is absent from school due to the observance of a religious holiday, that student will have an equal opportunity to make up for any school requirements missed due to absence. (SEDOL procedure 7:80AP)
4. Other absences that arise due to appointments or other circumstances will be evaluated on an individual basis at the discretion of the administration.

5. Excused absences include illness, court appearances, death in the family, religious holidays, unavoidable doctor's appointments, and family emergencies as determined by school officials.
6. Unexcused absences include dress code items not ready for school, missing the bus, and undocumented absences.

The following absences require pre-arrangement with the principal or principal's designee:

#### Medical Appointments

- The parent/guardian must notify the principal or principal's designee before the appointment.
- Absences that exceed three consecutive days due to illness will require a doctor's note upon the student's return to the program.

#### Court Appearances

- The parent/guardian must notify the principal or principal's designee before the court date.

#### Religious Holidays

- The parent/guardian will notify the principal or principal's designee upon enrollment.

All student absences are reported to parents/guardians and other appropriate agencies (i.e., court probation officers, etc.). Unexcused absences from school may result in dismissal from the program.

#### **Late Drop-Off/Early Pick-Up**

Students getting dropped off must be signed in by an adult. Students will not be accepted into school after 10:30 am without prior notification and approval from the main office.

If a parent or other parent-designated adult picks up a student early, all students must have a parent or other parent-designated adult sign them out in the office. When you come to pick up your student, we ask that you "sign out" your student in the office so that we have a record of when and with whom he/she left the building. Students must be dismissed to the care of a parent, guardian, or other parent-designated adult.

#### **Non-Student Attendance Days**

Throughout the school year, days will be scheduled for students not to attend or to be released early. Please refer to our school calendar in your packet or the school website. These days may differ from your home school's calendar.

#### **Emergency School Closing**

In the event of a school emergency or school closing, you will be informed immediately by phone via the BlackBoard Notification Service. The only notification you will receive will be to the phone number provided to the BASE Learning Program. If your phone number has changed, please report the new phone number to the main office.

#### What you need to know about receiving calls sent through BlackBoard:

- Caller ID will display the school's main number when a general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.

- BlackBoard will leave a message on any home answering machine, cell phone, or voicemail.
- If the BlackBoard message stops playing, press 1, and the message will replay from the beginning.

You may also access information on school closings by listening to and watching the following radio and news stations:

- |               |                 |                          |
|---------------|-----------------|--------------------------|
| *WMAQ 670(AM) | *WBBM 78 (AM)   | *WXLC 102.3 (FM)         |
| *WGN 720 (AM) | *WKRS 1220 (AM) | *CBS, FOX, WGN, and CLTV |

View All Current Information on our website: [www.lake.k12.il.us/base](http://www.lake.k12.il.us/base) or on our student and parent Orbund portal: [server9.orbund.com](http://server9.orbund.com).

Even if schools are open, the final decision about a child's attendance remains with the parent. A decision to close or open school cannot consider every circumstance. We can best protect the safety and welfare of all students if parents decide what is best for their child.

### **Breakfast and Lunch Programs**

Breakfast and Lunch are provided to all students through the National School Lunch Program. Students may bring their own lunch. All drinks must be sealed. If students arrive after 10:30, they will not have lunch, as the meal count for the day would have already been sent out. For the safety of our students and staff, restaurant lunch deliveries will not be accepted.

#### Sack Lunch Expectations:

- The student will have access to a refrigerator to store food and a microwave (lunch only) to heat food brought from home.
- As space is limited, the student is asked to carry all breakfast and lunches in a small sack or carrier with his/her name written on the outside of the sack/container.
- Drink containers are limited to sealed cans, sealed plastic bottles, or juice boxes; no glass bottles. A drink container with a broken seal will be discarded.
- You may bring plastic spoons and/or forks, but no metal flatware.
- Students may only have candy in sealed wrappers. Gum is not candy; therefore, it is not allowed.
- Any food containers left in the building will be discarded according to sanitation practices.

#### Student Lunch Behavior Expectations:

- Students will leave their areas clean and neat by cleaning their tables, pushing in their chairs, and keeping the microwaves and countertops clean. Trash will be placed in the waste receptacle.
- Students are discouraged from sharing their homemade meals with other students.
- Lunch time is meant to be a time of relaxation and socialization for all students. Students may talk about school-appropriate topics. English is the only language spoken at lunch or during the school day.
- For safety and monitoring purposes, students are to remain in the seat they chose at the beginning of lunch unless staff directs them to another seat.
- All program procedures continue to be implemented, and all students are monitored during lunchtime.

## **Student Dress Code / Appearance**

In compliance with the Illinois School Code Section 10-22.25b, the BASE Learning Program implemented this dress code after extensive research regarding dress codes and surveys conducted at parent/student/ teacher conferences. Students attending school appropriately attired without distractions are better prepared for success at school. To promote a more effective learning environment, maintain the orderly process, eliminate or reduce gang activity, foster school unity and pride, foster self-esteem, improve student performance, and ensure that a student's dress is neither disruptive to the educational process nor a threat to the health, safety, welfare, and property of self or others, the following standards are in effect and must be complied with by all students and enforced at the discretion of the Program:

1. **Clothing in General:** All clothing must be worn in the manner and for the designed purpose. Clothes must be clean and neat. Students must be able to pass undetected through the metal detector. Students are not allowed to use any part of their attire to show gang affiliation or drug references (including but not limited to colors, logos, and/or designs). All clothing must be free of lewd, vulgar, or inappropriate designs, images, and/or references.
2. **Modesty:** Skin must be covered from collar to knees, and all undergarments must not be visible.
3. **Shirt or Top:** Solid color top with sleeves, no hoods, patterns, or designs. All shirts, sweaters, and sweatshirts must conform to the modesty expectation above.
4. **Pants:** Only full-length pants, no pajama pants, shorts, or skirts. Pants must be a solid color and must fit around the natural waistline. Jeans are NOT allowed.
5. **Shoes:** Closed-toe shoes are preferred at all times. Sneakers or tennis shoes, including high-tops, are preferred. Shoes with gang-related symbols or designs, heels, steel-toed footwear, sandals, slides, or slippers are prohibited.
6. **Hats, Scarves, & Gloves:** May be worn outdoors only and must be placed inside your coat/jacket in the designated area. These items may not represent any gang affiliation or inappropriate content.
7. **Coats & Jackets:** Coats and jackets must be checked upon arrival at the building and stored during the school day unless participating in an outside event.
8. **Hair:** Hair must be appropriately cut and groomed in a presentable fashion. Bobby pins, barrettes, metal hair ornaments, scarves, do-rags, and bonnets may not be worn.
9. **Nails:** Short nails are preferred for safety and health reasons. Nails must be appropriately groomed/cut to allow for functional use of classroom materials. Nails must not bring undue attention to the individual or disrupt the educational environment.
10. **Jewelry:** Students may wear stud piercings only. Any body piercing that presents a safety issue or sets off the metal detector will not be allowed. Dangling earrings, necklaces, chains, watches, bracelets, and rings are not allowed.

11. **Tattoos:** Tattoos must not disrupt or threaten school safety. Students must cover any tattoos that are obscene, sexual, derogatory or contain gang—or drug-related symbols or words.
12. **Makeup:** Makeup is allowed to be worn in moderation. It must not bring undue attention to the individual or disrupt the educational environment. Excessive/distracting makeup will be considered a dress code violation. Makeup other than lip balm in a plastic applicator cannot be brought to school.
13. **Additional Supplies:** Any required personal hygiene products may be carried to school in a brown paper bag with the student’s name on the outside of the bag. Students are not allowed to bring over-the-counter medications, lotions, sprays, perfume or cologne, or hair products to school.
14. **Items not allowed:** belts, pajama pants; sunglasses; headgear; watches, chains, pins, or jewelry of any kind; heavy keychains; cell phones, electronic devices, backpacks, purses, wallets, brushes or combs, and gum.
15. **Money:** Students are not allowed to carry any cash.

Any parent/guardian who objects to this dress code for religious reasons or has financial difficulty complying may schedule an appointment with the principal to discuss any objections or difficulties and possibly obtain assistance.

Any student violating the above dress standards will be subject to disciplinary measures. Continued neglect of the dress code may warrant the student’s dismissal.

### **Behavioral Expectations and School Rules**

Students are expected to achieve a daily percentage of 90% (or above) in each social skill goal. The cumulative percentage must be above 90% to be considered in good standing.

The five General Goals are standard goals for all students. They are listed below:

- Complies with Staff Direction
- Follows Routine
- Uses Appropriate Communication
- Completes Assigned Tasks
- Maintains Self/Environment Neat/Clean

In order to affirm a student’s progress and goal achievement, it is necessary to keep accurate data regarding the student’s ability to meet his/her goals on a daily basis. Therefore, each student will receive feedback from his/her teachers throughout the day on the social skills goal sheet.

Failing to meet expectations or severity could result in dismissal from the program at any time. Physical aggression may result in dismissal. Students dismissed from the program will return to their home school for further disciplinary action.

## **Nurse**

At the RSSP, there is no full-time nurse on staff. Staff will notify parents/guardians when their student is unwell. If parents/guardians are unresponsive, the staff will attempt to reach a SEDOL nurse but cannot guarantee their availability. The RSSP staff will contact 911 in an emergency, and parents/guardians bear all financial responsibilities for their students.

## **Student Substance Abuse Policy**

SEDOL School Board Policy 7:190

The BASE Learning Program recognizes that the use of drugs illegally and/or inappropriately constitutes a hazard to the positive development of students. In addition to maintaining a realistic, meaningful drug education program, the BASE Learning Program shall be actively concerned with drug use and abuse by students. Therefore, they shall create an ombudsman climate whereby students may seek and receive counseling about drugs and related problems without fear of reprisal. The ombudsman relationship shall be strictly confidential between the school staff member and the student.

The BASE Learning Program is committed to maintaining a Drug-Free Environment for each student. We encourage you, the parent/guardian, to talk to your child about the use of illegal and mood-altering substances (alcohol, drugs, and tobacco) and to encourage your child through your own life's example of maintaining a Drug-Free Environment for you and your child to live in.

Communication is an important part of taking responsibility for one's behaviors and attitudes. Staff and counselors are here to help. Feel free to openly discuss any drug-related concerns with our designated BASE Learning Program staff.

### **BASE Learning Program Policy:**

- **No tobacco, alcohol, drugs or other intoxicants are allowed at the school or on the bus.**
- **No tobacco, alcohol, or drugs are allowed on one's person or property at the school or on the bus or to/from school**
- **The BASE Learning Program reserves the right to have the student screened and/or evaluated for potential drug/alcohol abuse.**

If a student is suspected of substance use, a parent or guardian will be required to pick them up from school. Parents/Guardians must pick up the student within the hour of notification to avoid the BASE staff contacting 911 for an emergency assessment of the student's health. Parents/guardians bear all financial responsibilities for their students.

## **Transportation**

Students are transported by vehicles (bus, van, cab) provided by the student's home school district. The bus ride is an extension of the school day; all expectations for conduct apply. Improper conduct on a bus may result in disciplinary measures, including bus write-ups, parent/guardian meetings, and the suspension of bus riding privileges.



Program staff will address incident reports on the same day. To resolve the issue that generated the incident report, the bus/cab driver, parents/guardians, and/or the home district liaison may be necessary. In the event of illegal and/or significantly disruptive behavior, the student may be returned to the BASE Learning Program to be picked up by parents/guardians or delivered to the police by the bus/cab driver.

The Transportation Provider will contact you with the pick-up time and confirm the address and contact phone numbers you provided to the school. The student is to be outside 10 minutes before the pick-up time and 10 minutes after the pick-up time. The expectation is when transportation arrives, the student is outside waiting at the designated pick-up location. If transportation is late, do not contact the BASE Learning Program. You (parent or student) should call the transportation number provided by the home school district. Missing the bus is an unexcused absence unless you can get your student to school before 9:30 am.

### **Bus/Cab Rules**

The bus /cab driver is in charge of the bus/cab. All riders must follow the driver's instructions. Bus/Cab riders are expected to conduct themselves following acceptable behavior:

- Students must be picked up and dropped off at their assigned locations.
- Unauthorized stops are not allowed.
- Only school materials and lunch items are to be brought onto the bus. Any items left on the bus/taxi will be confiscated and turned into a staff member.
- Students are to adhere to all student conduct rules and regulations provided by the transportation company as well as the BASE Learning Program.

### **Searches and Seizures**

School authorities are authorized to search students and their personal effects, as well as district property, to ensure the safety and supervision of students in the absence of parent(s)/guardian(s), maintain discipline and order in schools, and provide for the health, safety, care, and welfare of students and staff.

Authorized employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. A complete copy of this policy is available on the SEDOL website.

At the BASE Learning Program, searches are conducted each morning when the students enter the building via a metal detector. School staff checks students' binders, outerwear, lunches, and pockets.

### **Student Confiscated Items Policy**

Students are allowed to bring only school-related items to school to complete assigned coursework. School personnel will confiscate all unauthorized items.

Items not allowed include, but are not limited to, tobacco products and related paraphernalia, including vaping materials; illicit drugs and related paraphernalia; weapons of any kind; belts; pajama pants; sunglasses; headgear; chains, pins, or jewelry of any kind; heavy keychains; electronic devices; backpacks; purses; brushes or combs; and gum.

All devices, including cell phones, must be checked in and secured in the main office throughout the school day and returned at the end of the day.

### **Academic Standards**

The home school district will provide all coursework and school materials. While attending the BASE Learning Program, students will work with certified staff to complete the assigned coursework. Students are expected to maintain academic integrity in all coursework. The home school staff will complete all coursework grading.

### **Social/Emotional Curriculum**

The BASE Learning Program implements a socio-emotional curriculum with all students. The curriculum for social skills sessions is aligned with the state Socio-Emotional Learning standards and is designed to increase students' personal and social awareness to demonstrate self-management, positive decision-making skills, and responsible behaviors in school and their community. Instructional materials are organized into thematic units that develop a student's knowledge, encourage students to apply concepts, and connect concepts with current social issues. Some of the topics covered during the social skills sessions are:

- Acclimating oneself to the school community through an understanding of norms and expectations of the school environment and gaining an understanding of the significance of school attendance to academic success.
- Develop self-awareness of personal strengths and weaknesses, using goal-setting strategies to establish habits and skills that can be applied to school and career development.
- Employ growth mindset strategies of effort, grit, and perseverance to overcome challenges, experience success, and make productive contributions within school and community contexts.
- Apply social awareness and interpersonal skills to socially appropriate interactions that show respect for self, peers, and adults in school and the community.
- Establish self-management skills that support mental, emotional, social, and physical wellness to experience success in school and life.
- Develop coping skills, such as using appropriate verbal and nonverbal communication and active listening skills to manage anger and express emotions to resolve conflicts and correctly identify and respond to stressors in an appropriate and respectful manner.

### **Support Services**

The BASE Learning Program may provide on-campus support services by program staff and/or community support agencies. These support services are intended to provide the student with skills to redirect or eliminate the issue(s) interfering with successful school performance.

### **Transition Plan**

To successfully transfer back to the home school district, the student must meet the BASE Learning Program's expectations. Failure to meet expectations may result in the student's timeline being extended.

Before the student's transition, the BASE Learning Program and the home school district will develop a Transition Plan. The plan will identify the student's goals, activities, and timelines for a smooth transition to his/her home school or another appropriate alternative. A Transfer conference will be scheduled for the student, guardian(s), home school district liaison(s), and the BASE Learning Program staff to finalize the plan.

### **Student Records**

School Districts maintain two types of school records for each student: *permanent* record and *temporary* record. The BASE Learning Program maintains temporary records and transmits all records to the student's Home School District for compilation into the permanent record. All formal records requests should be directed to the Home School District.