

River's Edge Academy

725 School Street, Morris, IL 60450

(815) 942-5780; FAX (815) 942-5780

Executive Director

Neil Sanburg

Assistant Director

Carol Senica

Principal

Rick Gravatt

Dear Parent(s) / Guardian(s),

I would like to take this opportunity to introduce myself and welcome you and your student to the 2019-2020 school year at Rivers Edge Academy. I am very excited to be able to serve as the Principal of REA. I am new to Grundy County Special Education Cooperative but not new to serving students with Emotional and Behavior needs. I am committed to helping provide your student with the important tools they will need to face the challenges in their daily lives.

I would like to extend an invitation to meet together to discuss any concerns you may have and to get your student registered and enrolled for the new year. Enclosed you will find an enrollment packet. Please complete and return to our office as soon as possible so we can begin to make plans for your student's educational needs. You will also need to fulfill all home school district enrollment and registration requirements. Please contact your home school district for more information. We at Rivers Edge understand the importance of working together with parents and guardians to help support our students. We welcome your participation to address any needs that may arise with your child. I will be in the office fulltime beginning July 22nd and encourage you to call and set up an appointment to meet with me to discuss the needs of your child.

There are many changes taking place at Rivers Edge Academy this year. In addition to myself, we would like to welcome our three new high school teachers. For the first time all Jr. High classes will be held in the Shabbona building. Due to class size and limited classroom space we will be moving the third and fourth grade ED program from Coal City to our Shabbona building into Mrs. Benson's classroom.

Rivers Edge Academy will continue to promote positive behavior both in and out of school by implementation of PBIS standards. Positive Behavior Intervention and Supports is a data driven program used to help schools address the social and emotional needs of their students. This year an even more emphasis will be placed on addressing the social and emotional needs of our students in their Personal Growth and Development class. As a part of PG & D class, a new behavior level point system will be introduced and implemented this school year. Reinforcements and incentives will be provided to all students based upon their behavior level achievement.

I look forward to working together with you to help support and address any needs that your student may have this up and coming school year.

Together We Achieve More,



Rick Gravatt
REA Principal

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Dear Parent(s) / Guardian(s),

Please enclose a check for \$150.00 to cover the registration and enrollment fees for your child to attend the Rivers Edge Academy for the 2019-2020 school year. If your child is eligible for either free or reduced lunch you may receive a waiver of the total fee or a reduced cost based upon your need. As always, please feel free to contact me about any of your concerns. Together we will provide your child with the supports needed to be successful her at Rivers Edge Academy and in the pursuit of their personal goals as well.

Together We Achieve More,



Rick Gravatt
REA Principal

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Parent Information and Consent Letter

Dear Parent/Guardian:

Your student, _____, has been enrolled in River's Edge Academy. The goals of River's Edge Academy are for your student to acquire appropriate behaviors and to increase his/her academic skills in order to return to their home school district. Many varied techniques will be used to achieve these goals. No matter what teaching methods are used, they cannot be successful without your help.

We will have at least three (3) conferences to inform and work with you in regard to your student's program and progress. The teachers at River's Edge Academy will keep a daily record of each student's progress and behavior.

River's Edge Academy will use a behavior management system based on each student's daily accomplishments to develop appropriate behaviors. Special privileges must be earned. Unacceptable behavior will be dealt with according to the unique needs of each individual student.

You play a very important part in the success of your student's school experience. We need your support and consent. Thank you for your time, effort and interest.

If at any time you have questions or would like to visit with us, please call the River's Edge Academy main office at (815) 942-5780.

Sincerely,



Rick Gravatt, Principal

Acknowledgement of Receipt of River's Edge Academy School Handbook

I have read the *Parent Information Letter and Consent* and will cooperate with River's Edge Academy School's program for my student.

Student's Name

Parent/Guardian Signature

Date

River's Edge Academy
2019-2020

Student _____ Grade _____

Student's Home School District _____

Birth Date _____ Age _____

Address _____

City, State, Zip _____ Zip Code _____

Home Phone _____

Student Cell Phone _____

Student Email Address _____

Mother _____

Address _____

(if different than student)

Home Phone _____

(if different than student)

Cell Phone _____ Work Phone _____

Email Address _____

Father _____

Address _____

(if different than student)

Home Phone _____

(if different than student)

Cell Phone _____ Work Phone _____

Email Address _____

Emergency Contact _____

Home Phone _____ Cell Phone _____

For Office Use Only

Case Manager: _____

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School Medication Authorization Form

Student's Name _____ Birthdate _____

Address _____ Home Phone _____

Cell Phone _____ Work Phone _____

Emergency Phone Number _____

To Be Completed By the Student's Physician or Parent

Name of Medication _____

Dosage _____ Frequency _____ Time to be given at school _____

Date of prescription _____ Date of order _____

Diagnosis requiring medication _____

Intended effect of this medication _____

Must this medication be administered during the school day in order to allow the student to attend school or to address the student's medical condition? _____ Yes _____ No

Physician's Name-Please Print

Physician's Signature

Physician's Office Address

Physician's Office Phone

Physician's Office Fax

Further instructions/remarks

Date

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Letter to Parent/Guardian Regarding Student Use of the River's Edge Academy Electronic Networks

Dear Parent/Guardian:

We now have the ability to enhance your student's education through the use of electronic networks, including the internet. The internet offers vast, diverse and unique resources. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. Your authorization is needed before your child may use this resource.

The internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Student and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions and other sources
- Discussion groups
- Many libraries, including catalog to the Library of Congress and the Educational Resources information Clearinghouse (ERIC)

With this educational opportunity also comes responsibility. You and your student should read the enclosed Authorization for Electronic Network Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your student's actions.

The school takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent/guardians are responsible for setting and conveying the standards that their student or ward should follow. To that end, the school supports and respects each family right to decide whether or not to authorize internet access.

Please read and discuss the Authorization for Electronic Network Access with your student. If you agree to allow your student to have an internet account, sign the authorization form and return it to River's Edge Academy.

Authorization for Internet Access

All use of the internet shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action and/or legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use:** Access to the school's electronic networks must be for the purpose of education or research, and be consistent with the educational objectives of the school, or (b) for a legitimate business use.
2. **Privileges:** The use of the school's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator, along with the principal and home school district administration, will make all decisions regarding whether or not a user has violated the authorization and may deny, revoke or suspend access at any time; their decision is final.
3. **Unacceptable Use:** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or State law
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
 - c. Downloading copyrighted material for other than personal use
 - d. Using the network for private financial or commercial gain
 - e. Wastefully using resources, such as file space
 - f. Gaining unauthorized access to resources or entities
 - g. Invading the privacy of individuals
 - h. Using another user's account or password
 - i. Posting material authored or created by another without his/her consent
 - j. Posting anonymous messages
 - k. Using the network for commercial or private advertising
 - l. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material
 - m. Using the network while access privileges are suspended or revoked
4. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (Email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties: The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 6. Indemnification: The user agrees to indemnify the school for any losses, costs or damages including reasonable attorney fees, incurred by the school relating to, or arising out of, any breach of this authorization.
 7. Security: Network security is a high priority. If you can identify a security problem on the internet, you must notify the system administrator or Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempt to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
 8. Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet or any other network. This includes, but is not limited to, the uploading of creation of computer viruses.
 9. Telephone Charges: The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
 10. Copyright Web Publishing Rules: Copyright law and school policy prohibit the republishing of text or graphics found on the web or district websites or file servers, without explicit written permission.
 - a. For each republication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

- b. Student and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

- a. The school's electronic mail system, and its constituent software, hardware and data files are owned and controlled by the school. The school provides email to aide student and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet "domain". This domain name is a registered domain name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the school's electronic mail system constitutes consent to these regulations.

Student Use of the Internet Consent and Waiver Form

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the school and/or its agents may access and monitor my use of the internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the school's electronic network connection and having access to public networks, I hereby release the school and its board members, employees and agents from any claims and damages arising from my use of, or inability to use the internet.

Date

User Signature

_____ I have read this *Authorization for Electronic Network Access*. I understand that access is designated for educational purposes and that the school has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the school, its employees, agents or board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my student's use is not in a school setting. I have discussed the terms of this *Authorization for Electronic Network Access* with my student. I hereby request that my student be allowed to access the school's internet.

_____ I do not wish my student to have direct access to the internet.

Date

Parent/Guardian (Print Name)

Parent/Guardian Signature

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Permission to Search Person and Effects

I, _____, hereby give permission to the staff of River's Edge Academy to search the person and effects of my student, _____, wherever there is suspicion that he/she may be in possession of any weapons, drugs, incendiaries or other dangerous items. I understand that such suspicion may be based on circumstantial, third party or hearsay information, as well as direct observation. I understand that such a search is done to protect the safety and well-being of my student. I also understand that any illegal items or controlled substances found in such a search will be turned over to the local police so that they may take appropriate action.

Date

Parent/Guardian Signature

I, _____, have read and understand and agree to the above procedures signed by my parent.

Date

Student Signature

Date

Witness

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Waiver of Written Notification for Isolated Time Out and Physical Restraint

Student's Name _____

Birth Date _____

I agree to waive the *written* notification for isolated time out and physical restraint.
Verbal notification will be sufficient.

Date

Parent/Guardian Signature

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Field Trip Permission Form

I, the undersigned parent/guardian of _____ hereby give permission for my student to attend field trips while attending River's Edge Academy. I realize that these trips serve as a reward for good behavior as an opportunity for additional educational experiences.

My student, _____, has permission to attend the following types of field trips:

Various local field trips _____ Yes _____ No

Various out-of-county trips _____ Yes _____ No

Sports League events _____ Yes _____ No

Date

Parent/Guardian Signature

Date

Student Signature

Date

School Personnel Signature

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Cell Phone / iPod / MP3 Player

I, the undersigned parent/guardian of _____ hereby give permission for my student to bring the following electronic device(s) to school. I understand that students must turn in the item upon arrival to school and the items will be returned to the student at the end of the school day. Students who choose to bring electronic devices to school, do so at their own risk. River's Edge Academy and staff are not responsible for damaged, lost or stolen items. See the student handbook for further information and consequences related to electronic devices at school.

My student, _____, has permission to bring the following item(s) to school:

Cell Phone Yes No

iPod Yes No

MP3 Player Yes No

Date

Parent/Guardian Signature

Date

School Personnel Signature

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Movie Consent Form

I, the undersigned parent/guardian of _____ hereby give permission for my student to watch various appropriate teacher selected PG-13 and/or PG movies while attending River's Edge Academy. I realize that these movies are educationally relevant and/or serve as a reward for good behavior

My student, _____, has permission to watch the following types of movies:

PG-13 Yes No

PG Yes No

Date

Parent/Guardian Signature

Date

School Personnel Signature

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Permission for News Release

Name of Student _____ School Year _____

My signature below grants permission to River's Edge Academy to release to the news media photographs and information related to my student. I understand that the purpose of such releases will be to afford recognition to my student for his/her activities and accomplishments, and to promote the education of students with disabilities in Grundy County. I further understand that this may contain information identifying my student by name and/or as being a student with special needs. I can expect any release to be made with sensitivity to confidential matters and in the interests of my student.

_____ Yes, I hereby grant permission

_____ No, I do not grant permission

_____ Contact me prior to any release so that I might grant permission on a case-by-case basis.

Date

Parent/Guardian Signature

Date

Student Signature (if age 18 or older)

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Photograph/Video Tape Consent Form

River's Edge Academy would like your permission to photograph and/or video tape your student engaged in school activities. These photographs and/or video tapes may be used to illustrate the activities of River's Edge Academy. Our purpose is to show the positive aspects of our school. In the past, we have used these photographs and videotapes to make a digital video yearbook for students to take home at the end of the school year. Please sign below if you will allow your student to be photographed and/or videotaped.

Thank you!

I, the undersigned parent/guardian of _____ hereby give permission to River's Edge Academy personnel to photograph and/or videotape my child. I understand that any photographs and/or videotapes will be used only for educational purposes.

Date

Parent/Guardian Signature

Date

Student Signature

Date

School Personnel Signature