

JAMP

Special Education Services



**2015 – 2016
Grand Chain Learning Center
Student/Parent Handbook**

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Forward

This Student Handbook is being provided to help you be more aware of your privileges, opportunities, and responsibilities as a citizen of the Grand Chain Learning Center. Each student and parent should thoroughly read this handbook and keep it for future reference. The handbook covers information regarding classroom and school responsibility and school policies. The purpose of this handbook is to serve as a guideline for the orderly operation of our school. It is not intended to establish a contractual relationship with the student or cover every situation that shall be encountered. Rather, it is intended to describe our current program and practices. The JAMP Special Education administration reserves the right to add, delete, or modify any policies as needed.

We hope to establish solid working relationships between the home and school. We encourage you to provide input that may benefit the program. Please do not hesitate to contact the teacher or the administrator if you have any questions (618) 634-2200

Mission Statement

JAMP Special Education Services, in active partnership with member school districts, families, and community agencies, shall empower students to become responsible learners who are confident and capable of meaningful participation as citizens in a changing society.

This program has been developed to serve the educational needs of students who have not been successful in traditional school programs because of chronic behavioral, emotional, or social choice making difficulties. Instruction emphasizes taking responsibility for one's own behavior and learning to accept consequences for one's own actions. The school utilizes staff training and practices that are consistent with Positive Behavioral Interventions and Supports (PBIS) Best Practices in order to teach students pro social choice making and maximize their education.

Students are placed in the program by their home schools, following completion of an Individualized Education Plan (IEP). The student's home school arranges transportation, which is provided from the student's home to school.

Prior to starting school, parents are to enroll their child at their home school district. All parents will need to complete any required documentation, including: emergency contact information, school lunch forms, required medical forms, and any other information pertaining to your child.

Breakfast and Lunch

Breakfast and lunches are provided daily to students through Century School District. Reduced and free lunch programming is offered. Qualifications for this programming will be provided upon request. All student lunches are ordered by 9:15 am. If a student arrives too late for a lunch to be ordered a nutritional substitute lunch will be provided. Student lunch bills (if you qualify for paid or reduced meals) are mailed every two weeks. All bills need to be paid by due date which will be listed on the bill. Bills may be paid for by check or money order made payable to Century School District. **DO NOT SEND CASH TO SCHOOL.**

School Cancellations

In the event of serious weather conditions or a power outage, school may be closed or the starting time delayed. Inclement weather could result in an early dismissal.

You may check for cancellations or delays on the following radio/T.V. stations:

Radio: **WKRO, KGMO, KZIM, & KGIR**

TV Stations: **Channel 6 (WPSD), Channel 12 (KFVS), Channel 3 (WSIL).**

PBIS – Positive Behavior Intervention System

JAMP's Grand Chain Learning Center PBIS program is designed to be proactive in preventing undesired behavior while promoting positive, desirable behavior.

To be successful follow the guidelines listed:

Be Respectful

Be Responsible

Be Ready

Students will be rewarded weekly, monthly, and quarterly for working hard and following the guidelines. When positive behaviors are observed students will be given a "Ticket". On designated days, the PBIS store will be open. Students may purchase items from the store with their tickets. Classroom teachers may have additional items to earn in classroom.

Grand Chain Learning Center

Guidelines for Good Behavior

	Be Respectful	Be Responsible	Be Ready
In the Hallways	Stay to the right Use appropriate Language Use appropriate Voice Level Walk, don't run	Keep hallways clean Ear/drink in cafeteria only	No lingering in the hallway Go straight to your classroom
In the Cafeteria	Wait in line patiently Use appropriate language Keep hands to yourself Use appropriate voice level	Clean your area	Be ready when your teacher asks you
In the Classroom	Use appropriate language Follow all classroom rules Respect school property Have a learning attitude	Stay on task Follow procedures Complete assignments on time	Be prepared to work Have all necessary materials
In the Bathroom	Use appropriate language Respect others privacy Use appropriate voice level	Wash your hands Keep bathroom clean	Observe time limits
On the Bus	Use appropriate language Follow requests of the drivers Hands/feet to yourself Use appropriate voice level	Stay seated at all times Keep bus clean	Arrive to bus on time
Assemblies	Use appropriate language Sit quietly and listen	Remain seated at all times Sit in your assigned area	Exit/enter assembly quickly and quietly

Grand Chain Learning Center Policies and Procedures

Student Rights, Responsibilities

- Students have a right to be educated in a safe environment.
- Students have a responsibility to be respectful toward school staff and peers.
- Students have a responsibility to use self-control by complying with teacher and staff requests and protecting the health and safety of other students.
- Students are required to follow classroom rules.
- Use of appropriate language is expected.
- Students are expected to demonstrate courtesy and good manners at all times.
- Student dress must not interfere with the educational process as noted below.
- There will be no gang activity/support of any kind at Grand Chain in accordance with NCLB Title IV, Part A.
- Students will refrain from any type of behavior or comments that would be considered sexual harassment – anything considered unwelcomed by another person in accordance with Title IX of the U.S. Constitution.
- Students will refrain from any inappropriate contact with other students – this includes kissing, inappropriate touching, indecent exposure, hand-holding, etc.
- Students are expected to help keep our school clean.
- Students are expected to respect the property of the school and of others.

Dress Code

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.

- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. No sagging
- The length of shorts or skirts must be appropriate for the school environment.
(examplethe length should be longer than hand down to the side)
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

No Sagging.....offending attire will be zip tied.

**No steel toe boots or shoes will be allowed at school.
Students will be asked to change or taken to safe room.**

Student Discipline

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing

- intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. You must turn in your cell phone when searched each morning.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription. ¹
19. No gambling / betting on school activities or outside activities.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
 2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
 3. Traveling to or from school or a school activity, function, or event; or
 4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
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Firearms, Knives, Brass Knuckles, Chains & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be disciplined jointly by Dean of Students at JAMP and home school.

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Student Conduct and Discipline Policy

Students are expected to conform to the standards established by the administration and the faculty. The rules contained in this handbook, along with common sense and good judgment all come together to determine what is appropriate behavior in a given situation.

Students are expected to conduct themselves in a manner which reflects respect for each other, school personnel, and school property. Students may be disciplined for misconduct which occurs in school buildings or on school grounds at any time. Students may also be disciplined for behavior which occurs to and from school, on the school bus, at bus stops, and at school sponsored activities, including field trips off of school grounds. Students may also be disciplined when the misconduct is directed toward school employees, their families, or their property because of their status as employees.

Discipline is maintained by all personnel at your child's school. It begins with the classroom behavior management process, involves the contact of parents, necessary community and government agencies, and is progressive in nature. We intend to maintain a safe, civil, and achieving environment for students and staff at school. In order to ensure this goal is achieved, disciplinary options are available, but are not limited to, the following:

1. **Verbal Reprimand:** A brief conference with the student will follow the student's inappropriate choice. The result can be a verbal agreement between the teacher and student, a contract or goal, or a brief contact with the parent to discuss the infraction and how the student can better manage their choices.
2. **Mediation/Conflict Resolution:** One of the first steps in resolving conflicts is a mediation program. This is a non violent way to solve their differences by allowing a structured problem solving method that allows each student an opportunity to voice their opinions and concerns.
3. **Loss Of Privileges:** Each class has a classroom management plan. The student may lose privileges according to that plan.
4. **Cool Off Period:** When a student asks a staff member for time to cool off in an appropriate manner, time will be afforded to the student at the first opportunity available to the teaching staff. Likewise, if a teacher directs a student to take a cool off period, the student will be expected to comply with the request immediately.
5. **Alternative Education Room (AER):** The alternative education room is a disciplinary procedure used for isolated student instruction during the regular school hours. Students in AER have exhibited continuous and severe disruptive behaviors in the classroom or on the bus. As a result of exhibiting these non student behaviors, staff may determine to place the student in an isolated area, yet keep them in the standard curriculum of

- study. The AER is not comprised of a specific place in the building. It is a state of limited interaction with staff and no interaction with other students. Students will eat their meals in this location. The student can ear his/her way out of AER by serving a specified period of time or by completing a specified percentage of daily work.
6. In School Suspension: School administrators, together with teachers, will have this as means to redirect students who display behavior that is continuously disruptive to the educational environment in the classroom. The classroom teacher may utilize a socially isolated area to redirect the student.
 7. Out of School Suspension: Acts of violence and aggression, verbal threats of violence, vandalism, repeated acts of insubordination, and chronic acts that are disruptive to other students in the school are not acceptable forms of behavior in a civil and safe environment. The nature and severity of the offense will dictate the duration of the suspension. Every effort will be made to contact the student's parents by phone. A letter explaining the conditions of the suspension accompanied by copies of the disciplinary referrals shall be mailed to the parents detailing the behavior subject to the suspension. Students with a total of ten out of school suspension days will be requested to appear for a Manifestation Determination Conference to review the behavior and generate possible educational alternatives.
 8. Violent behavior and threats of violence will be taken seriously. The ***police will be called*** if students damage property or become a physical harm to staff or other students.
 9. Threats or any threatening statements of violence to a staff member or toward anyone else will be documented and a police report filed. Students who physically assault a teacher, a staff member, or another student may have charges filed against them in accordance with the law.

If a teacher/staff member has a reasonable suspicion that a student is "high", parents/guardians and law enforcement authorities will be contacted. The staff will call the emergency numbers provided by the parent/guardian.

Alcohol, Tobacco, and Other Drugs Policy (ATOD)

- This school is alcohol and tobacco/drug free in accordance with the federal law NCLB Title IV, Part A and Public Law 101 – 226.
- Federal Drug-Free Schools and Communities Amendment Act (Public Law 101 - 226) violations include distribution, possession, or use of illegal drugs or controlled substances as well as possession of firearms or other dangerous weapons.
- Student violations of this policy will be subject to suspension; parents and law enforcement officials will be notified. Students who are suspected of being "under the influence" may also be subject to suspension; parents will be notified. Any student who feels that they may

have a substance abuse problem may discuss that with school staff at any time. We will assist that student and his/her family in getting the appropriate help.

Preventing Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:

Doug Edwards
Name
251 West Second Street
Address
Grand Chain, Il 62941
618-634-9800
Telephone

Complaint Managers:

Doug Edwards
Name
251 West Second Street
Address
Grand Chain, Il 62941
618-634-9800
Telephone

Name

Address

Telephone

Eligibility for Group Activities and Outings

With good conduct, a student may earn the privilege of participation in a group outing or activity at the discretion of the teachers/supervisor.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Searches, Book Bags and Electronic Devices

- For the safety of all, upon arrival, students will be checked in with a metal detector by appropriate school personnel.
- Each student will line up single file to be checked
- Each student will be patted down.
- All student pockets will be checked and turned inside out.
- Shoes and coats are to be taken off and searched.
- Student will remove insoles if possible.
- Book bags, back packs, purses, coats, etc. must be left in the assigned area for them by the teacher. Book bags will be searched.
- If you bring your cell phone to school, you shall give it to the teacher upon arrival. It will be kept in the office until the end of the school day. Mp3 players (iPods), games, radios, CD players, headphones, CD's, DVD's, cameras, or any other electronic device should be left at home unless requested by the teacher for classroom use.
- For the first offense of bringing an electronic or other device, the item will be confiscated by school personnel. It will be available at the school office when the student's bus arrives at the end of the day. For a second offense and further offenses, the item will be held and returned only to the parent or guardian.

Any data on the confiscated device may be reviewed by school personnel to determine the level of misuse. There should be no expectation of privacy for this data. The school is NOT responsible for the loss or theft of any electronic device or any of its accompanying equipment (CDs, tapes, earphones, cards, discs, etc.)

Students are to go directly to their classroom after being searched. Students are not allowed in the gym in the morning or to linger in the hallways.

Student Attendance

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

Students who have thrown up or have a temperature will be sent home. It is also the school's policy that they be fever free for 24 hours before they return to school.

Good attendance is important for all students. Regular school attendance will greatly promote the success of students. The staff at Grand Chain Learning Center desires to work closely with parents/guardians to develop a sense of responsibility, to develop traits of good citizenship, and to enhance academic success of students. Parents/guardians should work closely with the school to ensure that students do not miss school unnecessarily. If your child is sick and will be absent from school:

1. Parents/guardians are asked to notify the Grand Chain office prior to 9:00 a.m. on the day their child is absent—(618)634-2200. Ask for Ms. St. Arbor
2. Attendance letters will be sent out periodically regarding student absences. The Regional Office of Education will be informed regarding significant absences.
3. Students who are absent for more than 10% of the instructional days during the school year are considered truant.
4. Acceptable school absences include illness, injury, medical or dental appointments, court date, probation or parole meeting, death or severe illness in the family, etc.
5. Should your child become ill or is hurt at school, you will be notified. If the use of an ambulance is necessary, your permission will be obtained if at all possible.

Leaving School Premises

When students arrive at school, they are expected to remain at school unless they have a work assignment. Students are not to leave school unless accompanied by school personnel, parents/guardians, or with an adult listed on the Permission form. If a student leaves the school premises (walks out of the building) without permission, local law enforcement representatives will be notified. We want our students safe at all times.

Bus Regulations

Students who are transported to/from school or on outings with school personnel are expected to be on time at the bus stop. Bus rules apply to all students: remain seated at all times, speak quietly to others, and follow the bus driver and/or bus aide's directions. If a student is kicked off of the bus for behavioral issues, that student's parents/guardians will be responsible for ensuring that the student gets to school.

Bus rules:

- Follow the driver's instructions.
- No food, drinks, tobacco, weapons, laser pointers, or drugs allowed. Possession of weapons or drugs will result in criminal charges being filed.
- Keep all of your body parts to yourself and inside the bus.
- Keep the bus free of litter and free of graffiti (damaging the bus in any way).
- Students should remain seated while bus is in motion. No standing.
- Should you see children sleeping on the bus at your designation, inform the driver.
- Fighting, sexual misconduct or sexual harassment are prohibited.
- Silence is required by bus drivers at railroad crossings.
- Inform the bus driver if you are being bullied on the bus.
- Parent/guardians of students are not allowed on any buses.
- No loud or excessive talking
- Remain seated while the bus is moving.

Home school will discipline for bus issues

Camera Surveillance

Cameras are located in the hallways and in the gymnasium at all times during the school year.

Acceptable Internet Use Policy

- Students may use the school's computers/network and the Internet connection for teacher assigned, educational work.
- There is restricted access to undesirable sites at Grand Chain.
- Social networking sites such as My Space, Facebook, Craigslist, chat rooms, email, etc. are prohibited. Educational blogs may be an exception.
- Music videos are also prohibited unless approved for educational purposes by the teacher.

- Students may not use the Internet to engage in "hacking" or other unlawful activities.
- **Students should only use computer programs approved by the classroom teacher.**
- Users will adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless labeled "freeware, shareware, or public domain.")
- The Grand Chain Learning Center reserves the right to limit or exclude internet access at any time.

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Unacceptable Use - The user is responsible for his or her 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 State or federal law;
- b. Unauthorized downloading of software;
- 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. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- 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; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is 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 messages to others.

- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) 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.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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 or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site 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. Students engaged in producing Web pages must provide library media specialists with e-mail 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 the permission. The manager of the Web site 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.

Use of Electronic Mail – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school and district reserve 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.
- b. 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 e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district’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 district. 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 and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. 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.
- e. Use of the electronic mail system constitutes consent to these regulations.

Behavior Intervention

Behavior interventions are designed to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. They shall be used with those students who require behavioral intervention.

Nonrestrictive Interventions:

Nonrestrictive interventions are the preferred behavioral interventions. The following are examples of nonrestrictive interventions that may be used:

- Allowing the student to escape the task
- Temporary instructional seating
- Calling and notifying parent
- Detention
- Direct Instruction
- Activity Modification
- Modeling
- Instructional assignment
- Peer involvement
- Proximity control
- Redirecting the student
- Self management
- Teaching alternative behaviors
- Teaching Self reinforcement
- Positive reinforcement
- Prompting
- Isolation, in and out of class
- Verbal reprimand
- Verbal feedback

Alternative Classroom:

The Alternative classroom is used only as means of maintaining a safe and orderly environment for learning. It shall be used only to the extent necessary to preserve the safety of students and staff and to ensure the maintenance of an environment conducive to learning. A student may be placed in the alternative class room if he/she is extremely disruptive or for verbally aggressive and/or physically aggressive behavior. The alternative classroom area provides social isolation to allow a child to regain control of his/her behavior before re entering the classroom. While in the alternative classroom, a child is constantly monitored by staff, while records of the time elapsed and students' behavior are kept. The child is returned

to the classroom as soon as possible. Prior to returning, the student and staff involved in the alternative classroom shall process the incident requiring the time out. Records are maintained by the classroom teacher and dean of students.

Crisis Intervention

Crisis Prevention Intervention (CPI). These include nonviolent restraints that may be used as a last resort when students become a danger to themselves or others. Students may be removed from the classroom environment to the alternative classroom for safety reasons. Parents will be informed of student behaviors in crisis situations.

If students are deemed a threat to themselves or others, the Grand Chain staff may also contact a crisis therapist from Family Counseling Center to assess the student for possible psychiatric hospitalization. Parents will be notified, if possible, in such situations. Parents/guardians should ensure that alternate phone numbers are available (family members, neighbors) should the school staff be unable to reach the parent/guardian.

These steps are followed when using Non Violent Crisis Prevention Intervention:

1. When staff determines the student is likely to harm himself/herself or others and the risks associated with the physical management is less than the risks associated with failing to intervene.
2. A staff member will request that the student go to a predetermined area.
3. If the student fails to comply within five seconds, the staff repeats the request.
4. If the student still fails to comply and presents an obvious threat, the student is physically guided by staff members and escorted with the minimum force necessary for success and safety to the quiet area.

If it is determined physical management is necessary to secure the safety of the child or others, the student will be physically managed with the minimum force necessary until he or she is able to demonstrate appropriate, calm responses.

Safety Procedures

Staff will have on hand a safety procedures handbook that outlines a crisis management plan for fire, tornado, and any other emergency situation. Grand Chain Learning Center will conduct tornado drills and fire drills in accordance with the Illinois school safety laws. Students will be directed by the teacher/staff on the proper procedures.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

During a safety drill or actual crisis, inappropriate behavior will not be tolerated. Students will be disciplined for inappropriate behavior.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school 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 an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Parent – Student statement of Receipt of Handbook

We have received a copy of the 2015- 2016 Parent / Student Handbook for the Grand Chain Learning Center. Our signatures indicate that we have received, read and understand this book, and acknowledges that if we have questions we may call upon the school to have those questions answered.

Student Signature _____ Date _____

Parent Signature _____ Date _____