

Clinicare Alternative Day Schools

2024-25
SCHOOL
HANDBOOK



Crossroads Academy

Decorah, Iowa

Eau Claire Academy

Eau Claire, WI

New Frontier Academy

Prairie du Chien, WI

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New Frontier Academy

625 South Dousman, Prairie du Chien, WI 53821

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Crossroads Academy

107 Vernon Street, Decorah, IA 52101

563-382-6356

Eau Claire Academy

1708 Westgate Road, Eau Claire, WI 54703

715-834-6681

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Director of Education

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MISSION STATEMENT

Our mission is to provide a highly structured, supportive, and safe learning environment where students with unique or special education needs can benefit and develop appropriate school behaviors and social skills. We believe in an individualized, student-centered approach. Goals are IEP, district, and family driven with data collection and individualized plans for every student. Keeping in mind that each student's needs are different, our approach is always relationship-based, working to foster these through supportive, strength-based relationships.

CORE VALUES

RESPECT

To treat others as you would have them treat you, to value the worth of every person including yourself.

COMPASSION

Offering an understanding of others' feelings and encouraging good choices.

INTEGRITY

Role-modeling honesty, trustworthiness, kindness, and dignity even in times of difficulty.

RESPONSIBILITY

To do what is right, what one is expected to do and to be accountable for your behavior and obligations.

STATEMENT OF GOALS

Teachers and experienced support staff recognize that learning occurs on a multitude of levels and that each child learns at a different pace and in a different way.

Our staff help students discover their maximum potential experience accomplishment and success. The Education staff at the Alternative Schools are committed to the following goals:

- Provide a safe and nurturing environment for every student.
- Develop individualized instruction designed to meet each student's needs and abilities.
- Assist students in strengthening their ability to self regulate and sharpen their problem solving, social, and conflict management skills.
- Model and reinforce appropriate responses.
- Develop positive, supportive relationships with all students and their families.

Every student learns and thinks differently. Our staff is dedicated to each child's success.

SOCIAL-EMOTIONAL LEARNING

Research has shown that social-emotional skills cannot be built in artificial circumstances. Our students are enrolled in classrooms with peers of similar ability levels. This allows for students to engage in real-time practice of social engagement and relationship building. The individual crisis cycle of each student is considered when developing Behavioral Interventions. Triggers and challenging situations are not removed but rather work is done to navigate each stage of the "crisis cycle" safely with the student.

Through identifying appropriate supports at each stage, staff work with students to build self-awareness and self-management skills. We create organic opportunities for students to identify their emotions and practice impulse control to foster a growth mindset and cultivate a sense of self-confidence and self-efficacy.

Challenging moments throughout the day allow for learning opportunities and growth to happen in the moment. Staff work with students to develop reflective practices and think empathically about the people around them and recognize how their behavior impacts others in an effort to increase relationship skills. As student move through these moments, they identify and solve their own problems through debriefing and coaching from staff.

Regardless of their ability levels, our students are doing the best they can and we meet them where they are at. Through the relationships we build with our students, we allow for continuous development of these social-emotional skills to increase social awareness, developmental growth, and the ability to make responsible decisions beyond their time at Clinicare Alternative Schools.

OUTCOMES

- * Increased school attendance
- * Continued supportive parent involvement
- * Improved grades and increased academic levels
- * Reduction in classroom student discipline problems
- * Increase in positive student-teacher and student-peer relationships
- * Decrease in verbal and physical aggression as well as oppositional and defiant behaviors
- * Improved student motivation, self-esteem, social skills, anger management, and self-awareness
- * Improved behavior in the home as well as community settings.
- * Reduced potential of student dropout rate.
- * Improved student attitude, conformity and compliance to rules, policies, authority figures and the education process
- * A close link is established between the home school district, alternative school staff, mental health professional and family service providers
- * Achievement of Individualized Education Plan goals.

STUDENT RIGHTS

- With every right you have, you also have an obligation. You have the right to be treated with a sense of respect; you are also obligated to treat fellow students with respect. Respect is a two-way street.
- All teachers and principals are interested in working with students who want to take full advantage of their rights and opportunities at this school while at the same time respecting the rights of others.
- The purpose of the school and the requirements of the educational process must be weighed in to decide who has a right to do what and what behaviors must bear a consequence.

STUDENT RESPONSIBILITY

- Students will be held responsible only for the things they do or fail to do. What others do or fail to do is of little importance in determining whether or not students have accepted responsibility as a student-citizen of Clinicare Alternative Schools.
- The decision for student actions will solely be theirs as will the consequences.
- It is the student's responsibility to decide how they should conduct themselves and to be prepared to accept the consequences of their actions. Students will learn to think of possible consequences before they act.

PARENT RESPONSIBILITY

Parental support for the student and alternative school sends an important message to students about the value of education. The following goals are a list of basic responsibilities of **parents** in supporting the alternative school staff and helping their children to become successful learners.

- Be sure your child attends school regularly and on time.
- Follow school procedures in reporting legitimate absences and readmitting pupils after an absence.
- Let the school know of any serious family issues or problems which may affect the behavior of your child. This communication may be able to help or ease the way for your child.
- Attend staffings, IEP meetings, special programs, other school events throughout the year.
- Support your school's discipline policies and bus safety rules.
- Stay tuned into what is happening at school and help your child with homework. Return the daily student planner with your signature.
- If a problem arises, try to resolve it by following the chain of responsibility as follows:
 1. Classroom Teacher or Staff
 2. Director of Education
 3. Home School District Administration
 4. AEA Consultant

HARASSMENT / BULLYING

ANY FORM OF HARASSMENT IS PROHIBITED. Clinicare Alternative Schools:

...is committed to promoting understanding and appreciation of the cultural diversity of our society.

...shall educate students about our cultural diversity and shall promote tolerance of individual differences.

...prohibits acts of intolerance or harassment toward others, including prejudice due to an individual's race, color, creed, gender, religion, marital status, parental status, national origin, disability, sexual orientation, ethnic or socio-economic background.

ACTS OF INTOLERANCE AND HARASSMENT WILL BE TREATED AS GROUNDS FOR INTERVENTION *(INTERVENTION MAY INCLUDE 30 MINUTES IN THE RGR WITH COMPLETION OF PROBLEM-SOLVING FORM AND APOLOGY and/or EXPULSION OF A STUDENT and/or POLICE INTERVENTION).*

BULLYING is when a person or group uses power—such as physical, verbal, or social—to hurt or intimidate a person or group with less power. IF YOUR CHILD IS BULLIED...

LISTEN AND BE EMPATHETIC

Be an active listener and let your child lead the conversation. Occasionally rephrase the information your child gives you and repeat the information back to your child in your words.

LISTEN FOR THE "5 Ws"

Listen for the Who, What, When, Where, and Why. Be aware that your child may be sensitive to being asked a lot of questions at one time. Plan on multiple conversations to get the information you need to help your child.

MAKE CHANGES / BUILD SKILLS

Based on the "5 Ws" above, discuss ideas on how to safely and effectively stop the bullying. Role-play different approaches and responses with your child so that he or she will be prepared to stop the bullying but not get into a physical or verbal fight. Brainstorm ways to increase friendships by developing physical and social skills that are appreciated by other youth.

DISCUSS EMOTIONAL EXPRESSION

Being bullied can create feelings of anger, frustrations, sadness, depression, or vengeance. Teach your child how to relieve these feelings without being violent to themselves or others. Ideas may include talking with other adults and trusted friends, writing in a journal, creating art, doing physical activities, and deep breathing.

WORK WITH THE SCHOOL

If the bullying is happening at school, speak to your child's classroom teacher or the Program Director so they can help.

DAILY SCHEDULE / ARRIVAL PROCEDURES

New Frontier classes are in session from 8:15 a.m.—2:30 p.m.

Crossroads Academy classes are in session from 8:00 a.m.—3:00 p.m. each day EXCEPT Wednesdays when classes are in session from 9:00 a.m.—3:00 p.m.

Eau Claire Academy classes are in session from 8:45 a.m.—2:30 p.m.

Please note that unless pre-arranged transportation requires students' early arrival or late dismissal,

***NO STUDENTS CAN ARRIVE OR LEAVE
BEFORE THE DESIGNATED START OR AFTER THE DESIGNATED DISMISSAL.***

Parents will be notified if this policy is NOT being followed.

Students may be subject to searches related to potential contraband and unsafe items. This search may include—but is not limited to—a search of personal belongings, being asked to empty pockets, show staff their shoes and socks, etc. Any contraband brought in by a students will be confiscated and the parent/guardian will be called to notify them that contraband was found. If the parent/guardian wants the item returned, it is the responsibility of the parent/guardian to retrieve it from the School Office. If contraband becomes a consistent problem, it may jeopardize the student's continued attendance.

A search of the student's person will be conducted IF there is reasonable suspicion to believe a dangerous or unauthorized items is being concealed. If a student refuses to cooperate with a search by staff, the local Police Department will be called for assistance. Purses or backpacks may be searched on a daily basis. Any unauthorized items found at the time of these daily searches will be kept by the Alternative School staff until a parent or guardian claims the unauthorized item in person.

HOME / SCHOOL TRANSPORTATION

The Home School District is responsible to coordinate transportation for students. Students are responsible to practice safe and positive behavior during transportation to and from school. Daily contact with transportation staff is maintained and the drivers provide Behavioral Reports. Students who are reported for negative or unsafe behaviors will serve consequences and loss of privileges at the alternative school site. In the event that students engage in behavior that put the safety of the driver or other students at risk, the student may be suspended from the transport.

AN EMERGENCY IEP TEAM MEETING WITH PARENT AND HOME SCHOOL DISTRICT MAY BE REQUIRED PRIOR TO THE STUDENT'S RETURN.

UNAUTHORIZED DEPARTURES / STUDENT ELOPEMENT

The consistent protocol if a student leaves the school grounds is:

1. Staff will follow the student. Staff will remain with them OR keep the student in sight at all times.
2. If the student remains on grounds, staff will remain with them until they are stable to return to the building.
 - A. If the student continues to be escalated, they will remain outside with staff.
 1. Police can be contacted if the student's behavior warrants the call or if the student refuses to return to the building and—gauging how much time is left in the school day—staff can call parents and/or police to assist.
3. If a student **LEAVES SCHOOL GROUNDS, POLICE MUST BE CALLED RIGHT AWAY**. Staff must follow to keep the student in their sight. If the police picks up the student, it will be determined if the student can return to school at that time.

STAFF MUST FOLLOW ALL STUDENTS UNLESS THEY ARE 15 YEARS OF AGE OR OLDER OR ARE COGNITIVELY LOWER FUNCTIONING.

Once a student is 15 years of age or older and leaves school grounds, the parents and police MUST be called and they are NOT ALLOWED TO RETURN TO THE BUILDING.

PARENTS MUST PICK THEM UP and they are NOT ALLOWED TO RIDE TRANSPORTATION HOME.

If they happen to be the only student from a school district, STAFF MUST CONTACT BOTH THE TRANSPORTATION DIRECTOR AND DRIVER.

CLINICARE ALTERNATIVE DAY SCHOOLS

TRANSPORTATION GUIDELINES



Academy students who are being transported by their Home School District OR riding Academy vehicles on activities will be expected to follow the rules listed below. These guidelines are developed to ensure the safety of all our students, staff, and the general public traveling along those transportation routes.

1. All students will submit to a safety check before entering the vehicle. This will include a security wand scan, check of a back pack or personal items, and a possible pat search of the individual. If a student fails to comply with this safety procedure, they will not be allowed in the vehicle.
2. All Students are required to wear a seatbelt including shoulder harness while in the vehicle.
3. Students are expected to follow the seating chart determined by our staff.
4. Students who meet the criteria for the Wisconsin and/or Iowa booster seat laws MUST sit in a booster seat.
5. There is NO swearing, throwing items, touching other students, or moving to another seat in the van.
6. Students are expected to keep the vehicle clean, cooperate with staff directions, and keep their hands and head inside the vehicle.
7. Students are not allowed to consume food or beverages in the van.
8. Students may have Game Boys, CD players, or iPods. HOWEVER, these will be confiscated if they become a distraction to the driver. These items MUST be turned into the school upon arrival until the end of the school day. **CLINICARE ALTERNATIVE DAY SCHOOLS ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR TRADED LISTENING DEVICES, GAME BOYS, OR OTHER ELECTRONICS.** Students will lose this privilege if these items are not used responsibly and in accordance with these guidelines.
9. All other items brought to school or in the vehicle must be approved by the Director of Education.

The following **CONSEQUENCES** will be implemented due to any violation of the above rules or other misconduct:

1. It is the right of the Clinicare Alternative Day Schools' Drivers to call 9-1-1 for Police assistance if the safety of students or staff is at risk.
2. Loss of program privileges.
3. Serious morning transportation misbehavior may result in removing the student from afternoon transportation and will require parent pickup.
4. In-school suspension.
5. An IEP meeting with parents and the home school district will be arranged if the student is unable to cooperate with our drivers or the transportation rules and guidelines listed on this sheet.

CLINICARE ALTERNATIVE DAY SCHOOLS
TRANSPORTATION GUIDELINES

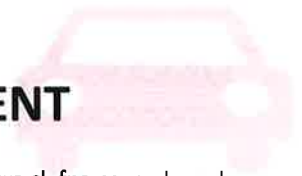


I, _____, have read, understood, and agree to follow the Transportation Guidelines as put forth and described in the TRANSPORTATION GUIDELINES.

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____



STUDENT DRIVER CONTRACT AGREEMENT

Students who have a valid driver's license will be permitted to drive to and from school ONLY IF THEY ABIDE BY THE FOLLOWING RULES AND GUIDELINES:

1. The student will be **ON TIME** to school and **NOT ALLOWED TO LEAVE EARLY** unless there is a written note of permission submitted by the parent.
2. The **VEHICLE KEYS WILL BE TURNED IN** when the student arrives and kept in a secure location. The keys will be returned to the student at the end of the school day or for transportation to a job site or transition class at the High School.
3. **Students may NOT park in the following locations:**
 - * CROSSROADS—they may NOT park in the parking lot; street parking only.
 - * NEW FRONTIER—they may NOT park in the two rows of spaces closest to the building.
 - * EAU CLAIRE—check with the Director of Education.

4. STUDENTS MAY NOT TRANSPORT OTHER STUDENTS.

5. Students **MUST HAVE THIS PERMISSION FORM SIGNED BY THEIR PARENTS** and/or guardians and it will be kept in their student file allowing their child to drive to and from school.
6. **Violations of these guidelines will be subject to administrative REVIEW AND APPROPRIATE CONSEQUENCES DETERMINED.**
7. If the student has transition classes at the local public school district, they must be **GRANTED PERMISSION BY THE ADMINISTRATION AT THOSE SCHOOLS** to drive to classes and are bound to and must follow ALL guidelines these schools have regarding student drivers.

STUDENT NAME _____ DATE OF BIRTH _____ AGE _____

DRIVER'S LICENSE NUMBER _____ STATE OF ISSUANCE _____

YEAR / MAKE OF VEHICLE _____ LICENSE PLATE _____

SIGNATURE OF PARENT / GUARDIAN _____

PRINTED NAME OF PARENT / GUARDIAN _____

DATE _____

SIGNATURE OF STUDENT _____ DATE _____

EMERGENCY SCHOOL CLOSINGS

School closings, late starts or early dismissals due to weather conditions:

NEW FRONTIER ACADEMY—will follow the Prairie du Chien School District's announcements.

CROSSROADS ACADEMY—will follow the Decorah Community School District's announcements.

EAU CLAIRE ACADEMY—will follow the Eau Claire School District announcements.

**IF YOUR CHILD IS TRANSPORTED BY THE HOME SCHOOL DISTRICT:
PLEASE FOLLOW THE HOME SCHOOL DISTRICT WEATHER-RELATED ANNOUNCEMENTS**

EMERGENCY DRILLS

State safety and school regulations require all school to have fire drills, tornado drills and emergency evacuation procedures. A drill is a serious event to ensure the safety of all students and staff in the event of a real emergency. Students are expected to fully participate in scheduled drills using appropriate behaviors.

SCHOOL PHONE USE

Students are NOT allowed to call home for any reason without the express permission of the Director of Education during instructional hours. Students will not be brought to the school office or be able to use their cell phones to call home. Again, any parental contact during the instructional day will be made by Teachers only if they deem it absolutely necessary.

ATTENDANCE

It is the parent/guardian's responsibility to notify and call your school in the morning to notify us if your child will be absent or late in arriving for the school day.

IF WE DO NOT HEAR FROM YOU BY 8:00 A.M., WE WILL CALL the parent or guardian at home or work to verify the student absence. If we cannot reach the parent or guardian, the absence will be listed as "unexcused."

STUDENTS ARE NOT PERMITTED TO CALL AND REPORT THEMSELVES AS ABSENT. Please send a *written note* following your child's absence. If your child becomes sick at school, the Program staff will contact the parent or emergency contact person.

IF YOUR CHILD HAS A MEDICAL DENTAL, COUNSELING, OR COURT APPOINTMENT you must provide us with an official document from the appointment noting the date and time.

IF YOUR CHILD IS ABSENT FOR THREE (3) DAYS DUE TO ILLNESS, we will request a doctor's note upon return.

Attendance reports are sent to each student's Home School District monthly and unexcused absence may be marked truant by your student's Home School District's standards. If a student is absent and staff have not received parent/guardian notification, staff will call to make contact with the parent/guardian to ensure the safety of the student and obtain a reason for the absence.

TRUANCY

It is the parent or guardian’s responsibility to assure their child attends school on a regular basis. **Truancy is defined as any absence of part or all of one or more days from school during which the school staff has not been notified of the legal cause of such absence by the parent or guardian.** The following policies will be enforced regarding such student absences.

- ◇ A note from the doctor will be required after three (3) consecutive absences or five (5) absences in any semester.
- ◇ Medical dental, chiropractic, optometry, or other professional appointments should not exceed one half (1/2) day. Absences due to scheduled appointments must have prior approval from the school staff and a note provided by the Medical Clinic is required or the absentee student will be considered UNEXCUSED.
- ◇ Chronic failure to follow the school’s absence policies will result in notification to legal authorities and the Home School District. We work in conjunction with the Home School District when TRUANCY PROCEEDINGS are initiated.
- ◇ When a student exceeds five (5) excused absences or three (3) unexcused absences in a semester, there will be a Truancy Meeting scheduled for all IEP team members and Program Administrators.

IMPACT OF TRUANCY

- | | |
|---|----------------------|
| Low or failing grades | Repeated grades |
| Discipline and behavior problems | Criminal Activity |
| Emotional and Psychological Problems | Higher Drop-out Rate |
| Substance Abuse Problems | |
| Legal action including fines, community service, formal supervision | |

LUNCHES

Hot lunches are available at each alternative school site. New Frontier and Eau Claire Academies provide meals and the Decorah School District provides meal for Crossroads Academy.

Note that hot lunch services are optional.

Parents may provide cold lunches from home for their child.

CROSSROADS ACADEMY REGULAR AND REDUCED LUNCH PRICES

PRICES LISTED BELOW WERE FOR THE 2023-24 AND WILL BE SUBJECT TO CHANGE BY DECORAH SCHOOL DISTRICT

BREAKFAST	FULL PRICE	WEEKLY FULL-PRICE COST	FULL-PRICE MILK	REDUCED PRICE	WEEKLY REDUCED-PRICE COST	REDUCED-PRICE MILK
K—4th	1.50	7.50	.30	.30	1.50	FREE
5th—8th	1.55	7.75	.30	.30	1.50	FREE
9th—12th	1.65	8.25	.30	.30	1.50	FREE
LUNCH	FULL PRICE	WEEKLY COST	FULL-PRICE MILK	REDUCED PRICE	WEEKLY COST	REDUCED-PRICE MILK
K—4th	2.70	13.00	.30	.40	2.00	FREE
5th—8th	2.80	13.50	.30	.40	2.00	FREE
9th—12th	2.95	14.25	.30	.40	2.00	FREE

VISITORS

Parents are always welcome in the classroom. When a parent wishes to visit, it is preferred that the teacher be notified ahead of time to confirm class schedules. Any professionals who wish to interview, observe, or evaluate a student must have permission from the parent.

ANIMALS IN SCHOOL

Appropriate use of live animals in the Schools can be an instructional resource that enriches the education program. However, the use of live animals shall not compromise the health and safety of students and staff. The building administrator or Program Director will make such determinations on the appropriateness of live animals in the Schools.

MEDICATION

IF YOUR CHILD HAS HAD ANY CHANGES IN HEALTH HISTORY OR ANY MEDICAL UPDATES OR IF THERE ARE ANY PHONE NUMBER, ADDRESS, EMAIL OR EMERGENCY CONTACT INFORMATION CHANGES, please contact your child's teacher to ensure we have the most updated information.

IF A STUDENT NEEDS TO TAKE MEDICATION DURING SCHOOL HOURS, CLINICARE ALTERNATIVE SCHOOLS MUST HAVE A COMPLETED AND SIGNED PERMISSION FOR MEDICATION FORM (copy follows this page).

Medication will be administered within the one-hour prescribed time. Oral medications will be passed by Certified Staff. Each student taking medication will have a log of its daily administration and kept in the individual student file at the end of each instructional year.

ALL PRESCRIPTION MEDICATIONS ARE KEPT IN A SECURE LOCK BOX WITHIN A LOCKED CABINET. ONLY AUTHORIZED STAFF WILL HAVE ACCESS TO THESE MEDICATIONS.

PRESCRIPTION MEDICATION

The parent must sign this same consent form (a copy follows this page). Medication must be brought to school in its **ORIGINAL AND PROPERLY LABELED CONTAINER**. The school must be notified in writing upon any change in medication or discontinued medication.

WHEN YOUR CHILD HAS A MEDICATION CHANGE OR IS OUT OF MEDICATION, PLEASE COMMUNICATE THIS TO YOUR CHILD'S TEACHER.

UNLESS WRITTEN PERMISSION FROM PARENTS IS OBTAINED (and administration compliance with the written instructions by a physician), STAFF ARE NOT ALLOWED TO DISPENSE ANY TYPE OF MEDICATION TO STUDENTS.

PERMISSION FOR MEDICATION

STUDENT NAME _____ **GRADE** _____ **DATE** _____

I REQUEST AND AUTHORIZE SCHOOL PERSONNEL TO ADMINISTER THE FOLLOWING MEDICATION TO MY CHILD:

MEDICATION NAME _____ **BEGIN ON** _____ **END ON** _____

TIME TO BE GIVEN _____ **DELIVERY METHOD/CHOOSE ONE:** _____ **DOSAGE** _____

SIDE EFFECTS _____ **REASON FOR MEDICATION** _____

MEDICATION NAME _____ **BEGIN ON** _____ **END ON** _____

TIME TO BE GIVEN _____ **DELIVERY METHOD/CHOOSE ONE:** _____ **DOSAGE** _____

SIDE EFFECTS _____ **REASON FOR MEDICATION** _____

MEDICATION NAME _____ **BEGIN ON** _____ **END ON** _____

TIME TO BE GIVEN _____ **DELIVERY METHOD/CHOOSE ONE:** _____ **DOSAGE** _____

SIDE EFFECTS _____ **REASON FOR MEDICATION** _____

LIST ALLERGIES—OTHER MEDICAL CONCERNS—ADDITIONAL MEDICATIONS if the above fields are full:

I UNDERSTAND THAT ALL PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER.

I UNDERSTAND THAT IF THE MEDICATION IS A PRESCRIPTION MEDICATION, **THE PHARMACY LABEL MUST SHOW THE STUDENT'S NAME, THE DATE PRESCRIBED, THE NAME OF THE MEDICATION, THE DOSAGE, TIMES, AND METHODS FOR ADMINISTRATION, THE EXPIRATION DATE, THE PRESCRIBING PHYSICIAN, THE NAME AND ADDRESS OF THE PHARMACY, ANY SPECIAL STORAGE OR ADMINISTRATION PROCEDURES, AND A DESCRIPTION OF ANY ANTICIPATED REACTIONS.**

I UNDERSTAND I MUST SUBMIT A REVISED STATEMENT SIGNED BY THE PHYSICIAN IF ANY OF THE INFORMATION CHANGES. I UNDERSTAND THIS REQUEST AND AUTHORIZATION MUST BE RENEWED EACH SCHOOL YEAR.

I AGREE TO COOPERATE WITH SCHOOL PERSONNEL AND THE PRESCRIBER OF THE MEDICATIONS IF QUESTIONS ARISE. **I AGREE TO** PROVIDE TIMELY AND SAFE DELIVERY OF MEDICATION TO AND FROM SCHOOL AND TO TIMELY PICK UP REMAINING MEDICATIONS.

SIGNATURE OF PARENT / GUARDIAN _____

PRINTED NAME OF PARENT / GUARDIAN _____

DATE _____ **HOME PHONE** _____ **WORK PHONE** _____

PHYSICIAN PRESCRIBING MEDICATION _____

PERSONAL PROPERTY / MONEY

Students should NOT bring valuable articles to school.

ALL PERSONAL PROPERTY IS THE RESPONSIBILITY OF THE STUDENT.

IF STUDENTS BRING PERSONAL ITEMS TO SCHOOL AND EITHER TRADE, GIVE AWAY, LOSE, OR HAVE THE ITEM STOLEN, the program is NOT responsible for the cost OR replacement of the item.

STUDENTS ARE ENCOURAGE NOT TO BRING MONEY TO SCHOOL or to lend, borrow, or give away monies in their possession.

All school supplies will be provided by the classroom teacher. Students are instructed to ONLY BRING THEIR COMPLETED HOMEWORK TO SCHOOL.

RESTITUTION

Encouraging responsible behavior is a basic element of our behavior modification approach at Clinicare Alternative Schools. At the same time, we feel some responsibility to provide for the reasonable protection of our property and the personal property of both our students and staff. Therefore, it is our intent that when a student intentionally damages or destroys property belonging to the school, the personal property of other students and staff, or public or private properties, this young individual should be held responsible and make monetary restitution in an amount deemed reasonable.

THE STUDENT WILL BE REQUIRED TO PAY 1/2 OF THEIR MONTHLY ALLOWANCE TOWARD RESTITUTION UNTIL THE BALANCE HAS BEEN PAID IN FULL.

Restitution may also be implemented for major policy infractions such as: illegal substances on school grounds, chronic run away, and abuse of the Electronic Device / Cell Phone Policy. Restitution will be paid in the form of the student's earned school allowance. In the case of property destruction, the court may impose future restitution.

OFF-CAMPUS JOB EXPERIENCE PROGRAM CRITERIA

1. All students must be enrolled in the Alternative Day School program for a minimum of three (3) months.
2. Students must attend school at least 90% of the days they are enrolled.
3. Students may not have a pattern of repeated Level 3's and Level 4's for interventions.
4. All Juniors and Seniors will be eligible IF they meet the criteria. Sophomores will be considered by IEP Team decisions.
5. Students who have three (3) **UN**excused absences from their job shifts will be automatically terminated from the Work Experience Program.
6. Sophomores will work 1—2 hours per week; Juniors will work 2—4 hours per week with Seniors' work schedules determined by the IEP Team.
7. Job Experience Program progress will be reviewed at quarterly staffings.

PARAMETERS FOR STUDENT ILLNESS

Parents will be contacted to pick up their child if a student shows evidence of the following illnesses:

1. Fever of 100.4 or higher
2. Vomiting
3. Diarrhea

The student can return to school when symptom/fever free for 24 hours WITHOUT the use of medication.

STUDENT RESTROOM POLICY

The following guidelines will be followed when allowing students to use the restroom.

1. One student at a time will be allowed in the restroom.
2. The Teacher or Classroom Para/1:1 Aide will escort and monitor the student on trips to the restroom.
3. The Teacher or Classroom Para/1:1 Aide **will check the restroom after each use by every student** for any property destruction or other issues. The staff will support the student in cleaning and resolving the potential disarray in the facility.

SMOKING / TOBACCO / OTHER ILLEGAL ITEMS or SUBSTANCES

Smoking is against the law and considered a serious offense.

For all our students, the use or possession of any type of vape, e-cigarettes, or other inhalation mechanism (for tobacco or other substances), any type of tobacco or illegal substance or intoxicant including lighters or other fire-starting materials, as well as any form of weapons or instruments that could cause harm to people or property will be deemed an automatic police contact with possible further consequences including a ticket or school suspension.

Parents and the Home School District will be notified and these items may be confiscated by law enforcement; if not, Clinicare Alternative Day Schools will NOT be returning the item(s) back to the student and will be disposed of at the end of the academic year.



GRADING SCALE

ACADEMIC PROGRESS	EFFORT / STUDY	CONDUCT
A- to A+ 90 - 100	1—CONSISTENTLY CONTRIBUTES MORE THAN REQUIRED	1—CONSISTENTLY APPROPRIATE
B- to B+ 80 - 89	2—FULFILLS ASSIGNMENTS, STUDIES INDEPENDENTLY, PARTICIPATES IN CLASS	2—CAN MANAGE BEHAVIOR WITH REDIRECTION
C- to C+ 70 - 79	3— NEEDS TO IMPROVE IN USE OF TIME & ABILITIES	3—NEEDS TO IMPROVE
D- to D+ 60 - 69	4— LOW LEVELS OF EFFORT & STUDY IMPEDING PROGRESS	4—CONSISTENTLY REQUIRES REDIRECTION
F 59 or less	5— FAILS TO COMPLETE REQUIRED ASSIGNMENTS REPEATEDLY, INATTENTIVE	5— REPEATED DISRUPTION

GRADING SYSTEM

An important element of the education process at the Alternative Schools is student evaluation and teacher reporting. Evaluation allows parents, professionals, and the student an understanding of specific areas of strength and weakness. Evaluations provide practical recommendations to improve and enhance individual skills, behavior, academic achievement, and overall school adjustment. Student progress will be evaluated as determined by the IEP Team. Report cards will be mailed to the parent and home school district at the end of each quarter. Students will be graded on a daily basis in the following four areas: Assignment Accuracy, Assignment Completion, Effort and Class Participation.

MAKING UP MISSED WORK

All students have opportunities to make up work they missed during any absence at their teacher's discretion.

IEP GOAL AND DATA COLLECTION

The Individualized Education Program (IEP) Team is a group of school staff, parents, students, and other related service providers. The IEP Team is responsible for developing the Individual Goals for each student. Academic and Behavioral goals are designed to help the child learn the general curriculum and function successfully in the general education environment. Measurable annual goals usually cover what the child can be expected to meet in one year. Each student's progress toward their annual goals is measured on a daily basis. Teachers will maintain a daily record of each student's performance in their goal areas. IEP goal percentages will be calculated, reviewed, and shared with the IEP Team at each staffing while the student is enrolled at the Alternative School site.

TEXTBOOK AND STUDENT SUPPLIES

All textbooks and student supplies are provided at the program site. Students are responsible for taking care of their textbooks and library books. **DAMAGE OR LOSS IS SUBJECT TO A FINE.**

ASSESSMENT AND EVALUATION

The Alternative Schools provide assessment information and teacher evaluations throughout the student's placement. Assessments may include:

- ◆ IEP and Program Development at the time of student placement
- ◆ Standardized State Testing
- ◆ Academic Probes
- ◆ Initial Staffing, two to four weeks following student placement

STAFFINGS AND IEP MEETINGS

Staffings/Student Progress Reviews and IEP meetings are held each quarter and can be scheduled in person or via online or teleconference. The IEP team meets once a year OR at the request of an IEP team member.

TRANSITION TO A PUBLIC SCHOOL SETTING

The goal for all students at our Alternative School sites is to develop the social skills as well as the emotional and behavioral self-regulation that will enable them to be successful in a less restrictive classroom setting. Readiness for transition back to the Public School setting on a part- or full-time basis is assessed and reviewed a minimum of four times per year at scheduled staffings. The following criteria could be used to determine the individual's progress and readiness of each student.

- * **IEP Goal Progress**
- * **Duration and Frequency of Re-Group Room Interventions and Elimination of Level 3's and 4's for an 8-week period.**
- * **Overall Academic Progress and Classwork / Homework Completion both at the Alternative Day School AND Transition Setting**
- * **Regular Attendance and Participation in all Program Activities**
- * **Meetings and/or observations between Clinicare Alternative Schools and the student with the Home School District**

There is no pre-determined timeframe set for transition as it is based on the IEP team's determination for student readiness and success.

EXTENDED YEAR SERVICES (ESY) - SUMMER SCHOOL

Crossroads Academy offers Extended Year Services (ESY) throughout the summer months. Participation in ESY is not guaranteed for any student as it is dependent on their IEP. Since ESY is a separate IEP team decision, it is possible to enroll in just ESY and not the regular school year. It can also be used as a transition period if a student is planning on starting at our school in the fall or returning to their Home School District.

DRESS CODE

A student's dress will be considered unacceptable if it distracts from the learning environment. A student who is inappropriately dressed will receive a LOSS OF PRIVILEGES until they correct the Dress Code Violation. Depending on the nature of the violation, the student may have an alternative classroom setting to the ReGroup Room. **Additionally, there will be a loss of their school points and they may be required to change clothes.** The following dress code is expected of the students attending Clinicare Alternative Schools:

1. Head coverings including hoods, bandannas, scarves, and ball caps may not be worn in the building before, during, or after school.
2. Shoes must be worn in the building at all times (no slippers).
3. Shirts or blouses that are sheer, overly revealing in the front (low cut), back, or sides, include—but is not limited to—tube tops, halter tops, and tops with spaghetti straps.
4. Midriff, back, and cleavage may not show and the top should meet the tops of the student's pants, skirt, or shorts when sitting.
5. Tight-fitting, sleeveless, ribbed tank tops are not permitted.
6. Pants that are torn, frayed, or have large holes in areas that would expose undergarments.
7. Any article of clothing that contains expressions that are obscene, profane, pornographic, represent illegal behavior, demean race/religion/sex/ethnicity, or advocate pain/death/suicide/drug or alcohol abuse is prohibited.
8. Students who dress in a manner that does not respectfully represent our Core Values or is not adequately dressed for severe temperature or weather conditions may be restricted to on-site, indoor activities only.

STUDENT CELL PHONE USE

ALL ELECTRONIC DEVICES ARE TO BE TURNED IN DAILY.

Students are ***not*** allowed to bring personal technology items from home to access while at school. Clinicare Alternative Schools provide technology resources to its students primarily for academic learning during the school day. The use of the technology and equipment provided by the Alternative Schools is a privilege. Some examples of provided technology include—but are not limited to—tablets, smart boards, and chrome books. No technology is guaranteed to be error-free or totally dependable nor is it safe when used irresponsibly. Technology is intended for the sole purpose of engaging our students in the learning process as well as an access for communication strategies and use of relaxation tools. All use of technology is done under the guidance of the classroom teacher and/or a student's IEP. Use of technology in a fashion other than directed by the staff or administration of the Alternative Schools is strictly prohibited. Students who do not follow the guidelines for appropriate use as outlined could have their privileges revoked for an amount of time the Director of Education deems appropriate.

STUDENT CELL PHONE USE

THIS POLICY WILL BE IMPLEMENTED IN ALL CLASSROOMS AT ALL ALTERNATIVE DAY SCHOOL LOCATIONS.

1. **Cell phones and all electronic devices will be turned OFF and CHECKED IN at the beginning of each school day upon the student's arrival.** The program will provide for safe storage and supervision of the devices during the school day. Electronic devices include any cell phone, MP3 players that are wireless and/or have video or recording capabilities, electronic games, iPad, personal computer, Kindle, or any other electronic device.
2. If a student fails to check in their cell phone or electronic device and it is used for any reason, or is visible, anytime during the school day, the student will be asked to surrender the device and will receive a two-day loss of privileges as well as a Restitution Fine.
3. **While on School grounds or on a School Activity or in a School Transportation Vehicle, students are prohibited from video taping, recording or taking photos of other students or staff.**
4. Refusal to surrender the cell phone or electronic device will be considered defiance and may result in the following: Restitution, Removal from the Classroom, and Parent contact.
5. When a student chooses to disregard these procedures, parents will be required to make arrangements to pick up the electronic device or cell phone at the Alternative Day School location.
6. A student who leaves the School without permission is NOT permitted to return at ANY TIME during the day OR at the end of the day to retrieve their cell phone. Parents may arrange to pick up the cell phone that same day or the student will be given the cell phone at the end of the next day they remain in school until the designated dismissal time.

The Alternative Day School staff request the full cooperation of both parents and students with this policy.

CLINICARE ALTERNATIVE DAY SCHOOLS
STUDENT CELL PHONE USE POLICY AGREEMENT



I, _____, have read, understood, and agree to follow the Student Cell Phone Use Guidelines as put forth and described in the policy (a copy of which is to be kept at home for reference).

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

As Clinicare Alternative Schools may use their local School Systems email or internet for student and online learning/reference as well as Clinicare-provided internet service, all individuals that may use the internet at any point in time at our Alternative Schools must read and sign this three-page document.

STAFF TECHNOLOGY USE/SOCIAL NETWORKING Computers, electronic devices and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge. General Provisions The superintendent is responsible for designating a computer network coordinator who will oversee the use of school district technology resources. The computer network coordinator will prepare in-service programs for the training and development of school district staff in technology skills, appropriate use of district technology and for the incorporation of technology use in subject areas. The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of the district networks and devices. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of technology access privileges. Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. District-owned technology and district maintained social media and e-mail accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's network. The superintendent, working with the appropriate staff, shall establish procedures governing management of technology records in order to exercise appropriate control over technology records, including financial, personnel and student information. The procedures will address at a minimum: ▪ passwords, ▪ system administration, ▪ separation of duties, ▪ remote access, ▪ data back-up (including archiving of email), ▪ record retention, and ▪ disaster recovery plans.

Social Networking or Other External Web Sites For purposes of this policy any website, other than the school district web site or school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the internet. [Employees should not connect with students via external web sites without consent of the superintendent.] Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent. It is the responsibility of the superintendent to develop administrative regulations implementing this policy.

Legal Reference: Iowa Code § 279.8, 282 I.A.C. 25, 26 Cross Reference: 104 Anti-Bullying/Harassment 306 Administrator Code of Ethics 401.11 Employee Orientation 407 Licensed Employee Termination of Employment 413 Classified Employee Termination of Employment 605 Instructional Materials Approved: April 14, 2003 Reviewed: March 10, 2008, September 16, 2013, August 12, 2019 Revised: October 10, 2022

Staff Technology Use/Social Networking Regulation General The following rules and regulations govern the use of the school district's network systems, employee access to the internet, and management of digital records: ▪ Employees will be issued a school district email account. Passwords must be changed periodically. ▪ Each individual in whose name an access account is issued is responsible at all times for its proper use. ▪ Employees are expected to review their email regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide. ▪ Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency. ▪ Employees may access the internet for education-related and/or work-related activities. ▪ Employees shall refrain from using technology resources for personal use, including access to social networking sites. ▪ Use of the school district technology and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers. ▪ Use of technology resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge. ▪ Use of the school district's network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege. ▪ Off-site access to the school district network will be determined by the superintendent in conjunction with appropriate personnel. ▪ All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate. ▪ Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Employees are representatives of the district at all times and must model appropriate character, both on and off the worksite. This applies to material posted with personal devices and on personal websites and/or social media accounts. Posted messages or pictures which diminish the professionalism or discredit the capacity to maintain respect of students and parents may result in disciplinary action up to and including termination if the content posted is found to be disruptive to the educational environment and adversely impacts the employee's ability to effectively serve as a role model or perform his/her job duties for the district. The type of material that would affect an employee's ability to serve as an appropriate role model includes, but is not limited to, text or depictions involving hate speech, nudity, obscenity, vulgarity or sexually explicit content. Employee communications with students should be limited as appropriate. If there is any uncertainty, employees should consult their building administrator. Prohibited Activity and Uses The following is a list of prohibited activities for all employees concerning use of the school district's network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network. ▪ Using the network for commercial activity, including advertising, or personal gain.

STAFF TECHNOLOGY USE/SOCIAL NETWORKING REGULATION ▪ Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. See Policy 605.7, Use of Information Resources for more information. ▪ Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material ▪ Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others. ▪ Use of another's account or password. ▪ Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users. ▪ Forging or attempting to forge e-mail messages. ▪ Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a virus on the network. ▪ Using the network to send anonymous messages or files. ▪ Revealing the personal address, telephone number or other personal information of oneself or another person. ▪ Using the network for sending and/or receiving personal messages. ▪ Intentionally disrupting network traffic or crashing the network and connected systems. ▪ Installing personal software or using personal technology on the school district's technology and/or network without the permission of the IT Department. ▪ Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette. Other Technology Issues Employees with personal cell phones should avoid using their phones for school district business. Employees should contact students and their parents through

the school district's technology or phone system unless in the case of an emergency or with prior consent of the principal. Employees should not release their cell phone number, personal email address, etc. to students or their parents. Employees, who are coaches or sponsors of activities, may create a text list of students and parents in order to communicate more effectively as long as the texts go to all students and the principal is included in the text address list.

INTERNET - APPROPRIATE USE Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school. The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate.

The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors.

The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response.

Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to: • The standards and acceptable use of Internet services as set forth in the Internet Safety Policy; • Student safety with regard to: o safety on the Internet; o appropriate behavior while online, on social networking Web sites, and o in chat rooms; and o cyberbullying awareness and response. • Compliance with the E-rate requirements of the Children's Internet Protection Act Employees and students will be instructed on the appropriate use of the Internet.

Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations.

APPROPRIATE USE *In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate. Legal References: 47 C.F.R. 54.520 Iowa Code § 279.8 Cross References: 104 Anti-Bullying/Harassment 502 Student Rights and Responsibilities 506 Student Records 605.5 School Library*

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to the Internet. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (will/will not) be issued to students at this time. If a student already has an electronic mail address, he/she (will not/may, with permission of the supervising teacher) be permitted to use the address to send and receive mail at school. **Students will be expected to abide by the following network etiquette:**

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks.

Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.

Students will respect all copyright and license agreements.

Students will cite all quotes, references, and sources.

Students will only remain on the system long enough to get needed information.

Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Student access for electronic mail will be through their own account. Students should adhere to the following guidelines:

Others may be able to read or access the mail, so private messages should not be sent.

Delete unwanted messages immediately.

Use of objectionable language is prohibited.

Always sign messages.

Always acknowledge receipt of a document or file.

Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

STUDENT NAME _____ **Grade** ___ **School** _____ **Date** _____

SIGNATURE of PARENT/LEGAL GUARDIAN _____

If you have granted your child Internet access, please have them respond to the following:

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges. I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

SIGNATURE of STUDENT NAMED ABOVE _____

PROGRAM INCENTIVES AND REWARDS

SCHOOL ALLOWANCES

The philosophy behind a School Allowance is to support and reinforce the primary goal for students at the Alternative Schools to develop positive school, social, and work behaviors while shaping and developing positive behaviors overall. The total amount of money earned is posted daily in the classrooms. Students will be provided community-based activities where they can spend their allowance on a monthly schedule.

Monies are at NO TIME to be given to students to take home.

ALLOWANCE ACTIVITIES

Students earn allowance on a daily basis in school on the points they earn in the classroom. Their school allowance is placed in a savings account and can be spent every month during a planned allowance activity (bowling, picnics, shopping, movies, etc.). Students' behavior must be stable and safe to qualify for the activity. **NOTE—STUDENTS ARE NOT PERMITTED TO TAKE HOME THEIR EARNED SCHOOL ALLOWANCE. THEY WILL BE GIVEN MULTIPLE OPPORTUNITIES TO SPEND IT AT SCHOOL FOR APPROPRIATE ACTIVITIES OR APPROPRIATE ITEMS.**

EDUCATIONAL OUTINGS / FIELD TRIPS

Educational and recreational field trips are designed to enhance the social, intellectual and physical development of students. Participating in scheduled activities is based on specific behavioral criteria and academic assignment completion. The majority of school outings or field trips are within close proximity to the Alternative School sites (within 60 miles). Parents sign a Permission for Activities Form at the time of admission which grants permission for scheduled off-site activities throughout the school year. **DUE TO CONFIDENTIALITY ISSUES, PARENTS ARE NOT PERMITTED TO ATTEND SCHOOL SCHEDULED FIELD TRIPS.**

EXTRA-CURRICULAR ACTIVITIES

Any student who participates in extra curricular activities sponsored by their home school district must meet the Eligibility Requirements as defined the home school district's handbook, the Clinicare Alternative Day Schools' Extra-Curricular Student Participation Contract or as identified in the student's IEP. Please refer to the form provided on the next page.



Clinicare Alternative Day Schools

EXTRA-CURRICULAR STUDENT PARTICIPATION CONTRACT

I, _____ have chosen to participate in
STUDENT/PARTICIPANT

_____ at _____
EXTRACURRICULAR ACTIVITY SCHOOL DISTRICT NAME

AND, in doing so, I am making a commitment to achieve my daily goals in school – academic, behavior, and extra-curricular. I understand that anything otherwise affects my eligibility to participate in the above-sponsored activity at the above-mentioned school district while being enrolled as a student at New Frontier / Crossroads / Eau Claire Academy. I agree to strive toward following the core values and expectations of New Frontier / Crossroads / Eau Claire Academy.

RESPECT—INTEGRITY—RESPONSIBILITY—COMPASSION

No unexcused absences or tardiness (*not eligible day of*)

No Level 4 or police intervention (*not eligible day of*)

No failing grades

(grades are calculated every two weeks, suspension from games and practice for two weeks)

I agree to remain positive in my attitude and free from any major misbehaviors or disruptions during my school attendance at New Frontier / Crossroads / Eau Claire Academy. I understand that failure to meet these expectations have negative consequences on myself and my teammates and fellow participants.

I understand that if I fail to meet the above expectations, the negative consequences will include a ruling of “ineligible” for that day (or more, depending on the severity of behaviors). This will prohibit me from participating in my chosen extracurricular activities. *EXAMPLE:* A Level 4 behavior will result in an ineligible ruling for that day’s participation, practice, or game/event. If such behaviors occur, it will be the responsibility of staff at New Frontier / Crossroads / Eau Claire Academy to communicate with the participating school district and the above-named parents/guardians of such a ruling.

By my signature below, I acknowledge that I have read, understood, and agree to follow the stipulations outlined above and, as a parent/legal guardian, agree to support my child in the stipulations outlined in this contract.

STUDENT/PARTICIPANT SIGNATURE _____ **DATE** _____

PARENT/LEGAL GUARDIAN SIGNATURE _____ **DATE** _____

HOME SCHOOL DISTRICT ADMINISTRATOR SIGNATURE _____ **DATE** _____

ALTERNATIVE DAY SCHOOL DIRECTOR of EDUCATION SIGNATURE _____ **DATE** _____

EAGLE DOLLARS

Throughout the school day and for every successful transportation ride, students will be recognized with Eagle Dollar stamps for displaying appropriate, on-task and pro-social behaviors. Immediate reinforcement of desired behavior is the most effective method for shaping new skills and appropriate classroom social skills. Students then redeem Eagle Dollars for a variety of rewards. Here's how Eagle Dollars are earned:

- ◆ Participating and being respectful during Physical Education, Social Skills and Art classes
- ◆ Solve Problems Calmly
- ◆ Remain in Your Seat
- ◆ Quiet During Class
- ◆ Turning in Homework
- ◆ Follow Directions the First Time Given
- ◆ Walk Quietly & Keep Hands to Yourself
- ◆ Cleaning Classroom
- ◆ Respectful Comments
- ◆ Helping Out Our Classmates in Time of Need
- ◆ Helping Others with Permission from Staff
- ◆ Random, Respectful, Positive Acts or Attitudes
- ◆ Positive Comments to Peers
- ◆ Be Prepared for Class
- ◆ Helping a Peer
- ◆ Clean Up Your Own Area
- ◆ Use Kind Words
- ◆ Report Problems Calmly
- ◆ Listening to Directions
- ◆ Asking for Help
- ◆ Expressing Emotions Appropriately
- ◆ Using "Please" and "Thank You"
- ◆ Problem Solving Successfully
- ◆ Share with Others
- ◆ Using Self-Regulation Strategies
- ◆ Raising Hand During Instruction
- ◆ Participation in Class Activities
- ◆ Encourage Others When Struggling
- ◆ Wait in Line Appropriately
- ◆ Take Responsibility for Your Choices
- ◆ Maintain Physical Space
- ◆ Good Behavior at Lunch
- ◆ Good Behavior in the Community

Students do NOT need privileges to redeem their Eagle Dollars but they DO need to be stable and safe.

STUDENT ALLOWANCE CARRYOVER & EXTRA EARNED FUNDS

Each semester, extra earned funds along with the Good Grades Pay Off program are calculated and compiled to one dollar amount that can be spent in our Good Work! Catalogue, ordering items within the students' budget.

SEMESTER ONE—will be calculated and items order after the end of the first semester.

SEMESTER TWO—will be calculated and items order NO LATER THAN the end of the first instructional week in May.

Amounts per student that can be spend will be rounded to a dollar amount determined by the Director of Education and then teachers/staff will be notified so they can assist students in their order choices.

DAILY POINT SYSTEM

All students earn points for demonstrating appropriate or targeted behaviors. It is important to remember that students earn points but do not lose points. Emphasis is placed on appropriate behaviors (such as task completion, productivity in class positive interaction, compliance with rules). Students may earn points by demonstrating appropriate behaviors. There is no provision for point loss as a consequence; negative behavior reduces the student's ability to earn points. Point posters are displayed in all classrooms.

Students do NOT earn points while in the Re-Group Room.

WEEKLY HONOR ROLL CRITERIA

Students will earn an average of 80% of their daily classroom points over a five-day period (Fridays through Thursdays).

- 1. Classroom points are earned by completing daily assignments, treating peers and staff with respect, and working to solve problems as they arise. Daily percentage earned by students are posted in the classroom on a daily basis.*
- 2. Students will have NO unexcused absences **or** refusal to participate in Transition Classes or Scheduled Work Shifts.*
- 3. Excessive Level 4s or Physical Holds during the week's timeframe may result in loss of Honor Roll. This will be determined on an individual basis by the Classroom Teacher.*
- 4. Students **MUST TURN IN THEIR CELL PHONES DAILY** upon arriving to the classroom. Any violation of this expectation may result in loss of Friday Honor Roll.*



HONOR ROLL FRIDAY

Each Friday, students are rewarded for positive behavior and cooperation in the classroom. Students will earn an Honor Roll Certificate and special treat (ice cream sundaes, chips, pop, pizza, etc.) IF they meet Honor Roll criteria. Students who earn Honor Roll four (4) weeks in a row will earn a \$4.00 allowance bonus.

QUICK REFERENCE GUIDE TO LEVELS

NOTE—The behaviors listed below each level are some examples of Levels 1, 2, 3, 4 but this list is **NOT** all-inclusive.

LEVEL 1 RE-GROUP ROOM / CLASSROOM / STAFF RE-DIRECTION

NOT FOLLOWING DIRECTION

OFF TASK

LEVEL 2 RE-GROUP ROOM/CLASSROOM /or DESIGNATED AREA

NOT FOLLOWING DIRECTION FOR AN EXCESSIVE NUMBER OF TIMES

INAPPROPRIATE WORDS

DISRUPTING CLASS

EXCESSIVE HORSEPLAY

SETTING UP PEERS OR STAFF / LYING

RUDE BEHAVIOR

DRESS CODE VIOLATION

HIDING IN CLASS

NAME-CALLING

LEVEL 3 RE-GROUP ROOM or CLASSROOM

REFUSAL TO PARTICIPATE IN EARNED OR GROUP ACTIVITIES (EXAMPLE—HONOR ROLL or ALLOWANCE ACTIVITIES)

SWEARING

CONTINUOUS ARGUING WITH STAFF

LEAVING CLASSROOM WITHOUT PERMISSION

TAKING ITEMS FROM THE STAFF OR OTHER STUDENTS WITHOUT PERMISSION

SLEEPING IN CLASS or RGR

LEVEL 4 RE-GROUP ROOM or CLASSROOM

DEFIANCE, INSUBBORDINATION OR DISRUPTION THAT RESULTS IN A POLICE INTERVENTION

REFUSAL TO COOPERATE WITH RE-GROUP ROOM STAFF

REFUSAL TO LEAVE THE CLASSROOM RESULTING IN A "CLEAR THE AREA"

INAPPROPRIATE BEHAVIOR IN THE COMMUNITY

POSSESSION OF WEAPONS or ITEMS THAT COULD BE USED TO CAUSE PHYSICAL HARM (AS DETERMINED BY STAFF)

HIDING IN AREA INSIDE OF BUILDING

LEVEL 4 EXAMPLES CONTINUED ON NEXT PAGE

LEVEL 4 RE-GROUP ROOM or CLASSROOM

HARASSMENT / BULLYING
INAPPROPRIATE DISPLAY OF AFFECTION
TOUCHING PEERS or STAFF INAPPROPRIATELY
VIOLATION OF PERSONAL BOUNDARIES
TECHNOLOGY VIOLATION
FIGHTING OR PHYSICAL AGGRESSION
POSSESSION OR USE OF UNAUTHORIZED ITEMS ON SCHOOL PROPERTY
LEAVING THE CLASSROOM OR THE BUILDING WITHOUT PERMISSION
VERBAL ABUSE OR THREATS
PROPERTY DESTRUCTION OR THEFT
REFUSAL TO TURN IN CELL PHONES OR OTHER ELECTRONICS

LEVEL 4 EXAMPLES CONTINUED FROM THE PREVIOUS PAGE

REGROUP ROOM RECOVERY PROCESS

Students will begin to earn points again when they meet the following criteria:

- 1. Complete Staff-Guided Problem-Solving Steps Worksheet.**
- 2. Complete Classroom expectations (e.g., note of apology, finishing academic tasks, reading a Social Story) given by the student's teacher.**
- 3. Debrief with Staff OR Student involved in the incident.**
- 4. Appropriately return to class and engage in classroom expectations and activities.**

THE RE-GROUP ROOM

The Re-Group Room is a designated space that is managed by a school staff. It has specific functions but in general is designed to supervise students who are not able to function appropriately in the classroom.

When students have behaved irresponsibly and are not responding to in-class redirection or in-class timeout, a longer period of supervised removal from the classroom is required. Such removal may affect change by giving the student an environment where they de-escalate, process their behavior, and focus on a debriefing activity and commitment to interact responsibly in the classroom.

RE-GROUP ROOM GUIDELINES

Students will:

1. Follow all staff directions.
2. Sit quietly for a designated time period.
3. Complete Re-Group Room Intervention Worksheets determined by grade level.
4. Complete all classroom assignments as directed by the classroom teachers.
5. Problem solve with staff or peer and resolve any conflicts.
6. Return to their class or activity.
7. Restitution / Debriefing.

REQUESTED STUDENT SLOWDOWN or SENSORY BREAK

Students may self-select to regulate their social interaction, stress, anxiety, or ability to cope with classroom expectations by requesting a ten (10) minute Slowdown **OR** Sensory Break in the Re-Group Room. What follows are the guidelines and, in parentheses, the simplified version explained to students:

1. The student will request a slowdown respectfully (ASK CALMLY).
2. The student will wait for staff to escort them to the Re-Group Room (WAIT FOR AN ANSWER).
3. The student will meet all guidelines of the Re-Group Room (LEAVE THE ROOM QUIETLY).
4. The student will return to the classroom within ten (10) minutes and re-engage appropriately with the classroom activity or expectation (WAIT FOR STAFF TO WALK WITH YOU, IF INSTRUCTED).

Leaving the classroom without following the above steps will result in a disciplinary consequence/level.

CORPORAL PUNISHMENT, MECHANICAL RESTRAINT AND PRONE RESTRAINT

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - * To quell a disturbance or prevent an act that threatens physical harm to any person.
 - * To obtain possession of a weapon or other dangerous object(s) within a student's control.
 - * For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - * For the protection of property as provided for in IOWA CODE section 704.4 or 704.5.
 - * To remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises.
 - * To protect a student from the self-infliction of harm.
 - * To protect the safety of others.
 - * Using incidental, minor, or reasonable physical contact to maintain order and control.

Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Prone restraint means any restraint in which the student is held face down on the floor.

Reasonable force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any, including mental and psychological injury;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

ANTI-VIOLENCE POLICY

All students attending the Alternative Schools have the right to be educated in a learning environment that is safe and secure. A positive school climate is established through team work, cooperation, problem solving, and respect. Students are directed to resolve conflicts or frustrations in a peaceful, non-violent manner.

Students who choose to use violence (including but not limited to fighting, pushing, threats, intimidation, verbal abuse) will be removed from the classroom to the Re-Group Room. A physical assault toward staff or other students may result in legal charges with the local Police department.

**Weapons of ANY sort (HANDMADE OR PURCHASED) are
NEVER ALLOWED on school grounds.**

If a weapon is seen, it will be confiscated.

Violation of this rule will result in an in-school suspension. Parent, home school district, and the proper authorities will be notified of ALL incidents.

**All verbal and written threats of physical harm to anyone,
and/or involving any type of weapon,
will be taken very seriously.**

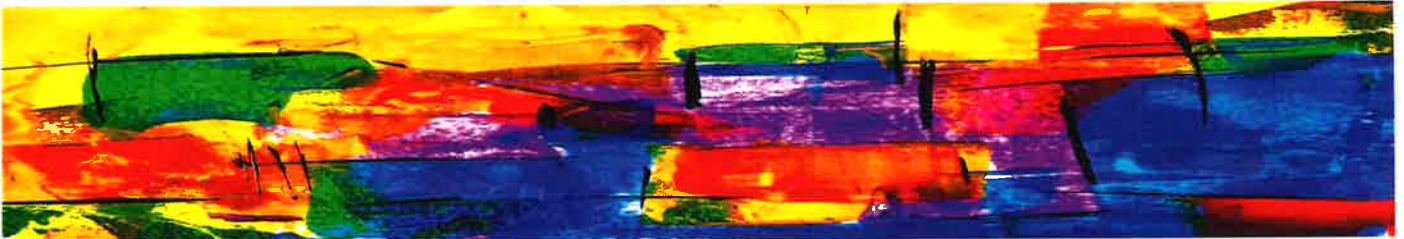
These incidents will be reported to parents and documented in the students' education file. In addition, the Alternative Schools discourage all things which glorify and promote violence. Discussions about gangs, violent topics, drawing violent pictures, music and television that promote violence will not be allowed. Violating the Anti-Violence Policy will result in a school intervention as well as documentation of the incident.

**THE ALTERNATIVE SCHOOLS' STAFF RESERVE THE RIGHT TO CALL
LOCAL LAW ENFORCEMENT FOR ASSISTANCE WHEN VIOLENCE,
DISORDERLY CONDUCT, OR PROPERTY DESTRUCTION OCCURS.**

Staff or other students MAY PRESS FORMAL CHARGES when aggressive behavior causes harm or injury.

PHYSICAL HOLDING

Physical holding will only be initiated if a student presents imminent danger (some examples—a student is physically aggressive toward a peer or staff, the student becomes self-abusive or engages in significant property damage). Physical holding practiced as an intervention at Clinicare Alternative Schools is the use of **Safe Crisis Management (SCM)**. Anytime a physical hold is utilized, whether standing, seated, or as an escort, it will be documented as a physical hold and a report and will be completed. Parents will be notified by phone if their child has been placed in a physical hold on the same school day that the hold occurred.



In January of 2000, the *New Frontier Academy* in Prairie du Chien, Wisconsin was developed to meet the behavioral and learning challenges of students in the Southwest Wisconsin and Northeast Iowa School Districts. *Crossroads Academy* in Decorah, Iowa is Clinicare's first Alternative School in that state. Educational services began at this location during the 2003-2004 school year for elementary, middle school, and high school students. *Eau Claire Academy* in Eau Claire, Wisconsin continues these traditions. Students in elementary, middle, and high school who required a structured learning environment with a high level of behavioral support will benefit from our individualized programs. More than 40 School Districts refer students to the Clinicare Alternative Day School programs. If you have any questions, please contact:

New Frontier Academy 608-326-6481

Crossroads Academy 563-382-6356

Eau Claire Academy 715-834-6681

Jillian Christen

Director of Education

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