



# Student Parent/Guardian Handbook

Revised March, 2020

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# IEP School Anderson & Tehama Campuses

## *Student Handbook*

Welcome to Independent Educational Programs (IEP School). The Student Handbook is your copy of our student expectations, policies, and procedures. We provide this to you to assist in developing an understanding on how our school works and what is offered. Please review the information contained within the Student Handbook with special attention to all pages that indicate - “review with student”. Please return the “ed the student handbook page” signed completed.

### **Mission of IEP School**

The Independent Educational Program mission is to prepare students for independence, responsibility, and successful transitions while providing the highest level of excellence in special education outcomes.

### **Program Description**

**Independent Educational Programs (IEP School)** is a K-12 publicly funded, non-public school and agency that works closely with districts to provide specialized educational services for children with intensive behavioral needs who are traditionally unable to maintain the required academic and behavioral norms of a general education campus.

Our program is designed to create successful outcomes by teaching children the behavioral, social emotional and academic skills needed to be reintegrated into a less restrictive educational setting by providing a more structured and highly trained staffed, outcome-based educational environment.

Students receive regular and immediate feedback from staff regarding the behaviors of Learning, Following Directions, Social Interactions, and Accepting Corrections. We use a level system that uses a token economy and level privileges in which aids in providing structure and clear incentives for children. Further we have in-house, integrated onsite mental health services that support student outcomes through weekly group counseling/mental health behavioral intervention and individual counseling for those students who need it.

We provide:

- o Highly trained staff, with a 1:4 staff/student ratio of 1 teacher and 2 paraprofessionals (teacher assistants) for each of our classrooms, staff supervision will increase based on the number of students within each classroom.

- o Individualized, reality-based academic instruction in all curriculum areas based on California Common Core standards provided by credentialed special education teachers and trained, full-time paraprofessional/behavioral technicians.
- o Classroom and community-based independent living skills training.
- o Hands on pre-vocational training designed to prepare students for entry-level jobs in the community. This includes:
  - Structured social skills and communication skills training infused in the curriculum.
  - Community service and service learning activities.
  - Team building activities.
- o Comprehensive transition planning and services designed to enable students to transition back to their home school district or a less restrictive educational setting.
- o A highly structured, closely monitored behavior management system utilizing a combination of current best practices, cognitive reality therapy, and behavior modification. The system provides immediate consistent feedback and response to targeted behavior and replacement behavior in a nurturing environment. Training is provided annually with regular reviews and updates.
- o Behavior and crisis intervention services pursuant to positive behavior regulations including early behavior intervention services in the public school (to prevent the need for placement in a more restrictive setting)
- o Functional Behavior Analysis, case management, and reporting.
- o Psychological services, and mental health services are integrated into the school program.
- o Daily contact with parents/care providers to communicate daily behavioral progress and pertinent information via a Daily Progress Report
- o Itinerant behavior intervention services for public schools including staff training, consultation, and off site behavior support services.
- o Specialized transportation services

# School Calendars

## 2020 - 2021 IEP School Calendar

AUGUST						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3*	4*	5*	6*	7*	8
9	10	11	12	13	14	15
16	17^	18	19	20	21	22
23	24^	25	26	27	28	29
30						15   15

SEPTEMBER						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14^	15	16	17	18	19
20	21^	22	23	24	25	26
27	28^	29	30			
						21   36

OCTOBER						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5^	6	7	8	9	10
11	12	13	14	15	16	17
18	19^	20	21	22	23	24
25	26^	27	28	29	30	31
						17   53

NOVEMBER						
S	M	T	W	T	F	S
1	2^	3	4	5	6	7
8	9^	10	11	12	13	14
15	16^	17	18	19	20	21
22	23	24	25	26	27	28
29	30^					
						15   48

DECEMBER						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7^	8	9	10	11	12
13	14^	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						14   82

JANUARY						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4^	5	6	7	8	9
10	11^	12	13	14	15	16
17	18	19	20	21	22	23
24	25^	26	27	28	29	30
31						19   101

FEBRUARY						
S	M	T	W	T	F	S
31	1^	2	3	4	5	6
7	8^	9	10	11	12	13
14	15	16	17	18	19	20
21	22^	23	24	25	26	27
28						
						15   116

MARCH						
S	M	T	W	T	F	S
28	1^	2	3	4	5	6
7	8^	9	10	11	12	13
14	15^	16	17	18	19	20
21	22^	23	24	25	26	27
28	29^	30	31			
						23   139

APRIL						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12^	13	14	15	16	17
18	19^	20	21	22	23	24
25	26^	27	28	29	30	
						17   156

MAY						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3^	4	5	6	7	8
9	10^	11	12	13	14	15
16	17^	18	19	20	21	22
23	24^	25	26	27	28	29
30	31					20   176

JUNE						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7^	8^	9^	10^	11^	12
13	14^	15^	16^	17^	18^	19
20	21^	22^	23^	24^	25^	26
27	28^	29^	30^			4   180
						18   18

JULY						
S	M	T	W	T	F	S
27	28	29	30	1^	2^	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						2   20

<b>First/Last day of school</b>
<b>School Holidays</b>
<b>End of Quarter</b>
<b>Extended School Year</b>
<b>School Days in Month   Total Days Count</b>
<b>Symbol Key:</b> * Staff Development/Training ^ Minimum Day - Release at 12:30pm

<b>Holidays:</b> Sept 7 Labor Day Oct 12 - 16 Fall Break Nov 11 Veterans Day Nov 23 - 27 Thanksgiving Break Dec 21 - Jan 1 Winter Break	Jan 18 MLK Day Feb 15 - 19 Presidents Week April 5-9 Spring Break May 31 Memorial Day
Last Updated: 5/11/2020	

## **Change of Residence**

It is very important that you notify us of any change of residence of your child.

Your local school district is responsible for the education and services for your child and has entered into a contract with Independent Educational Programs, Inc (IEP School) to provide their services. This contract for education services does not obligate any other school district or public agency to continue providing services with us, as they are identified in your child's Individualized Education Program. If your child changes residence or if you move and don't notify IEP School AND the district you are moving from AND to, an IEP Education meeting is required to be scheduled in order for the new district to provide a new and/or continuing the offer of Free and Appropriate Education (FAPE) and services currently allowed within the IEP. A new school district you move to is NOT obligated to continue the same services already specified.

## **General Description Of Curriculum And Course Of Study**

Independent Educational Programs, Inc (IEP School) offers a variety of curriculum and educational activities designed to address the development of academic, social, cognitive and coping skills.

We teach to the following academic content areas as related to grade level CCSS:

- o Language Arts
- o Mathematics
- o Science
- o History
- o Social Science
- o Health
- o Technology
- o Life Skills
- o Career Awareness/Preparation
- o Arts
- o Physical Education

### **Assessments:**

Upon intake into IEP School each student is assessed in reading, math, and language skills. Student learning outcomes are measured through curriculum based assessments, teacher observation, and standardized tests.

Triennial and other assessments requiring a standardized test will use the Woodcock-Johnson IV Tests of Achievement, or a district prescribed standardized test.

## **Social Skills Training**

In addition to our academic instruction we have a rigorous behavior program that utilizes our database, instruction in social skills, self-regulation, mindfulness and Educationally Related Mental Health Services. We teach communication, self regulation and social skills.

Students practice, apply, and generalize these skills- as they learn and progress in independence in applying them they are awarded with prizes, awards, and privileges. When a behavioral problem arises, students are guided through the process of applying the appropriate skill to the problem.

# Positive Behavior Intervention System

IEP School applies the principles of “Best Practices” to develop positive behavioral support systems. “Best Practices in Building Effective Schools Together” is research produced by the Institute on Violence and Destructive Behavior. The principles explained below are applied in the context of a Reality Therapy milieu (see explanation of Reality Therapy).

We use a team approach to communicate fair, firm, consistent, predictable sets of expectations that all students can follow from adults that students have built trust and relationships with. We maintain a professional commitment to each individual student’s success and employ a variety of techniques and strategies that provide structure to guide and support students in learning to use new and more effective behaviors. Students develop self-regulation skills and socially appropriate means to meet their needs. We promote learning success and don’t accept excuses for inappropriate behavior.

Our system includes:

- o **Intense staff/student ratio to ensure close monitoring and support.**
- o **Teaching school behavior expectations.** All aspects of the behavior system are taught, and posted around the school. This includes school and classroom rules, social skills, point and level system rubrics, and other incentives.
- o **Positive reinforcement through a points and level privilege system that provides feedback and a self-monitoring feature.** There are 4 behavior areas that students receive regular and immediate feedback from staff. These behavior areas have been identified through research as valued and desired by employers (SCANS skills). Hourly charting, in these areas, provides a means of communicating frequent feedback to a student about his/her actions.

At the end of every period, students receive feedback about how well they did in relation to the four behavior areas, their target behaviors and replacement behaviors. Staff record points from 0-4. Often, students are asked to rate their own behavior for a period, which demonstrates an awareness of their understanding of expectations and their own areas of need. Students are rewarded and encouraged to earn higher points by using posted social skills and school rules.

During unstructured periods, such as breaks, students may earn extra points if they do extra work, demonstrate social skills, manage their relationships well, or show that they are working on their transition plan, behavior plan, or treatment plan. They may also spend points by breaking rules. At the end of the day, student’s points are totaled and each student is assigned a level based on the total number of points they earned that day. The level each student earns will define the privileges for the next day:

Level 1 (0-35pts) = no privileges and high level of supervision

Level 2 (36-59pts) = few privileges and increased level of supervision

Level 3 (60-83pts) = all privileges including student store and no additional supervision

Level 4 (84pts & Up) = Extra privileges, including student store, and extra freedom of movement, first to lunch, level 4 treat etc...

- o **Token Economy.** Points that students earn from the point system become currency to be used at the student store. During break periods students on level 3 or 4 may



- spend the points they earned the day before at the student store. The items in the store are those that have been selected and ordered by the students.
- o **Positive reinforcement through verbal praise and social rewards.** Catching students being responsible, using their replacement behaviors, and being positive is one of the most effective tools we have in supporting behavior change, this can lead to bonus points for students.
  - o **Intense social skills training.** Students are presented with easy, simple to remember social skills that they learn, practice and are expected to apply in all settings. After a crisis or during the process of ending focus time, a student is to practice the social skill, a self regulation method or replacement behavior that may have helped the student resolve the crisis without negative consequences.
  - o **Positive, proactive discipline.** All staff consistently use encouragement, redirecting, proximity, prompting, positive statements, reinforcer reminders and direct interventions to implement the behavioral system.
  - o **Increased levels of supervision for students with the most intense needs.** Students are placed on higher levels of supervision when their safety and the safety of others indicate a need for closer supervision. Higher levels of supervision are removed when students demonstrate responsible, safe, appropriate behavior. If higher levels of supervision are consistently needed, increased supervision to 1:1, staff to student, is available and can be identified in the IEP process.
  - o **Crisis intervention.** When a student's behavior becomes disruptive, or dangerous to themselves or others we intervene immediately with the lowest level of intervention appropriate. We use positive, proactive behavior interventions and discipline; we ask for and encourage better choices, reminding the student that there are better ways to get what they want. We remind the students of their reinforcers as well as the positive consequences if they are safe. If, at the end of the wait time, they have not made the decision to go on their own staff will physically prompt them based on the prompt hierarchy and help them to the designated supervised area. Once in the re-focus area, students are given some time to calm down and get ready to process their choices and end re-focus time.
  - o **Behavior intervention services and crisis intervention pursuant to positive behavior intervention regulations.** All behaviors have a function. We analyze the function of behaviors that serve to meet the needs of the students BUT are not universally acceptable in social settings (target behaviors) and teach replacement behaviors that are universally acceptable in social settings (replacement behaviors) AND serve to meet the needs of the students. We reinforce the replacement behaviors while removing incentives for target behaviors.
  - o **Ongoing staff development.** All of the above practices are presented in our ongoing intensive professional development within our weekly staff and team meetings, weekly training days, and annual full day training. Staff are trained regularly in the areas of behavior, classroom management, crisis intervention and school program issues to ensure the necessary consistency in the program.
  - **Environment:** small highly structured environment with a small student to staff ratio (4:1); Classroom Jobs
  - **Visuals:** schedule, level expectations, rules, cognitive distortions, self regulation strategies, etc.;

- **Universal Design for Learning:** academic access to grade level common core standards with accommodation and modification at benchmark assessed level of support, a variety of seating options for students optimal access, use of sensory and focus assistive tools; processing time,
- **Programmatic:** Hourly feedback about academic and behavioral criteria; Ongoing behavioral coaching; Leveled access to privileges and consequence; Natural consequences (recess is earned by completing work, etc); Home plans; Daily Progress Reports (DPR), Monthly family Night for parents and staff, home-school communication,
- **Reinforcement:** student store, token economy, prize box, verbal praise, extra or increased privileges, Fun Friday, bonus points, stickers, Wheel of Fortune, Time with preferred activity or staff, All school Activities, Roll of the lucky dice for prizes, Access to technology when work is completed, Positive phone calls home
- **Awards:** Bus & Van, Attendance, Student of the Quarter, Clean desk rewards
- **Events:** Holiday celebrations (Thanksgiving Feast, Spring Festival), WES Camp, Field Trips, All school Science bizarre, District positive visits
- **Self Growth:** Direct instruction on, modeling, role playing, and practicing use of self-regulation strategies, growth mindset, mindfulness, cognitive distortions, replacement behaviors etc.

# Charting System

We use an hourly behavior charting system for several reasons:

- o Immediate feedback: students need immediate feedback on their behavior if we want them to evaluate the choices they make and grow from the experience. Hourly charting is a systematic way of ensuring immediate feedback.
- o Recording behavior hourly is a way of recording and reporting what actually happens with each individual student during each period of each day. Over an entire school quarter we have a specific and accurate record of progress in the charted behavior areas.
- o The charting system provides a common language about behavior expectations between teachers, paraprofessionals, and students. When a student questions why they received a certain level or certain number of points for a period, we can show them exactly what behaviors occurred and help change behaviors that don't work.
- o The common language between staff and students provides consistency and predictability for students. When we define what each of the four behavior areas mean and exactly how many points a student can earn for each choice of action, we are giving the student the power to control the privileges, rewards, and logical consequences they receive.
- o The points are equivalent to currency allowing us to create a token economy. Each point is worth 1 cent. Students can save their points and spend them at the student store when they are on level 3 or 4.

## Point System Defined

There are four categories that are charted hourly: Learning, Following Instructions, Social Interactions, and Accepting Correction. Each of these areas has been identified in research as skills valued by employers. The criteria for earning points in each of the areas are defined below. Students receive the points associated with the description that most closely fits their behavior.

### Learning

- o Persistence, motivation
- o Sense of quality in work
- o Information processing (listening, paying attention, asking appropriate questions)
- o Level of independence, prompts needed
- o Problem solving strategies used

Points:

0 to 1 point – Gives up quickly or doesn't try at all, short or no time on task, poor quality, not paying attention, needs continual redirecting, needs frequent prompting, doesn't use problem solving skills

2 points – Minimal effort, minimal time on task, marginal quality, needs some redirecting, needs some prompting, minimal problem solving skills used

3 points – Tries, is on task all period, shows a sense of quality in work, listens, pays attention, needs no prompting, uses problem solving strategies, performs at expectation levels for current level of functioning

4 points – Exceptional effort and quality of work at current level of functioning

### Following Instructions

- o Ownership of problems
- o Follow rules, routines, level privileges, staff direction
- o Live up to commitments
- o Be prepared

0 to 1 point – Doesn't take responsibility for problems or actions, breaks rules or level privileges, doesn't follow direction, doesn't keep commitments, is not prepared for class

2 points – Takes some responsibility for problems or actions, follows some rules or level privileges, follows some directions, keeps some commitments, is marginally prepared for class

3 points – Takes responsibility for problems or actions, follows all rules and level privileges, follows directions, keeps most commitments, is prepared for class

4 points – Demonstrates exceptional preparedness for class, follows all rules even when others are providing distraction

### Social Interaction

- o Treat others with respect
- o Teamwork
- o Resolving problems with others

0 to 1 point – Blatantly doesn't use most or all social skills

2 points – Marginally uses some social skills, requires frequent prompting

3 points – Treats others with respect, works as a team member with no prompting, resolves conflicts

4 points – Demonstrates exceptional social interactions and teamwork

### **Accepting Correction**

- o Accepts feedback and uses it to grow
- o Overcomes obstacles
- o Doesn't give up when things don't go as desired

0 to 1 point – Doesn't accept feedback, argues, avoids problems, doesn't attempt to overcome problems, gives up

2 points – Minimal effort in accepting feedback and using it to grow, generally avoids solving problems, requires frequent prompting to not give up

3 points – Accepts feedback and uses it to grow without prompting, tries to overcome problems, doesn't give up

4 points – Accepts feedback or consequences with exceptional responsibility

### **Extra Points**

Students can earn extra points by:

- o Doing homework
- o Doing extra work that is assigned by staff
- o Doing things that show they are working on growing and improving
- o Demonstrating exceptional social skills under difficult circumstances
- o Demonstrating the use of their defined replacement behavior

### **Expense Points**

Just as a student can earn bonus points, they may also earn expense points for:

- o Rule violations
- o Blatantly poor social skills
- o Unsafe behavior
- o Property damage
- o Violent behavior

These expense points are also charted in the category of behavior in which they occur.

# Level Privileges

## Level 4

First served at lunch and student store

Excused first for lunch and breaks

With permission, can come inside classroom at lunch and breaks

Able to go out for breaks

Chosen first to do errands, etc.

Generally sought out as being more responsible and requiring less supervision

In some classrooms, given a free period

## Level 3

Served second at lunch and student store

Excused second for lunch and breaks

Able to go out for breaks

Chosen second to do errands, etc.

## Level 2

Save money earned on Daily Point Sheets to be used when on Level 3 or 4

Excused third for lunch

Sit in level 2 area of cafeteria at lunch

Stay in classroom during breaks

## Level 1

Save money earned on Daily Point Sheets to be used when on Level 3 or 4

Stay in classroom, in their desk, for lunch and breaks

Lunch is brought to them

# Procedure And Guidelines For Keeping Students After School

Students may receive Restorative after school time for several reasons:

1. If a student misbehaves, spends a significant time in Refocus Area(s), such that the student cannot make up the time missed and work during breaks and lunch, he or she may receive after school time to make-up the work.
2. If a student misbehaves and damages property such that the damage may not be repaired by the end of the day, he or she may receive time after school to repair or work off the property damage.
3. If a student misbehaves on the bus to or from school and is suspended from the bus, he or she may receive after school time as a consequence for a bus suspension.
4. If a student misbehaves on a school outing, he or she may receive time after school as a consequence for the misbehavior.

In the case that a student is kept after school the following procedures will be observed:

1. Staff will contact the parent/guardian to inform them of the infraction, the consequences, and to develop a plan for the student to be picked up or brought home when the student has completed the time after school for the day. If the parent/guardian cannot be contacted and the school does not have express authorization from the parent/guardian to keep the student for that day, the student will not stay after school that day.
2. Staff will write an incident report detailing the offense, the consequence, and any pertinent information about transportation or staff and administrative follow-up. Staff will document all discussions, plans, and persons responsible for the incident report.
3. Staff will contact Administrator and request staffing for after school supervision, transportation, or district and parent/guardian or agency meetings.

# Suspension And Expulsion Policy

We use suspension and expulsion only as a last resort. All avenues of behavior intervention and additional supervision are considered prior to the suspension or expulsion of any student, unless there is an immediate safety risk. Students who present an immediate safety risk, and for whom our behavior intervention procedures, increased supervision, and isolation procedures are not judged to be effective, will be considered for suspension or expulsion. The decision to suspend or expel a student must be made by the Administrator or the Administrator's designee.

In the event that a student is suspended or expelled, the following procedures are required:

1. The Administrator, or their designee, will hold an informal conference with the student and, when possible, the teacher to explain the reasons for the suspension.
2. The Administrator, or their designee, will notify the parent and will ensure that the parent comes to pick up the student. When the parent arrives the Administrator, or their designee, will explain the reasons for the suspension and the length of the suspension.
3. The Administrator, or their designee, will immediately notify the school district or SELPA by phone of the action taken and follow up, in writing, with the following information:
  - a. Name
  - b. Date
  - c. Time of and description of offense
  - d. Copy of behavior intervention plan, if one exists
  - e. Rationale for suspension.
4. Prior to expulsion, the Administrator, or their designee, will ensure that a pre-expulsion educational assessment is conducted and conduct a manifest determination, at an IEP meeting, to determine if the student was placed appropriately at the time of the misconduct and if the misconduct was a manifestation of the student's identified disability.

In the event that a student is suspended or expelled, the Administrator, or their designee, will follow the procedures pursuant to the suspension or expulsion of pupils with exceptional needs, as defined in sections 48900-49000 of the California Education Code.



# Home Behavior Contract: General Guidelines

Our goal is to create an environment that will assist students to develop positive behavior habits that will enable them to be successful as they grow up in all settings. We want students to develop their own internal controls. We believe that we can be most effective with your help. We have found that consistency is very important. If students get the same message at home as they get at school they achieve success more quickly than if the messages from the school and home environments are different. We want you to know how we approach behavior in the hopes that you will use the same approach at home.

We know that once students learn behaviors that don't lead to positive outcomes, it takes time to teach and train students to use new, more positive behaviors. We know that we need to do several things in order to be successful:

- o Establish clear, consistent expectations.
- o Develop positive relationships with students, assist them in seeing/recognizing their good qualities that they don't often see independently.
- o Give them some tools to use that will help them achieve positive outcomes.
- o Support, reinforce, and celebrate their accomplishments.
- o Respond to inappropriate behaviors with clear, consistent, predictable natural and logical consequences that will tend to remove the incentive for a student to continue the negative behavior. This is most effectively done in an impersonal, matter-of-fact way, with no emotion, but with an encouraging statement that tells the student we know they are in control of their behavior and hope they make a better choice in the future.

Using these principles, we help students develop their own internal controls and not continue to require external controls. By developing a contract with your child, you can establish what is expected, define the rewards and consequences and be sure that he or she understands from the beginning. Then when your child has a bad day and receives a negative consequence, you can impersonally refer to the contract, encourage your child to make a better decision next time and provide support in making the change. It is critical that you do not accept any excuses or allow your child to escape the consequences. If you do, you will be negotiating on every consequence. Your child will not be able to predict the consequence and will not develop an internal set of controls. You will NOT see a change in behavior. It has been the professional opinion of the staff at Independence Educational Programs, Inc. that if you consistently follow these principles, develop a contract with your child, and follow it, you will see an improvement in your home environment.

**We would like to help you to develop a contract/plan with your child that will create more consistency from school to home, if you would like.** You will have to be willing to make all preferred activities, freedoms, and rewards contingent on appropriate behavior. Affection and love must be present, especially during the tough times. Affection and love should never be withheld or conditionally given based only on appropriate behavior

# School Rules

1. Get permission before you touch anything that does not belong to you. By doing this you show respect for others.
2. Keep your area clean. Clean up your mess. This shows responsibility.
3. Report any damage you do before others report it. This shows responsibility. If you damage anything carelessly you will have to repair it, replace it, or pay for it. If you don't report it there are additional consequences.
4. Follow the dress code and good hygiene habits. Others will appreciate your appearance and maturity.
5. Follow directions of the staff. If you disagree, first do what is asked and then bring it up later. Don't argue about the direction at the time. This shows self-control.
6. Make sure you have permission from staff to go to the office, bathroom, cafeteria, or other areas. Use bathrooms and get your drink of water during breaks. This shows responsibility. All students must stay on campus unless accompanied by staff.
7. Follow all laws. No drugs, tobacco, or weapons allowed on campus.
8. No sitting on tables, no feet on furniture.
9. Touching anyone is strictly prohibited. Hitting, rough horseplay, sexual touching or any actions that hurt others is not allowed.
10. Keep language and noise level appropriate. No swearing, gang talk, or gestures. No yelling, screaming, or disruptive noises.
11. Always stay in sight of staff. Stay in bounds. Ask permission before you go anywhere.
12. Cell phones are to be turned into staff. It is your responsibility to ask for it before going home.

# Attendance- Expectations, Policy, and Interventions

## Attendance Expectations

Students will be expected to attend class regularly and to be on time in order to receive maximum benefits from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absence from the classroom experience. Consistent attendance in classes is crucial to each student's personal and academic growth.

## Positive Attendance

### Reinforcement options for school and classrooms- 100% Attendance

#### Weekly:

Breakfast on Fridays

Free time- Games, Tech, Choice Time, Legos

Raffle/Prize Box

Special treat

School Supplies,

Bonus points

#### Monthly, Quarterly and/or Annual Attendance

Certificate/ Awards

+5

Ice Cream Social

Special Lunch

Gift Card

Full Period "off" work tasks- Choice time

## Attendance Policy Related to Absences

### Tardies

An absence anytime throughout the day in excess of 30 minutes without a valid excuse is considered an unexcused absence. The following guidelines apply for excessive tardies that result in unexcused absences.

### Absences

School Site (IEP School) should be notified of all absences by phone the day of the absence, providing a rationale or explanation for the absence for recording purposes prior to 9 AM. The school site will make reasonable efforts to contact you, should notification not occur, however in the case notification is not received, contact is unable to be made, or verification of absence is not otherwise noted; the absence will be considered unexcused.

Our goal is to identify students with attendance problems and provide early intervention with the student and parent(s).

Generally concerns related to absences arise after any unexcused absence and the 8th day of excused absence within a year. It is IEP Schools request that after the 3rd day of consecutive absence we be provided a doctor note related to the cause of the extended absence, when it is health related.

IEP School does not participate in independent study for students that do not have health related absence needs. This is due to the needs of all of our students, the nature of our program, and our commitment to students being physically present in school. We can, upon request, work directly with districts if you experience extenuating circumstances to warrant this request, however final determination of the request will lie with your District of Residence.

### **SARB Process**

The District of Residence (DOR) chooses to initiate the SARB process by notifying parents of their student's attendance problem, typically with a series of three letters. The letters may request a conference to explore ways to address the identified problem. There are many parents and students who are able to resolve attendance issues after receiving the first or second letter and may not be referred to SARB. The general steps in this intervention process are as follows:

- Mail 1<sup>st</sup> letter to parent(s) requesting conference after 3 days unexcused absence or 10 days of excused absence.
- Mail 2nd letter to parent(s) after 5 days unexcused absence or 12 days of excused absence.
- Mail 3<sup>rd</sup> letter to parent(s), County SARB and local SARB Chair to schedule SARB meeting. This letter is sent after a student has 7 days of unexcused absence or 15 days of excused absence. County SARB will also forward the third letter to CalWORKS for possible sanctions.
- Scheduled SARB meeting is held with parent(s), students and school representatives to develop a plan (contract) with a timeline for correcting attendance problems.

If the SARB intervention does not correct the problem, a 4<sup>th</sup> letter is mailed to the parent and the school may request the District Attorney to prosecute the parent(s) for violation of Education Code 48200, if the student is in grades 1-8. If a student is in grades 9-12, the student may be cited to court by local law enforcement.

### **Attendance Interventions**

As the IEP school and you are a team, we would like to help overcome attendance problems. In this, we are willing to visit the home and work with your student, and bring them to school if it is safe to do so. If we are unsuccessful in working together to overcome the attendance issue, an IEP will be scheduled to address this concern. The IEP school is here for you, and if our help is needed, please talk to your student's teacher, and an Attendance Intervention Request Form can be put into place, once your signature has been acquired.

# Transportation- Absence Procedure, Rules and Citations

Please note the following for transportation with IEP School and County buses:

- Our in session school hours are 8:00 AM to 2:30 PM.
- Every Monday except major holidays are Minimum Days from 8 AM to 12:30 PM.
- Transportation will occur before and after these instructional minutes, unless otherwise specified by your district or our Head of Transportation

## Transportation Rules Regarding Absence:

1. Parents are to call and inform Paige Smith- Transportation Coordinator (Anderson) or Lillian Smith - Principal (Tehama), or their District/County Bus Barn if your student will not be needing a ride. When you don't inform transportation it slows down the route and delays other parents who are waiting to get to work and their students off to school.
2. **IF** your child misses three days in a row, no call, or no show at bus stop or at pick up location, transportation will be discontinued until you call the bus barn or head of transportation to inform them that your child will need a ride to school.
3. If your child is in IEP transportation, please make sure to contact Mrs. Paige, with any questions or concerns in transportation.
4. Mrs. Paige will be contacting IEP School Transportation families the week before school, to make sure pick up and drop off times and location are the same or if things need to be changed.
5. For District/County Bus Transportation students- Bus Barns will be contacting you prior to the start of school independently.

Again, for any questions or concerns regarding IEP School transportation, please contact Mrs. Paige Smith- Head of Transportation (Anderson): 530-365-2393 or 530-638-5948.  
Lillian Smith - Principal (Tehama): 530- 736-5954.

For your convenience, we have also included the bus barn transportation numbers:

Cascade Transportation: 378-7015

Shasta County: 225-0340

Cottonwood: 347-5530

Corning: 774-6079

## Bus Rules

1. Be at the bus stop before the bus arrives.
  - Buses are not required to stop if no one is waiting at the stop.
2. Obey driver promptly.
3. Always occupy seat promptly and remain seated facing forward, no feet in aisle.
4. Classroom conduct and voices are to be observed. You may speak quietly to those next to you.
5. No eating, drinking, smoking, or chewing gum on the bus/van at anytime
6. Keep your hands, feet and belongings to yourself and inside the bus

7. Keep bus clean and orderly and do not abuse or damage equipment
8. Acceptable language; no profanity rude gestures, teasing, or bullying at anytime
9. Do not distract the driver.
  - Unnecessary conversation with the driver is prohibited when the bus is in motion
10. Use of cell Phones on buses and in school vans is prohibited unless approved by van bus driver

Riding the bus is a privilege. Abuse of the above rules may result in loss of that privilege and/or bus citations.

Bus citations will be taken very seriously and will result in consequences at school.

### **Procedures Regarding Bus Citations/IEP Transport**

Dangerous and disruptive behaviors on the bus have the potential to endanger others. Because of this, bus citations will be taken very seriously and will result in consequences at school.

First citation:

Student will be expensed 10 to 20 points, depending on the nature of the incident, and will start out in time out to process the incident.

Second citation:

Student will be expensed 10 to 20 points, start out in time out to process incident, and stay after school that day.

Further citations:

Student will be expensed 10 to 20 points, start out in time out to process incident, stay after school, and 1 to 2 days suspension from bus (parent will be notified).

Bus incidents that happen on the previous day's afternoon ride home will be reflected on that day's point sheet and may affect level.

In addition, for serious incidents, level privileges may be suspended for that day at teacher discretion, because the student has not shown the responsibility to handle more freedoms.

# Dress Code

We take pride in the appearance of our students. Your dress reflects the quality of the school, just as your schoolwork and conduct does. All students are expected to dress and groom themselves neatly in clean clothes that are suitable for school activities.

Guidelines are as follows:

1. No swim trunks, running shorts, or similar type shorts may be worn.
2. No apparel may be worn that is:
  - a. Low cut sides or neck
  - b. T-shirts that have been cut to make a tank top
  - c. Open sided shirt
  - d. Strapless or tube top
  - e. Exposing the midriff
  - f. Backless, halter, or one shoulder
  - g. Spaghetti straps, swim-type, leotard top
  - h. See-through, spandex, or mesh type that expose undergarments
3. No clothing or footwear that is considered sleepwear is allowed.
4. No underclothing may be exposed.
5. No apparel (including brand names) may be worn which have slogans/pictures which directly or indirectly refer to sex, drugs, crude language, alcohol, or illegal activities.
6. No hats, caps, or non-essential head cover may be worn during school hours.
7. No sagging pants are allowed – no waist band below the waist.
8. No gang related student attire is allowed, visible or not. These include but are not limited to:
  - a. Bandanas
  - b. Gang related colors
  - c. Gang related names
  - d. Gang related symbols
9. No high heeled shoes over 2 inches.
10. All haircuts must be appropriate.
11. Dresses or skirts must be long enough for the hemline to touch the tips of fully extended arm/hand/fingertips.
12. No sharp or dangerous accessories are allowed on campus. This includes belts, jewelry, wristbands, wallet chains, etc.
13. No belts hanging from belt loops.
14. No writing on body or clothing.

**THIS IS ONLY A PARTIAL LIST. THE GUIDELINES MAY CHANGE IF THE NEED ARISES OR AS DETERMINED BY THE ADMINISTRATION.**

## **Student Safety**

### **Information for Use in Emergencies**

All pupils must have emergency information on file updated each year by the parent or guardian at the beginning of the school year. If your child is ill or injured during regular school hours and, requires reasonable medical treatment, and if you cannot be reached, the county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. [EC§ 49407; 49408] For the protection of the student's health and welfare, parents are required to provide the school with information necessary in emergency situations. This information should be kept current and the parent must inform the school when the information changes. The information includes: The home address(es) and phone number(s) The business or employment address(es) and telephone number(s) The name(s), address(es) and telephone number(s) of one or more relative(s) or friend(s) who is authorized to care for the student in an emergency situation, including a medical caregiver, if the parent can't be reached. [EC§ 49408]

## **Student Searches**

Staff of the IEP School may search a student, a student's purse or backpack, at any time to ensure safety to staff and other students. Most especially if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v T.L.O. (1985) 469 U.S. 325]



# Acknowledgment

By acknowledging receipt of this student handbook, students AND parents state that they have received, read, understand, and agree to abide by the policies, procedures and practices as outlined related to Independent Educational Programs, Inc. programmatic structures and interventions. This also acknowledges that students AND parents agree to abide by any other applicable laws and school policies and regulations governing IEP School and they further understand that any violation may result in loss of student privileges, disciplinary action, and/or appropriate legal action.

(This includes acknowledgement of all of the above related to but not withstanding this Student Handbook in conjunction with the Student Enrollment Packet and all policies, procedures and practices as outlined there.)

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Student Signature

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Date

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Parent Signature

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Date

**(Please return this sheet to the school)**