

Special Education Department
Catholic Children's Home School
2010-2011 Student Handbook

Catholic Children's Home School
1400 State Street
Alton, IL 62002
(618) 465-3594

Dear Parent or Guardian,

Welcome to the Catholic Children's Home Special Education Program. This handbook contains information about our program and has information that you may find helpful throughout the school year.

The handbook describes our program, including our history, mission and accreditation. The staff directory, school calendar, helpful phone numbers, and school closing information are provided as well as our policies and consequences regarding certain behaviors and actions.

Each year we send home a packet to be completed and returned to the school. This packet requests emergency numbers and consent forms that must be on file. This information is very important. Please keep this information updated.

Please feel free to contact us if you have any questions or concerns. We look forward to working with you to provide a successful school experience for your child.

Sincerely,

Candace Hovey
Administrator

The ABC's of Parenting

(Source: unknown)

- A**sk your child about the school day.
- B**egin your child's day with a nourishing breakfast.
- C**ongratulate your child for doing well.
- D**iscuss homework with your child.
- E**ncourage your child to read.
- F**ind a quiet place for your child to study.
- G**ive your child responsibility
- H**ug your child to build self worth.
- I**nclude your child in making simple family decisions.
- J**oin a library with your child.
- K**eep your child on a schedule that includes exercise and sleep.
- L**imit TV viewing by selecting programs with your child.
- M**ake the time you spend with your child special.
- N**otice and discuss changes in your child's behavior.
- O**ffer to help your child organize school papers.
- P**rovide your child with good role models.
- Q**uestion the activities your child shares with friends.
- R**espect your child's right to have opinions different than yours.
- S**hare an interest or hobby with your child.
- T**ake time to listen to your child.
- U**rge your child to say "NO!" to unwanted touching.
- V**isit places of interest with your child.
- W**ork with your child to set up rules of behavior.
- X**erox and save records or articles that benefit your child.
- Y**ield results by encouraging your child to do better.
- Z**oom through these ABCs again and again!

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STUDENT RIGHTS

As a student of the Catholic Children's Home School your rights are protected. These rights include, but are not limited to, the following:

1. You have the right to be provided with adequate and humane care and services in the least restricted environment.
2. You have the right to be free from abuse, neglect and exploitation.
3. You have the right to have services provided to you following the development of an individualized education plan (IEP).
4. You have the right to have your IEP reviewed.
5. You have the right to participate in the development and review of your IEP, annually.
6. You have the right to be notified in writing of the side effects of medication, if your service includes the administration of psychotropic medication(s).
7. You have the right to refuse services, including medication, and to be informed of any consequences related to service delivery should you refuse medication.
8. You have the right to be free from physical restraint/seclusion unless such restraint/seclusion is being used as a therapeutic measure to prevent you from causing physical harm to yourself or others.
9. Your right to confidentiality shall be governed by the Confidentiality Act and the Health Insurance Portability and Accountability Act of 1996.
10. You have the right to present grievances or to appeal adverse decisions related to your services. You have the right to take such grievances or appeals to the highest level possible in the Agency.
11. You are entitled to have your rights explained to you using a language or method of communication you understand upon commencement of services.
12. You have the right not to have services denied, suspended, terminated or reduced for exercising your rights.
13. You have the right not to be denied mental health services because of age, sex, race, religious belief, ethnic origin, marital status, physical or mental disability, or criminal record that is unrelated to present circumstances.

***Videotaping and/or photography are not permitted at student events due to confidentiality.**

SCHOOL CALENDAR '10 -'11

Monday-Tuesday	August	15-16	Staff In-Service
Wednesday	August	18	Students' First Day- Early Dismissal (12:30) - Staff In-Service
Thursday	August	19	Early Dismissal (12:30) - Staff In-Service
Friday	August	20	Early Dismissal (12:30) - Staff In-Service
Monday – Friday	August	23-27	Early Dismissal (12:30) - Staff In-Service
Monday	September	6	NO SCHOOL - Labor Day Holiday
Monday	October	11	NO SCHOOL – Columbus Day Holiday (observed)
Friday	October	15	End of 1 st Quarter Grading Period
Wednesday	November	10	Early Dismissal-12:30 (students) P/T Conferences
Thursday	November	11	NO SCHOOL - Veterans Day Holiday
Wednesday	November	24	Early Dismissal-12:30 (students only)
Thursday	November	25	NO SCHOOL - Thanksgiving Holiday
Friday	November	26	NO SCHOOL - Thanksgiving Holiday
Friday	December	17	End of 2nd Quarter Grading Period
Friday	December	17	Early Dismissal-12:30 (students only) Begin Christmas Break
Thru Friday	December	31	NO SCHOOL – LAST DAY of Christmas Holiday
Monday	January	3	Return to school from Christmas Break
Monday	January	17	NO SCHOOL – Martin Luther King Day Holiday
Friday	February	11	NO SCHOOL – Lincoln's Birthday Observed
Friday	February	18	Early Dismissal-12:30 (students only) training workshop
Monday	February	21	NO SCHOOL – Presidents' Day Holiday
Monday	March	7	NO SCHOOL – Casimir Pulaski Day
Friday	March	11	End of 3 rd Quarter Grading Period
Thursday	April	21	NO SCHOOL – 1 st Day of Easter Holiday
Friday	April	22	NO SCHOOL – Good Friday
Monday	April	25	NO SCHOOL - LAST DAY of Easter Holiday
Friday	May	20*	Last Day of Regular School Year –Students Dismiss (12:30)
SUMMER SCHOOL 2011 (Monday thru Thursday / NO SCHOOL on Fridays)			
Monday	June	13	1st Day of Summer School
Friday	July	1	NO SCHOOL - 4 th of July Holiday
thru Tuesday	July	5	NO SCHOOL - 4 th of July Holiday
Tuesday	July	2	Last Day of Summer School
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**Last Day of School is Tentative based on number of snow days used. Snow Days – Watch KTVI-TV (2), KMOV-TV (4) or KSDK-TV (5) for cancellation of Alton Catholic Children's Home School.*

Summer School

The Catholic Children's Home School offers a summer program for students in kindergarten through 12th grades. The program runs for 24 school days with hours from 8:00 am to 1:00 pm. School districts must approve this extended school year and school districts or bus garages will contact parents regarding pick-up and return times.

Students in grades K-8 typically use this time to practice basic skills and learn about expectations for their new grade level. High School students, grades 9-12, use this opportunity to earn up to one (1) full credit with a variety of course options. Fun-days will offer students both fun and educational experiences.

Students will receive a breakfast and a lunch during the school day. Students are expected to wear appropriate attire and follow the CCH dress code.

Please note that if a student misses more than three (3) days, without prior permission from the school district, the student will not receive credit for summer school. The student will also be dropped from the summer school program according to our agreement with the school districts. If school is cancelled due to an emergency, the days will be made up to honor the 30-day contract with school districts.

STAFF DIRECTORY

Catholic Children’s Home School Administration
CCH Administrator – Candace Hovey
(618) 465-3594

Alton Campus

Elementary Department Coordinator	Mr. Nuernberger, ext. 210
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Middle School Department Coordinator	Ms. Stutz, ext. 221
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High School Department Coordinator	Mrs. Swanson, ext. 281
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ABSENCE REPORTING

To report absences call the school office at 465-3594, ext. 228:

When a student is absent, you may call anytime to leave a message for the school office.

If you call before school starts, press “*228 when you hear the answering machine and leave your message. Please include the student’s name, your name, the reason for the absence and a number where you can be reached, if necessary.

Parent/Guardian should notify school by note or phone call to the school office, that student is being picked up early and by whom. The person picking up the student will be required to complete the sign-out sheet and may also be asked to present a photo I.D

School Office Manager Mrs. Brand, ext. 228

School Nurse Mrs. McCoy, ext. 240

SCHOOL CLOSING AND EARLY DISMISSAL

The following procedures will be followed in the event that school must be cancelled or dismissed early, due to inclement weather or natural disasters. The referring school district will take the necessary precautionary measures to safely transport students to and from school. When there is questionable weather; snow, sleet, or freezing temperatures, watch area TV stations for announcement of closure. Please check with the school or transportation department if unsure so that you may make arrangements for your child returning home early.

When school districts call CCH to report that their district is calling an early dismissal due to inclement weather, teachers will be notified to get the affected students ready for their bus immediately. Staff will be asked to call parents to inform them of their child's early dismissal.

Closings will be announced on the following television stations:

KTVI-TV (channel 2)
KMOV-TV (channel 4)
KSDK-TV (channel 5)

Closings will be announced under the following heading: Alton Catholic Children's Home School.

BUS / TRANSPORTATION

FIRST - Call your district's transportation department, and then call the school office if you still have concerns. The individual districts are responsible for pick-up times.

TRANSPORTATION DEPARTMENTS

Alton.....	466-9706	Highland.....	654-3812
Belleville.....	222-0590	Hillsboro.....	1-217-532-6012
Bethalto.....	259-2549	Jerseyville.....	498-9866
Bunker Hill.....	585-4819	Madison.....	877-1712 x5020
Cahokia.....	1-314-681-7050	Mt. Olive.....	1-217-999-2565
Carlinville.....	1-217-854-2311	Roxana.....	254-7572
Collinsville.....	346-8605	Southwestern.....	729-3216
E. A. Elementary.....	433-2277	Staunton.....	635-3646
EAWR High School.....	254-3151 x561	Triad.....	656-8851 x1 x5301
E. St. Louis.....	397-9096	WR/Hartford Elem.....	254-3151 x561
Edwardsville.....	656-0125		
Granite City.....	797-0700		

SOCIAL AGENCIES

DCFS

Alton.....	466-7014
Carlinville.....	217-854-2566
Granite City.....	876-8985
Jerseyville.....	498-9561
Wood River.....	259-8400
Catholic Charities.....	462-0634

It is the policy of the Catholic Children's Home to cooperate with any DCFS child abuse and/or neglect investigations, including interviews with the child by a DCFS investigator.

CHASI

Alton.....	462-2714
Granite City.....	452-8900

SASS

462-2331

Police

Alton Police Department.....	(618) 463-3505
Madison County Sheriff.....	(618) 692-4433
Madison County Detention Center.....	(618) 692-1002

THE CATHOLIC CHILDREN'S HOME

Mission

To aid, protect and care for the needs, education and welfare of dependent, neglected, abused or otherwise hurting children and families without regard to poverty, riches, race, religion or national origin.

History

More than 130 years of caring
Established in 1879 by the Precious Blood Sisters of Ruma, Illinois
Continuing mission of attending to all needs of children in care away from their home
Dynamic programming, updated to best meet the changing needs of communities and families
Future programs planned to provide answers for more children in crisis

Certification/Licensure

North Central Association/AdvancED
Illinois Department of Children and Family Services
Illinois State Board of Education
Council on Accreditation

Affiliations

Catholic Charities U.S.A.
Catholic Conference of Illinois
National Association of Private Schools for Exceptional Children
Council for Exceptional Children
Illinois Probation and Court Service
Boys and Girls Club
Illinois Council on Training
Riverbend Growth Association
Child Care Association

CCH SPECIAL EDUCATION SCHOOL

The Catholic Children's Home Special Education School provides year-round educational and therapeutic services to students ages 5–21 that, due to a variety of social, emotional and/or educational difficulties, have been unsuccessful in public school programs. Students who require a high degree of positive structure and who need intensive, individualized educational and therapeutic services, experience social and academic successes through the Special Education Department Program.

The Catholic Children's Home School Teaching Model for Behavioral Development serves as a cornerstone of social skills curriculum. Students learn the skills necessary for successful educational and social experiences while academic and therapeutic needs are being met. The Catholic Children's Home School is approved to serve the following eligibilities: Cognitive Delay, Specific Learning Disability, Emotional Disturbance, Other Health Impairment; Aspergers and Traumatic Brain Injury. Students who benefit from the program may share one or more of the following characteristics:

- History of failure in school
- Social immaturity
- School avoidance
- Unpredictable, explosive behavior
- Depression, withdrawn, or avoidance behaviors
- Need for constant attention from adults and peers
- Poor relationships with adults, peers and siblings
- Inability to accept corrections, change or praise
- Ongoing difficulties with traditional academics
- Learning disabilities, developmental delays, speech-language disorders and/or other health impairments

Professional Staff

Administrator	Speech and Language Pathologist
Department Coordinators	Occupational Therapist
Certified Special Education Teachers	Art Therapist
Consulting Psychiatrist	Physical Education Teacher
Counselors	Music Therapist
Registered Nurse	

Educational Supporters

Paraprofessional Assistants	Social Skills Tutors
Language/Communication Assistant	Art Educator
Reading Enrichment Assistant	

Explanation of Support Services

Counseling

Counseling will be scheduled regularly for each student. Through individual/group therapy, counseling will explore areas of personal growth and emotional/social development. Counselors are also available for emergency situations.

Family Therapy

The family of any student attending the school may request family therapy services. They will be referred to Catholic Charities and the services will be paid for by the Catholic Children's Home.

Art Therapy

Art therapy offers the student an opportunity to explore personal problems and potentials through both verbal and non-verbal expression. Physical, emotional, and/or learning skills are developed through art experiences. Because there is no "right" or "wrong" in art, it becomes a source of success for many students. The art therapist will evaluate the student's art behaviors, art products and their ability to communicate. This will help the therapist formulate assessments and treatment plans. Treatment plans may include encouraging the student to express feelings, to increase perceptual awareness, and to improve self-image and awareness of others.

Occupational Therapy

Students with apparent gross and/or fine motor difficulties, sensory integrative dysfunction or perceptual problems are screened and/or evaluated by the occupational therapist. When indicated, the treatment is scheduled on an individual or group basis. The goals of the sensory integrative approach are to facilitate improvement in the student's ability to receive, organize and interpret sensory information and in turn, to produce an appropriate motor response. Improving these motor, academic, behavior and social skills is important for academic success. Groups involving craftwork (such as leather), improvement of specific fine motor skills (such as handwriting) and the wood shop are also available.

Speech and Language Therapy

The speech and language pathologist will provide screening, evaluative and therapeutic services for students exhibiting difficulties in the areas of articulation, language, fluency and voice. In addition, hearing acuity is screened both near the time of the student's initial enrollment and yearly thereafter. When indicated from the speech and language evaluation, students receive individual and/or group therapy on an intensive basis. The ability to communicate effectively in the classroom and in other everyday activities is stressed, as well as, the improvement of the auditory skills (attention, discrimination, memory) importance for academic and social success. When indicated, referrals are made to other professionals such as audiologists, neurologists or otolaryngologists.

Music Therapy

The purpose of the music therapy program is to provide the students with a relaxing and entertaining environment in which they can explore new ways to interact with peers and learn different depths of music appreciation. Students may be seen in groups, which provide additional experience in proper social skills with peers and adults.

Psychiatric Service

The Catholic Children's Home has a licensed consulting psychiatrist on staff. The doctor visits the facility weekly for scheduled appointments with students and parents. The doctor provides evaluations, diagnosis, recommendations, and prescriptions for medications, if deemed necessary. The family is required to meet with the doctor to provide psychosocial/health information and to consent to treatment and medication at the initial appointment. Follow-up appointments will be scheduled, as the doctor deems necessary.

Reading Enrichment

Students participating in this program are referred by their Special Education Teacher. The reading enrichment assistant then conducts an assessment to determine the student's reading function level. S.P.I.R.E. and other reading enhancement programs are utilized to improve reading skills.

Curriculum

The curriculum of the Catholic Children's Home School is based on the Illinois Learning Standards. Accommodations are made according to the learning level of each student. Teachers look to the student's individual educational plan or IEP to develop lesson plans to suit each child's needs. All basic academic areas are covered including math, language arts, social studies, history and science.

In the Independent Living Skills class, students learn academic and social skills that directly relate to everyday living. All Special Education students participate in a physical education program designed to meet individual student needs in the area of physical fitness, building of self-esteem, cooperation, good sportsmanship, and development of fine and gross motor skills.

Learning social skills is a major component of our school program. Every student is given a list of the social skills that they are expected to master. Examples of these skills include following instructions, accepting criticism, accepting no, resisting peer pressure and accepting consequences. Staff members teach social skills on an on-going basis using practice and role-playing techniques. Academic success depends upon the child's ability to relate in a positive manner to adults and peers, therefore, priority must be given to teaching the necessary social skills.

Individualized Programming

Intake meetings initiate programming to address each child's specific needs. Individualized reviews unite staff, caseworkers and school district representatives to evaluate progress and plan ahead for children that suffer from one or more of the following behavioral, emotional or cognitive problems:

Learning disabilities
Conduct disorders
Anxiety disorders
Personality disorders
Attention disorders

Social and emotional immaturity
Mild to moderate developmental disorders
Mild neurological impairments
Speech and language impairments

Progress Reports

A student progress report will be sent home mid-quarter to assist the parent and teacher with sharing information on academic performance. If you have questions or concerns about your child's performance in school, feel free to contact your child's teacher. This report may be given to a student's Probation Officer, if requested.

Quarterly Reports

At the end of each quarter of the school year (approximately every nine weeks), teachers complete quarterly reports that describe each student's performance in academic areas and general behavior. Reports are also completed on each student receiving art therapy, music therapy, occupational therapy, and/or speech-language therapy. Therapists briefly describe the student's goals, performance, and accomplishments in each therapeutic area. Quarterly reports are sent home to the student's parents to be read, signed and returned to school. A copy is also sent to the referring school district (and Probation Officer, if applicable).

Semester Reports

At the end of each semester, reports are completed on each student receiving counseling. These reports briefly describe the student's goals and progress. Semester reports are sent to the student's parents and should be read, signed, and returned to the Catholic Children's Home School. A copy is also sent to the referring school district (and Probation Officer, if applicable).

Student Records

A copy of the Rules and Regulations Governing Student Records is available to parents at the school district office. The public school district in which the student resides is subject to the policies and procedures for all records of students enrolled at Catholic Children's Home School. When a student is no longer enrolled at Catholic Children's Home School, for any reason, the following will be returned to the school district of the student's residence within thirty (30) calendar days:

- medical, social, psychological and educational records that were provided by the public school district at the time of the student's placement
- other records of an academic or instructional nature that have accumulated during the student's enrollment in the non-public facility
- transcript of any academic credits earned while student was enrolled in the non-public facility
- attendance records of the student's enrollment in the non-public facility
- discharge reports

Appeal Procedures

If for any reason you have a grievance regarding academic performance, behavioral goals or other school related difficulties, we ask that the following process be used:

- discuss the matter with your child's teacher as soon as possible
- appeal to the Coordinator if the matter remains unresolved
- meet with school and district representatives (child may be asked to remain out of school until meeting)
- appeal by sending a brief written statement of the problem to the Administrator (the Administrator will schedule a meeting with all involved)

TERMINATION OF PLACEMENT

Termination of any student will begin with a thirty day written notice to the referring school district and to parents. In cases where continued placement is assessed as being too dangerous to the student or others, placement may be immediately discontinued with mutual agreement of parents and referring school district.

Discharge Reports

When a student is discharged (dropped) from CCH School, for any reason, between reporting periods, the following will be completed and given to the Coordinator within seven (7) working days from the date of discharge:

- Teacher will generate a report card, using the report card process
- Therapists and counselors will complete a discharge document reporting the student's progress to date

Coordinator will send these reports to the district and parents

MEDICAL INFORMATION

Prescription drugs (medications) taken by a student, while at school, are administered by the school nurse or other designated staff. Parent and physician documentation will be maintained in a file. Medication is kept in a locked area. In addition, prescription drugs administered at school are to be transported to school by an adult in an original prescription bottle. ** Students riding a bus must give this medication to the bus driver who will hand deliver it to school staff. Medical orders from a physician are also required for students to use Nicotine gum or patches.

****Violation of this procedure may result in student suspension from school.**

A doctor's excuse will be required when a student has a medical reason that prevents them from participating in PE classes.

Trips to the nurse's office will cost 25 points if the nurse determines that the student is not ill. Students receiving regularly scheduled medication are not charged points.

In order for medication to be discontinued without a Doctor's order, a written explanation must be submitted by parent/guardian.

Policy on Allergies and Emergency Action Plan

Staff will ask parents/guardians, other professionals and the student if there are any allergy concerns. **If a concern is noted, further information will be gathered** and an allergy emergency action plan will be developed. If the allergy is severe, requiring the use of epinephrine or a change in diet while at school, documentation by a physician is required.

Emergency Health and Accident Procedure

In the case of an accident at school, first aid will be administered. If your child needs emergency treatment, you will be notified at once. Please notify the school office of any change in phone numbers and/or emergency contacts. In the case of a serious emergency, your child, his/her file and a staff member are sent to the Emergency Room of the closest hospital to obtain immediate treatment for your child.

The Emergency Treatment Form sent home to you should be signed and returned with your child upon starting school. The Emergency Treatment Form will be placed in your child's file. If you choose not to return a completed emergency medical form, the facility cannot be responsible for insuring needed emergency medical treatment for your child.

Exclusion from School

The State of Illinois requires that your child have a school physical when entering kindergarten, sixth grade, and ninth grade (or according to their age). The State also requires a dental exam for students entering kindergarten, second grade, sixth grade and ninth grade (or according to their age). If this requirement is not met and the physical forms returned to the school by the date required, the referring district may exclude your child from attending until this is completed. If your child is excluded and there is not prompt action to correct the problem, the law requires a referral to the County Truancy Department.

If your child becomes ill at school, it will be up to the discretion of the school nurse and the Department Coordinator whether or not he can remain at school. If the student is to be sent home, the parents will be contacted to provide transportation. Emergency contact numbers should be kept current in the event parent/guardian cannot be reached.

It may be necessary, on occasion, to exclude a student from school due to medical or psychological reasons. Administration will determine when a student may return. This usually involves documentation from a medical doctor indicating the student is eligible to return to school.

Head Lice

Head lice are very common in school. They spread by direct contact and do not necessarily indicate lack of sanitation. Any student found with head lice will be sent home and may not return until corrective steps are taken and there are no lice or nits (eggs) present. When the parent cannot be contacted, the student will remain in the nurse's office the remainder of the school day.

Parents must bring their child into school to be checked before the child may return to school.

BEHAVIOR INTERVENTION METHODS

Children require structure, consistency and discipline in the classroom. Without these elements, there is limited opportunity for appropriate learning. Consistency involves clear guidelines being set for each situation. Discipline involves adherence to predictable standards for acceptable behavior.

Special Education requires a balance between management of each individual child and the group as a whole. Each child is unique in his needs for and response to discipline.

We feel that it is essential for each student to learn to the best of their ability, to respond to teacher controls and to develop responsibility for their own behavior. Not only does this help a child deal with schoolwork, it can lead to more acceptable behaviors, and develop in the child the ability to choose appropriate actions and responses.

The learning process is strongly influenced by reward and discipline. Our program maximizes the use of positive reinforcement for gaining control over problem behaviors. This allows students to begin to experience successes in their schoolwork. Corporal punishment is not used as a method of discipline in our program, but negative consequences for inappropriate behavior are necessary. These involve earning negative points, temporary loss of privileges, supervised isolation, extra work, etc., and are offered as realistic consequences to encourage self-control.

We continuously evaluate the progress of each student's behavioral development. Parents are encouraged to hold conferences with faculty and staff members to discuss the behavior of their child and develop successful approaches to discipline. Consistencies in management methods are important for progress, especially between home and school. The Catholic Children's Home School Teaching Model for Behavioral Development consists of four progressive levels. These levels begin with Daily Points and proceed, with success at each level, to Challenge, Progress and then Merit. Through demonstrating appropriate behavior and use of social skills, the child will experience the feeling of success as he/she advances to the higher levels.

Students sign a contract regarding their behaviors when advancing through the point system.

Point Level Systems

Daily - (1st level) students carry daily sheets, receive consistent reinforcement (points or tokens) for all social skills, and through earning points they can purchase daily privileges, usually within the classroom.

Challenge – (2nd level) a four week period where daily students may experience more privileges and responsibilities like use of hall passes and out of classroom privilege time. Students must successfully complete Challenge Time to move to the Progress level.

Progress - (3rd level) a student has target areas designated on their point sheet to assist with improvement in specially needed areas. They have demonstrated that they can perform at a level where they can earn out of class privileges, use hall passes and possibly attend special field trips when offered.

Merit - (highest level) this student has consistently demonstrated their ability to exhibit appropriate social skills in the school setting. Merit students are not usually required to carry point sheets and consequences for school behaviors are much like those in a public school setting.

In addition to the above level advance procedures, a new student may make a No Tutor Level Advance during the first 15 days they attend CCH. Students may advance to Challenge if they have not been to Tutors during that time. A student may advance to Progress if they have not been to Tutors and have had no days of over 100 negatives during that time.

Consequence

“Consequence” is probably one of the most frequently used terms at the facility. A consequence is what occurs as a result of a specific action. We strive to teach our students that their actions have consequences that can be positive (in case of appropriate behavior) or negative (in case of inappropriate behavior). Positive consequences are usually in the form of earned positive points or privileges. Negative consequences occur in the form of earned negative points or loss of privileges.

Physical Crisis Intervention

Physical intervention may be necessary to prevent a student from harming himself or others. All staff receives special training in physical intervention techniques, which are safe to both the student and staff member. Less restrictive techniques are used, (addressing the youth verbally, blocking student from harmful objects, etc.), unless the situation is immediately evaluated as dangerous.

When physical intervention **MUST** be initiated to protect the student from harming himself/herself or others, the intervention lasts only long enough for the student to regain a calmer, non-aggressive state. Physical interventions are **NEVER** used as a “punishment” or consequence, but only as a technique to keep youth and staff safe.

When physical intervention has been initiated, an incident report will be completed and maintained on file in the school office. The classroom teacher will also list, on your child’s daily report/home note; any required physical intervention used to avoid harm to your child or others.

A report (Monthly Crisis Intervention Disposition) will be sent home once a month to inform you of intervention(s) during that period. These written updates will be provided to parents and referring school district.

On some occasions a student may attempt to run throughout the Catholic Children’s Home facility or to run from school grounds. If in so doing a student risks harming themselves, or would be in danger unattended beyond the school setting, the staff may use physical intervention to keep the youth safe.

Tutoring Center

No individual student can be permitted to greatly interfere with the learning process of fellow students. Any time a student fails to follow three consecutive and different instructions, the teacher will consider the student "out of instructional control". The student is referred to a trained Social Skills Tutor for behavioral intervention. This allows the teaching staff to continue to devote time and attention to those students engaged in academic tasks. Students will also be sent to the Social Skills Tutor for physical aggression.

Each student is put on ***an individual schedule*** depending on his or her needs. Schedules can be anywhere from one day to one month time periods. Changes need to be discussed at team meetings. Each schedule consists of three parts:

INCIDENT REPORT – this report contains the behavioral problem(s) the student was displaying. The student and tutor then discuss what happened, ways to avoid such problems, and appropriate ways of dealing with and accepting consequences for such behaviors. The student then signs the report, practices following instructions, makes an appropriate apology to the staff that sent them out of the classroom, and then returns to class.

CONTRACT – this consists of a written agreement between student and tutor. It contains the behavior displayed, the schedule the student is on, and a statement that the student is responsible for their own behavior. A student is prompted, that if they are sent out again, within their scheduled time, they will receive a -250 point cost, as well as written work, before being allowed to return to class. The student signs this agreement, practices, makes an apology, and returns to class.

ALTERNATIVE CLASSROOM – this report contains behaviors displayed. The student receives a 250-point cost, and completes a designated assignment before returning to class. An apology is made, and the student then returns to class.

Out of School Suspension (OSS)

If student's behavior warrants a possible OSS the following occurs:

- Incident report written by staff witnessing incident
- Staff involved, teacher, coordinator and therapist may discuss whether a student should receive an OSS (final decision is the Administrator's). If OSS is indicated:
 - Phone call is made to parent
 - Letter is sent to parents and district
 - Probation officer notified, if applicable

MEALS

CCH provides free breakfast (8:00 to 8:30) and lunch to students. A form is sent home at the beginning of each school year for parents to complete and return. Lunch forms must be returned to school, whether or not a family qualifies for a free/reduced lunch, in order for Catholic Children's Home to continue the free breakfast and lunch program. (See *Policy on Allergies and Emergency Action Plan*)

Breakfast:

Meal - 1 of entrée or 1 cereal and toast
Drink - 1 juice and 1 white milk
2nds - 1 white milk

Lunch:

Meal - 1 of entrée, 1 fruit, 1 dessert (if offered)
Drink - 1 milk
2nds - 1 peanut butter & jelly sandwich, 1 white milk

Seconds at Mealtime

If extra food is available in the cafeteria, seconds are not automatically given. Students may earn seconds, if student has less than 50 negative points on student's point sheet at mealtime. Students may only go through the line one time for seconds.

Food Delay

Breakfast or lunch will not be given to a student in the tutoring center who refuses to follow staff's basic instructions or who will not stay in assigned area. Should a student choose to remain out of instructional control, meals may be delayed until the student complies with instructions for a maximum of 15 minutes.

If non-compliance continues, breakfast will not be offered after 9:00 a.m., and lunch will be offered at 1:30 p.m. Food will be refrigerated and/or reheated, as necessary.

HALLWAY EXPECTATIONS

Students are expected to behave in the following manner when in the hallways:

- Walk quietly in a straight line
- Walk on the right side of the hallway
- Keep hands and feet to yourself
- Stop at corners
- Stay with your group

COATROOM

Upon entering the school building, students are required to place personal items in the coatroom. This includes, but is not limited to coats, purses, umbrellas, cell phones, electronic games, CD players, MP3s, iPods, or any other items not needed for school. Staff will be available to assist with getting items from the coatroom to the classrooms' assigned tables at the end of the day.

Items placed in the coatroom are to be tagged / labeled with student's name and placed in a Ziploc bag with their name on it. Items will be returned at the end of the day. (Cell phones and electronic devices will be handed to students only as they leave for their bus or ride. They may be used, with permission of bus personnel, on the bus only – not as they are leaving the building)

The coatroom will remain locked throughout the school day.

BRINGING PERSONAL ITEMS TO SCHOOL

Students are allowed to bring \$5.00 to school. Anything else brought to school, including additional money, without prior approval from the classroom staff, will be confiscated and held in the school office. (See Unauthorized Materials)

Students are not to bring personal items (this includes candy and gum) to school without written permission from their teacher and parent or guardian with the understanding that Catholic Children's Home School is not responsible for these items. (See Unauthorized Materials)

Any items approved must have the student's name/initials on it.

NOTE: CCH is not responsible for lost, stolen or damaged items.

SEARCHES

CCH School endeavors to provide a safe environment for students and staff. School wide searches are conducted randomly as a school safety procedure. An individual student may be randomly searched for making verbal threats or if there is a suspicion that the student is in possession of unauthorized or illegal items or items that may compromise confidentiality. Coats, book bags, purses, wallets, binders/folders, shoes, pockets and other clothing will be checked.

Trained staff will perform searches, in the presence of witnesses and administration. A hand held metal detector may also be used.

The use of drug sniffing dogs can occur at anytime on school premises, in accordance with ISBE policy.

In severe cases, daily searches may be required to ensure the safety of others.

In the event a student refuses to be searched, the parent/guardian will be notified. The student will not be permitted to attend classes until the search is concluded. If administration determines that the refusal to be searched will violate safety policies and procedures, parent will be asked to pick up their child.

COMPUTER USE

CCH School attempts to provide our students with access to the latest technology. As part of our curriculum students may have the opportunity to work on school computers. Prior to use of computers students must return a permission/release form signed by the parent/guardian. Consequences of negative behavior during scheduled computer time will result in the immediate loss of computer privileges.

STUDENT DRIVING

Students are not allowed to drive vehicles to school. This includes driving and parking the vehicle close and walking to school.

MAJOR BEHAVIOR OFFENSES

Description & Consequence

Administration and/or staff, according to the following guidelines, will determine the severity of each incident and the appropriate consequences. The list of possible consequences is provided to inform parent, student, districts, and CCH staff of potential interventions. This list is only a guideline and decisions will be made on an individual basis, as directed by the multi-disciplinary team (parents, district, and school staff involved).

Each incident results in written documentation of the incident in the student file and submission of copies to the appropriate individuals.

Attendance

Issue - Student tardiness and/or truancy creates an extremely serious situation.

Policy - All students are expected to attend school when school is in session. In the event that the student is unable to attend school because of illness or other valid reason, the parent must notify the school, as early as possible. (School Office number 618-465-3594 ext. 228)

Parents have a legal responsibility to ensure that their child attends school regularly. This responsibility requires that parents actively monitor their child's school attendance. A PARENT, WHO KNOWINGLY PERMITS A CHILD TO MISS SCHOOL, WITHOUT A VALID REASON OR WHO GIVES FALSE INFORMATION REGARDING THE CHILD'S ABSENCE, MAY BE IN VIOLATION OF THE LAW. The district and parents are notified, in writing, after a student misses five (5) consecutive days (unexcused) or ten (10) cumulative days (unexcused).

Absences - Excused

Illness of student	Outside counseling appointment
Doctor or dentist appointment for student	Court appearances
Death in student's immediate family	Certain religious holidays

Family trip –Family must notify school in advance and get assignments; return all completed assignments upon return to school

The school reserves the right to request doctor excuses for excessive absences due to illness, or for a pattern of absences, excused or unexcused.

Absences –Unexcused

All absences that do not meet above guidelines will be considered unexcused. Oversleeping or missing the bus does not constitute an excused absence.

Tardiness

Issue - Student benefits more by arriving promptly and ready to start the day.

Policy - School hours are 8:30 a.m. - 2:00 p.m. Students may enter the building at 8:00 am. If your child arrives after 8:30, unless arriving on a late bus, *a parent or guardian must sign the student into the school office.*

Consequence – (possibly one or more of the following)

- If parent or guardian does not sign the student in, student may be sent home
- Tardiness added to progress/merit target areas, -50 point fine for unexcused tardiness
- Contract violation
- Loss of level placement
- Chronic tardiness referred to Truancy Department (Regional Superintendent of Schools)

Early Pick-up

Parent/Guardian should notify school by note or phone call to the school office, that student is being picked up early and by whom. The person picking up the student will be required to complete the sign-out sheet and may also be asked to present a photo I.D.

Truancy

Issue - Chronic truancy is defined as absence without valid cause of 10% or more of the regular school day or portion thereof.

Policy - An attempt will be made to notify the parent each time a student is truant. Parents are required by law to ensure that their child attends school.

Consequence – (possibly one or more of the following)

- Absences cause grades to suffer
- Loss of level placement
- Referral to Regional Superintendent's Office
- Probation officer notified (if applicable)

Bus Conduct

Issue - It is essential for students to board and ride the bus in a safe manner, demonstrate compliance with district bus policy, and follow driver and/or assistant's instructions.

Policy - The Catholic Children's Home works cooperatively with the school districts to enforce and support their bus policies. Any behaviors that distract the driver and/or assistants or endanger the lives of anyone on the bus are addressed by all organizations involved. The school district is responsible for transportation to and from CCH.

Consequence – (possibly one or more of the following)

- Loss of privileges
- Notice sent home for parent/guardian to sign & return
- Student to write a set of safety rules
- Bus suspension *
- Loss of level placement.

*Please note that a bus suspension does not mean an out-of-school suspension and student is expected at school.

In severe cases, alternate transportation or other placement may be necessary, as recommended by the district or school staff. If serious problems arise while students are on the bus, buses have been advised to take the student to the nearest police station or to summon the police.

Electronic Devices

Issue - Items such as cell phones, CD/tape players, radios, electronic games, MP3s, iPods, etc. can interfere with the learning process.

Policy - All electronic devices will be placed in the coatroom upon arrival at school. All items must be clearly marked with student initials or name. CCH is not responsible for lost / stolen items. These devices may not be used during school hours or in any part of the building. They may be used, with permission of bus personnel, on the bus only – not as they are leaving the building. A staff member will hand electronic items back to each student only as they leave for their bus or ride.

Consequence – (possibly one or more of the following)

- Confiscation of item(s)
- Point fine
- Parent notification (written or verbal)
- Loss of privilege to bring items on bus
- Random searches
- Police contact and/or probation officer notified (if applicable)

Dress Code

Issue – An orderly and safe environment conducive with learning.

Policy – Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness while not disrupting the educational process. Clothing exhibiting profanity, blood, violence, (guns, knives, bombs or weapons), vulgarity, sexually inappropriate items, gang symbols, ethnic or gender slurs, disrespect, and advertising of alcohol, drugs or tobacco products will not be permitted. This includes anything possibly offensive in a school environment. Jewelry, belts and tattoos are considered dress/clothing. If a tattoo or ink marking is deemed inappropriate by Administration, the student will cover the tattoo with a cloth, band-aid or medical tape and gauze (provided by the student and/or family). The final decision on CCH dress code issues lay with the Administrator. The following are dress code examples and/or guidelines:

No clothing with band affiliations, dice, 8-Ball or gambling is allowed. Chains (such as those hanging from wallet and clothing) are not permitted.

Coats, jackets and outerwear are not to be worn in the building. They will be kept in the coatroom after arrival, until departure. Sunglasses are not permitted in the building unless prescribed by a physician, and are to be left in the coatroom.

Pants must be worn so that underwear or undergarments are not seen at any time. Shirts and tops must overlap pants – not exposing bare midriff. Pants are to be worn securely around the waist to prevent tripping/falling. Overalls must be secured on both sides and over both shoulders.

Hats, caps, helmets, hair coverings, picks, combs, etc. are not to be worn in the building.

Clothing that is “see through”, has exaggerated arm-holes (exposes chest, back or more than two inches below arm pit); shirts exposing bare midriff, bra or bra strap are not allowed. Tank tops may be worn in extreme heat, but only if they fit the above requirements.

Mid-thigh is the required length for dresses, skirts, skorts and shorts; nothing shorter is allowed. No spandex or running shorts. Revealing or suggestive clothing is not allowed. Length of clothing must extend to the finger tips.

All coats must also be kept in the coatroom. Hoodies may be worn in the building. The coatroom is locked at all times.

Soft-soled shoes are to be worn at all times. Administration reserves the right to deem shoes inappropriate. No black-soled shoes that may leave scuffmarks are permitted. House slippers and steel-toed boots are prohibited. No Heelys or other shoes with wheels are allowed in the building.

Safety pins may only be used for functional purposes, as approved by staff.

Jewelry that is distracting, obscene, or contains ethnic/gender slurs is not permitted. Safety pins, needles, etc. used for body piercing will not be permitted (body piercing problems will not be treated by school nurse). Acceptable earrings have a post diameter of no larger than 1/16 inch and long earrings have to be removed during PE class for safety. Ear gauging is permitted as long as the gauge is no bigger than a 2 gauge and the size is less than one inch (1”). Students may not wear earrings in their fingernails or areas deemed distracting or dangerous. Students may also be asked to trim their fingernails if they pose a danger to others. Large heavy rings or an unusual amount of rings; and necklaces with chains, large charms or pendants are not permitted.

Miscellaneous other apparel items may be deemed inappropriate by Administration. Students are required to comply with Administration decisions.

Dress Code, Cont'd.

Consequence – (possibly one or more of the following)

- Turn shirts inside out or change into appropriate clothing
- Other inappropriate items will be removed
- Minimum point fine for failure to comply is –25
- Continued non-compliance will result in loss of level placement
- Property may be held until the parent picks it up from the school office
- Parent/guardian may be called to bring appropriate clothing for a student who refuses to cooperate with the dress code
- Possible tutor involvement

Unauthorized Materials

Issue - Anything brought to school, including money, without approval.

Policy - Students are not to bring anything to school, including money*, without prior approval from classroom teacher. Unapproved item(s) will be held in the school office for the parent to pick up or until the last day of school. Items are then sent home with the student - unless it is illegal or age inappropriate material. Examples of this include: cigarettes, lighters, any material with sexual and/or drug related content, anything that is considered a weapon or looks like a weapon. These items will be destroyed. NOTE: CCH is not responsible for items lost, stolen or damaged.

Consequence – (possibly one or more of the following)

- Confiscation of item(s)
- Point fine
- Loss of level placement
- Parent notification (written or verbal)
- Random searches
- Police contact and/or probation officer notified (if applicable)

* NOTE: Students are allowed to bring \$5.00 to school. Any additional money will be confiscated and held in the school office, as previously noted.

Weapons

Issue - Possession of dangerous and illegal weapons, including homemade items and items made to look like weapons.

Policy - CCH will do everything possible to create a safe and positive learning environment for students and staff. Possession of illegal items may lead to arrest of student involved.

The following are examples of weapons:

- guns, knives, brass knuckles, and any other items used as weapons
- anything made to look like a weapon

Consequence – (possibly one or more of the following)

- Confiscation, without return
- Loss of level placement
- Parent notification (written or verbal)
- Daily searches
- Parent/child meeting with CCH Administration
- Suspension
- Police contact and/or probation officer notified (if applicable)
- Termination of placement

Use of Tobacco Products

Issue - To ensure the safety and health of students and staff.

Policy - The Catholic Children's Home School is a smoke-free environment. Students are not to use or have in their possession any tobacco related product/paraphernalia while in the building, on the bus, on school grounds or at school activities. This includes, but is not limited to cigarettes, chewing tobacco, snuff, cigars, cigarette papers, matches, lighters, etc. (For use of nicotine gum or patches, see "Medical Information" section.)

Consequence – (possibly one or more of the following)

- Confiscation without return
- Point fine
- Disposal of tobacco product
- Loss of level placement
- Out-of-school suspension for smoking on property
- Parent notification (written or verbal)

Drug – Alcohol Use/Possession

Issue - Use or possession of drugs/alcohol and other intoxicants or suspicion of being under the influence. It is illegal to be in possession of, be under the influence of, or conduct a sale of any prescription or illegal/controlled substance.

Policy - Any student suspected of possession or use of unauthorized drugs will be subject to search by designated staff. The school is prepared to take legal action to the fullest extent.

Staff will determine if such a search is needed by using a check list that includes but is not limited to: sleeping, mood swings, dilated pupils, pinpoint pupils, unusual odors, overly active, sweating, flushed face, slurred speech, staggering, trembling, and general disorientation.

Consequence – (possibly one or more of the following)

- Confiscation without return
- Loss of level placement
- Police contact and/or probation officer notified (if applicable)
- Daily searches
- Parent notification (written or verbal)
- Parent contacted to pick up student
- Suspension
- Referral to community based counseling center
- Hospitalization for substance abuse treatment

**Prescription drugs – (See Medical Information Section on handling of prescription drugs)

Stealing

Issue - Any property taken that does not belong to a student.

Policy - Students are not allowed to remove any school property from the premises. Students are not allowed to trade, purchase, sell, swap, accept items from or give items to other students. This includes selling for organized groups without permission from the Administrator.

Consequence – (possibly one or more of the following)

- Major point fine
- Loss of privileges
- Parent notification (written or verbal)
- Request for compensation to staff/school or others involved
- Loss of level placement
- Police contact and/or probation officer notified (if applicable)

Forgery or Falsifying Records

Issue - Student falsifying documents including, but not limited to, home notes, point sheets, permission slips, grade sheets. This will also include "cheating", copying another student's work/assignment.

Policy - In order for CCH School to provide a safe and successful educational environment, parental awareness/involvement is critical. CCH regularly sends reports, as well as permission slips, home for parents to sign and return. We regard forgery or falsifying records as a serious offense.

Consequence – (possibly one or more of the following)

- Major point fine
- Loss of level placement
- Parent notification (written or verbal)
- Conference with parent/guardian and school district
- Suspension
- Probation officer notified

Intimidation / Extortion / Gang-Related Activity

Issue - Students who, in groups of two or more, attempt to harass, intimidate, extort, or otherwise participate in gang related activities. This includes, but is not limited to, graffiti or flashing gang symbols.

Policy - CCH prohibits all acts of intimidation/extortion/gang activity (expressed or implied).

Consequence – (possibly one or more of the following)

- Major point fine
- Loss of level placement
- Parent notification (written or verbal)
- Suspension
- Termination from program
- Probation officer notified

Verbal Assault

Issue - Threats and name calling of a serious nature directed toward staff or students.

Policy - Verbal assault is unacceptable and is disruptive to the educational process. This includes, but is not limited to, inappropriate sexual comments/gestures, racial comments, and assaultive comments. Comments audible to others, or written, are included in this area.

Consequence – (possibly one or more of the following)

- Major point fine
- Loss of level placement
- Parent notification (written or verbal)
- Suspension
- Conference with parents and district personnel

Physically Aggressive Act

Issue - Acts intimidating and threatening to others. This includes, but is not limited to, throwing items, physical intimidation by posturing and hitting inanimate objects.

Policy - Any action that causes others to feel unsafe, while in school, will not be tolerated. CCH will do everything possible to create a safe and positive learning environment for students and staff.

Consequence – (possibly one or more of the following)

- Point consequence of –75
- Possible time at tutor center to deescalate situation
- Written or verbal apology
- Parent notification (written or verbal)
- Restitution for repairs if anything is damaged
- Loss of level placement
- Probation officer notified (if applicable)

Physical Aggression

Issue - Physical aggression is any physical contact toward students and/or staff, with the intent (expressed or implied) to cause harm or injury. Spitting and object aggression may be included.

Policy - Physical aggression will not be tolerated.

Consequence – (possibly one or more of the following)

- Physical intervention by staff, if necessary
- Tutors intervention
 - 100 point consequence
 - A writing assignment
 - 250 alternative classroom balance from tutors
- Written or verbal apology, as deemed appropriate by Administration, for student to return to class
- Loss of level placement
- Parent notification (written or verbal)
- Suspension
- Police contact and/or probation officer notified (if applicable)

If the Administration deems an incident severe, an IEP meeting is required to discuss safety issues.

Bullying / Cyber-Bullying

Issue – The act of tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting of one child by another child. (This includes text messaging, phone calls, e-mails and social networking sites). This involves a pattern of ongoing behavior, not a one-time occurrence.

Policy – CCH School recognizes that bullying is an increasing problem experienced by our students. As technology advances so does the way in which bullies target others. This type of behavior directly impacts learning and affects social/emotional development and will not be tolerated. Each case will be assessed individually.

Consequences – (possibly one or more of the following)

- Major point fine
- Loss of level placement
- Parent notification (written or verbal)
- Probation officer notified (if applicable)
- Possible outside agency involvement
- Possible police involvement
- District involvement
- Suspension
- Conference with parents and district personnel

Property Destruction

Issue - Intentional destruction of, or damage to, school property or staff personal property.

Policy - Intentional destruction of or damage to school and/or staff property is unacceptable. This includes, but is not limited to: breaking glass windows, fire extinguisher glass; damage to desk, chair, walls, doors, lights; unauthorized use of fire or tornado alarms; hanging on fire system pipes; damage of books or other materials; defacing school/staff property.

Consequence – (possibly one or more of the following)

- Clean up to damaged/defaced property, as deemed appropriate by Administration
- Point fine as deemed appropriate by Administration
- Loss of level placement
- Request for compensation and/or work related activity to make restitution
- Police contact and/or probation officer notified (if applicable)
- Suspension
- Parent notification (written or verbal)
- Parent/district conference

Out of Area

Issue - Students who choose to leave class or assigned area without permission. This student does not leave the building, but instead may roam the halls, disturb other classes, or venture into “unassigned” areas.

Policy - Leaving the class, group, or activity without permission is prohibited. If a student regains control, follows instructions and returns to class the student may earn the noted consequences.

Consequence for Out of Area (possibly one or more of the following)

- Point fine for leaving the area
- Possible loss of level, if chronic

If student refuses to follow instructions and return to requested area, they will be declared intensive. If student continues to have difficulty with being out of area, consequences will be discussed at a core meeting.

If tutor has to clear the classroom (remove other students) due to intensive student refusing to leave room, student may earn alternative classroom (*see explanation of Alternative Classroom*)

Off Property

Issue - Student leaves property without permission.

Policy - Students are not allowed to leave the school property without permission. CCH staff will make every effort to keep a student from doing so. Whenever a student leaves property CCH staff will make phone calls to the Alton Police Department (APD) and the parents. A student is allowed to return to school, that day, with a parent / guardian or the police. If the student leaves a second time, the parent or guardian must remain in school with student the rest of the school day. Upon return, student will automatically go to the Tutoring Center.

Consequence – (possibly one or more of the following)

- Parent notification (automatic)
- Tutoring center
- Loss of level placement
- Police contact
- Suspension
- Probation officer notified (if applicable)
- Complete a writing assignment

A residential youth who returns to the residential home will be treated the same as a non-residential student who has left property.

Sexual Harassment

Issue – According to Illinois State law, sexual harassment is defined as “actual physical conduct, offensive touching, sexual contact and actual sexual acts”. This includes brushing against someone in a sexual way, pulling clothes off or down, touching, pinching, grabbing in a sexual way, and exposing private body parts. According to the State Attorney’s Office, exchange of language is not criminal in most cases (see Verbal Assault).

Policy – All student reports/allegations of sexual harassment are to be referred (by staff or student) to a CCH coordinator or administrator for appropriate action. All reports/allegations must be documented before an investigation can be conducted.

Consequence – (possibly one or more of the following)

- 50 points
- Loss of level placement
- Contact with school counselor (counselor will have student view video and complete workbook on sexual harassment)
- Parent notification (written or verbal)
- Possible suspension (for ongoing incidents)
- Probation officer notified (if applicable)
- Conference with parent and possible district personnel (for ongoing incidents)
- Possible police contact

Reporting Sexual Harassment

A student who believes they are the victim of sexual harassment or has witnessed sexual harassment is encouraged to discuss the matter with a staff member. Complaints will be kept confidential to the extent possible given the need of the investigation. Students who make good faith complaints will not be disciplined. School officials can only address what has occurred during school hours. Incidents occurring after school hours must be directed to local police authorities and bus incidents will follow referring school district’s protocol.

All reports are documented. Parents and school districts will be contacted.

Any student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, suspension and/or expulsion.

Any person making a knowingly false accusation regarding sexual harassment will, likewise, be subject to disciplinary action that may include suspension, and/or expulsion, with regard to students.

Self-Abuse

Issue - Self-abuse can range from head-banging, biting self, cutting/carving on self; as well as placing oneself in danger by standing on windowsills, desks, tables, etc.

Policy - CCH School recognizes self-abusive behavior as potentially dangerous. Staff will use best professional judgment with regard to self-abusive behavior and intervene when individual safety is at risk. Each case will be assessed individually, based on the severity of the incident. Staff respect individual choices, however the student population is supervised with respect to safety.

Consequence – (possibly one or more of the following)

- Physical intervention by staff, if necessary
- Contact with school counselor
- Parent/Guardian notification (written or verbal)
- Possible outside agency assessment
- District involvement
- Hospitalization
- May require written release from doctor or therapist to return to school

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