**Four Rivers Special**

**Education District**

**The Garrison Alternative School**

**Student Handbook**

**936 West Michigan**

**Jacksonville, IL 62650**

**217/245-7174**

**www.frsed.org**

**Revised July, 2017**

**GARRISON SCHOOL WELCOME**

As Principal of the Garrison School for Severe Emotional Disabilities, I would like to welcome you and your student.

Garrison School is dedicated to the mission of the Four Rivers Special Education District to be committed to the possibilities of every youth. The Garrison staff is devoted to working with parents and guardians to provide a Behavioral Intervention Plan to meet the needs of each student. As a result of this plan, the students learn expectations and consequences. Garrison staff will follow the Individualized Education Plan and Behavioral Intervention Plan fairly and consistently. This type of approach will assist students in developing respect and trust for staff members and a healthy regard for behavioral expectations.

Rules developed for students are similar to the expectations of any student in any school situation. By having them in writing and posted, the student has a concrete basis to refer to when a problem arises.

Awards and recognition are very important to Garrison School and are given on a daily basis, as well as at the end of each quarter. This type of positive recognition assists students in building self-esteem.

The Garrison staff supports a proactive culture. This belief has led to a PBIS school program. You will hear your child talk about PBIS. Ask them about it.

In addition, parental involvement is vital to the success students have while at Garrison. We encourage parents and guardians to become involved in the education of their students and welcome any questions or comments.

Rhonda Massey

Garrison School Principal

**GARRISON SCHOOL STUDENT HANDBOOK**

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**FOUR RIVERS SPECIAL EDUCATION DISTRICT**

**GARRISON SCHOOL STAFF**

Garrison School for Severe Behavior Disorders

936 West Michigan

Jacksonville, Illinois 62650

**2017-2018**

***Director of Special Education:*** Chris Pennell

***Principal:*** Rhonda Massey

***Social Workers:*** Melissa Certa, Susanne Brawdy

***Teacher Assistant:*** Nicole Scott, Julie Pitchford, Tina Armstrong, & Megan Graves

***Secretary:*** Joni Maaser

***Custodian***: Kevin Cadwell

***Room # Teachers Teacher Assistants***

1 Laura Radliff Tammy Hoots

2 Sandy Beddingfield Penny Maly

3 Jill Headen Nancy Wade

4 Marcy Tegel Alyssa Williams

6 Laura Boyd Kay Armstrong

14 Andrea Floyd Patsy Phillips

16 Amy Haarmann Kimberly Burgess

41 Emily Williams Holly Hymes

42 Marti Meszaros Lezlie Rice

43 Amanda Lynch Tonya Elliott

44 Jennifer Taylor Marybeth Young

|  |
| --- |
| **MISSION STATEMENT OF THE**  **GARRISON SCHOOL** |

**Garrison School staff consider each student to be a valuable human being. Each student has positive qualities and is capable of improvement. Garrison is committed to the possibilities in every student to lead satisfying, productive lives and to experience meaningful interpersonal relationships in the school, home, and community.**

**Our mission is to help each student become a productive citizen. Therefore, we will provide an individualized academic environment pursuant to all applicable laws. We will teach social skills to enable each student to interact appropriately with others and we will offer opportunities through which each student can experience feelings of self-worth. We will foster a cooperative effort and positive working relationship between school, parents, and community agencies to assure that the goals for each student can be met most effectively.**

**VISION STATEMENT**

**The Garrison School strives to empower staff and students by creating a respectful, safe environment that facilitates positive learning and emotional growth.**

**GENERAL INFORMATION FOR STUDENTS AND PARENTS**

**BOARD POLICY**

The Garrison School Handbook is an extension of the Four Rivers Operating Board policy, both of which are public documents available on request.

**ADMINISTRATIVE AUTHORITY**

The administration reserves the right to make or amend any rules at any time which are necessary and proper to ensure the care, welfare, safety, and security of the faculty, employees, and student body of Garrison School.

**DISTRICT CALENDAR**

Garrison School follows the Four Rivers Special Education District calendar which is provided to all parents or guardians with the registration packet.

**ARRIVAL AND DEPARTURE TIMES**

The doors of Garrison School will open at 8:15 a.m. No students will be permitted in the building prior to that time. Students leave at 2:30 p.m. No students are allowed to stay after school unsupervised by faculty. Students should be picked up by 2:45 unless prior arrangements have been made with administration.

**ATTENDANCE POLICY**

1. All students are encouraged to have perfect attendance. The Garrison School day is from 8:15 a.m. to 2:30 p.m. Students arriving after 8:45 a.m. will be considered tardy.

2. If a student is not in attendance for the day, the parent/guardian is required to call the Garrison School office at 217-245-7174 between 8:00 a.m. and 8:30 a.m. the morning of the absence. If the parent/guardian fails to contact the school, staff will call the parent/guardian before 10:00 a.m. to determine the reason for the absence.

3. Students who have three (3) or more consecutive, unexcused absences are required to bring a written excuse with the date and reason for the absence from a doctor, health care professional, or legal professional (such as attorney/probation), within two (2) days of the student returning. Notes from parents will not be considered excused. Attendance committee will determine if an absence is excused or unexcused if no note is provided.

4. When/if a student has three (3) absences in a quarter, a parent notification letter will be sent outlining consequences and procedures for future absences.

5. A truancy report will be made on any student who is subject to compulsory school attendance and who is absent without valid cause for a school day, or portion thereof, for 5% or more for the previous 180 regular attendance days. A truant officer will be contacted by the Principal or designee(s) to investigate all cases of truancy or non-attendance after 9 days of unexcused absences.

6. When a student's attendance falls below 80%, or the percent listed on the IEP, the student may have a home visit by the social work staff.

7. All make up work must be completed by the end of the quarter to earn academic credit.

8. The term "Perfect Attendance" indicates a student’s presence at Garrison School every day that a student's home district provides transport, between the hours of 8:45 a.m. and 2:30 p.m., unless the district does not pick up for weather related issues or other obligations the district may have.

9. "Good Citizens" are expected to have perfect attendance. However, any absence(s) may be appealed at staff discretion.

10. If a student attends Garrison for less than 3 hours per day, the student is considered absent for the entire day, unless otherwise specified in his/her IEP.

11. If a student attends Garrison between 3 and 5.5 hours, the student is considered absent for ½ of the day, unless otherwise specified in his/her IEP.

**STUDENT TRANSPORTATION**

All students must follow the specialized transportation plan as outlined in their IEP. Therefore, students may not walk, ride bicycles or other foot-powered devices, drive a car or other motorized vehicle to the Garrison School. Failure to follow the plan may be considered a major infraction of rules and may result in the loss of classroom privileges for that day. Any exception to this rule must be approved by the administration.

Students must ride school-provided transportation. Parents or legal guardians who wish to have another agency or adult relative pick up their child from school or have the student dropped off at a different location must gain prior approval from the local school superintendent or his/her designee and the Director of Special Education or his/her designee. Staff may only take students home with another accompanying staff member and with the approval of the Director or Principal.

**RESPONSIBILITY FOR TRANSPORTATION OF STUDENTS STAYING AFTER SCHOOL**

Transportation of students who stay after school is the responsibility of the local school district, unless the parents/guardians are willing to volunteer to transport the student independently. This issue will be discussed thoroughly at the IEP meeting.

Students required to stay after school, or who are returned to school because of behavioral issues on the bus, remain the responsibility of the local district to transport. An attempt will be made to notify the parent/guardian that the student will be staying after school. This will give the parent/guardian an opportunity to voluntarily transport the student home. Students who are brought back on the bus will stay at least 30 minutes.

**BAD WEATHER INFORMATION**

On any day that it is necessary to close schools, the information will be forwarded to your local radio station by 6:30 a.m. Please listen for these reports, which will be broadcast periodically throughout the early morning hours. Do not try to call the radio stations, Garrison School, or the bus garage directly. One Call will also issue an automated phone message to parents for school cancellations and early dismissals.

**BOOK AND SUPPLY RENTAL**

The annual book fee is established by the Four Rivers Operating Board. Checks should be made payable to: Four Rivers Special Education District.

All students who qualify for free school lunches under the National School Lunch Program or students from households receiving AFDC assistance or food stamps are

eligible to have the following fees waived: book fees, charges for field trips and

admission on field trips, charges or deposits for participating in athletics, charges for after-school sponsored activities that are required of all students, and required uniforms for school-sponsored activities. (Athletic events are sponsored by the home district.)

**CERTIFIED COPY OF CHILD'S BIRTH CERTIFICATE**

Parents/guardians are required to furnish Garrison School a certified copy of their student's birth certificate before enrollment.

If a copy of the birth certificate is not available for any reason, then Garrison School must be furnished with the student's identity, age, and a notarized affidavit explaining the inability to produce the birth certificate.

**HEALTH RECORDS**

Garrison School must be provided with copies of all school health records prior to enrollment.

**MEDICATIONS**

Oral medications are only given at school under the below listed procedures. A staff member will store these medications away from students. Students cannot carry prescription or non-prescription drugs under any circumstances. Non-prescription drugs can be, but are not limited to, Tylenol, cough drops, or Tums. The following procedures must be followed:

1. A physician must provide signed, written orders containing the name of the drug, the dosage, the time interval the medication is to be taken, and any specific instructions concerning the handling of any undesirable side effects. The physician's office and emergency telephone numbers must be readily available.

2. The parents/guardians must provide written permission for the school district to administer the medication as ordered by the physician and parents/guardians must bring the medication to school in a container appropriately labeled by the pharmacy or physician. The appropriate forms will be provided to parents/guardians with the registration packets.

**ASBESTOS**

The Director or designee(s) shall take all reasonable measures to protect the safety of District personnel and students on District premises from risks associated with hazardous materials. There is no known asbestos in the Four Rivers Special Education facilities.

**NOTICE OF PESTICIDE APPLICATION DATES**

Parents/guardians will be notified of pesticide application dates in the registration packet.

**COMMUNICABLE AND INFECTIOUS DISEASES**

When the Principal receives notification that a student in the District has

been diagnosed with a contagious disease, the Principal shall immediately notify the

Director of the child’s identity. The Director or designee(s) will notify the appropriate

people as to the identity of the infected child.

The administration shall observe all rules of the Illinois Department of Public Health

regarding communicable and chronic infectious disease. The collection and maintenance

of the student’s medical records shall be done in a manner that assures the strictest

confidentiality and is in accordance with federal and state laws regarding student records.

The determination of whether a student with a communicable or chronic infectious

disease shall be permitted to attend school will be made on a case-by-case basis. If the

student is not allowed to participate in the educational setting due to risk factors,

reasonable effort shall be made to provide an adequate alternative education in accordance with state regulations.

When a student returns to school after an absence due to a communicable or chronic

infectious disease, administration may request a written physician’s release stating the

student qualifies for re-admission following the requirements of the Illinois Department

of Public Health.

**EMERGENCY PHONE NUMBERS**

In case of accidents or other emergency situations, all parents/guardians **must** provide Garrison School with two (2) emergency phone numbers of parents/guardians or those contacts designated by parents/guardians who can be reached during the school day.

Garrison School requests one (1) alternate phone number to call in case of an emergency when the parents/guardians cannot be reached. This person should be aware that the parents/guardians have given his/her name and number and should be available to pick up the student or make arrangements for someone else to do so.

**TELEPHONE USE BY STUDENTS**

Students are not allowed to take incoming calls or to make outgoing calls unless otherwise directed by the Principal or designee, or as otherwise allowed by statute, regulation, decisional case law, or their IEP.

Telephone messages from parents/guardians will only be delivered to students in their classrooms for emergency purposes. No telephone message will be taken for students who receive telephone calls from other students, former students, or from friends.

**CHANGES OF RESIDENCE, TELEPHONE NUMBER, OR SCHOOL DISTRICT**

Please notify Garrison School at once if the parents’/guardians’ address, home telephone number, work number, or emergency phone numbers change. If a student changes school districts, the parents/guardians will be responsible for notifying both school districts' superintendents.

**LUNCH INFORMATION**

Lunch count is taken immediately at the opening of the school day. The number of lunches ordered cannot be increased after 8:45 a.m. Parents/guardians should notify Garrison School of the need for a student lunch prior to 8:45 a.m. Failure to do so will result in no school lunch. In the event a student’s lunch is not ordered, alternate food will be provided.

**SACK LUNCHES**

If a student brings a lunch from home, she/he may purchase a carton of milk in the cafeteria. Soda will not be permitted. **Only unopened, original drink containers are allowed.**

**PRICES FOR LUNCH/BREAKFAST**

Garrison School will participate in the Community Eligibility Program. Information will be sent in student packets. Lunches cannot be charged after they are ordered. Payment must be made on a daily or weekly basis. Breakfast price is $1.25; lunch price is $1.95 for K-8 and $2.50 for 9-12 grades.

**DOUBLE LUNCHES**

Sometimes students wish to order two lunches (especially on pizza day). Parents/guardians should send an approval note to the student’s teacher if the student desires two lunches. This will avoid surprise with the additional cost. A teacher will not order two (2) lunches for any student without the approval note. Students on free or reduced price lunch must pay full price for the extra lunch. No extra lunch can be charged to the student account.

**PARENTS AND EDUCATIONAL SURROGATES VISITING THE SCHOOL**

Garrison School invites parents, legal guardians and educational surrogates of students to visit the school at any time. Guidelines are as follows:

1. If a conference with staff members is desired, it should be arranged ahead of time by telephone.

2. All visitors shall report to the front desk and will be asked to register. A badge will be given to the visitor. At the end of the visit, the visitor will sign out and return the badge.

3. No visitors will be allowed to disrupt or distract from the educational environment.

4. Should a visitor cause any problems or cause disruption to the school, he/she will be asked to leave immediately.

5. Special advance arrangements must be made through the Director or Principal for anyone other than parents, legal guardians or educational surrogates to visit the school.

**GUARDIANSHIP**

Garrison School reserves the right to request proof of legal guardianship for any student. When a student reaches the age of 18, the student legally becomes an adult. At this time, all rights normally accorded to parents/guardians automatically transfer to the student. Students can, of course, sign a release form so that their parents/guardians can continue to act as guardian.

**SENDING MONEY TO SCHOOL**

Any money that is sent to school with a student should be placed in a sealed envelope that has the following information written by the parent/guardian on the outside:

Student's Name

Teacher's Name

Amount and Purpose

If a student brings unauthorized money to school, Garrison School staff reserve the right to place the money in an envelope. The $ will be returned to the student at the end of the school day. The funds may be held in the office until requested by the parents/guardians.

**TIME FOR TIME**

Students who do not work on assigned tasks during their work time, refuse to complete any work, run away from school, sleep, or have excessive amounts of noncompliance or crisis that have kept them from completing work will owe the missed school/academic time to be made up at a time designated by the school. The parent will be notified if this time is after school.

**INVOLVING THE POLICE WHEN A STUDENT RUNS AWAY FROM SCHOOL OR IS ARRESTED**

1. In the event a student runs away from school, the parents/guardians, the police, and the Director of Four Rivers will be notified.

2. The police will be given a description of the student including: clothing, hair color, hair length and style, height, weight, date of birth, and address. The police will be encouraged to return to the student to school. Students may be criminally charged for leaving Garrison School without permission because it is a violation of the Jacksonville City truancy ordinance. Once a student is returned to school, the parents/guardians will be immediately notified.

3. Students who leave without permission of Garrison School staff will make up the missed school time and academics. Leaving school with the police or for other such reasons may require time to be made up.

4. Students who are arrested are marked absent.

5. Students who are arrested are allowed to return to school the following day.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Students at Garrison School have the right to a safe and protective environment while in the pursuit of their education. Students have the right to be treated with respect and dignity by staff members and by their peers. They have the right to learn in an environment that is free of discrimination and harassment and the right to be protected from verbal and physical abuse.

Students have the right to an academic curriculum that will contribute to their graduation requirements. They have the right be to prepared for the world of work and further schooling. They also have the right to be provided with educational opportunities that will enhance their success in interpersonal relationships so that they may fully utilize their academic studies and work training. They have the right to freedom of expression and to learn that with it comes the expectation for social awareness and responsibility.

Students have the responsibility to behave in a fashion that does not cause disruption to the functioning of Garrison School. They are expected to refrain from using obscenities, innuendos, or any language that a reasonable person would characterize as hurtful. They are expected to be responsible for their own actions and to respect the rights of other students and staff members. Students have the obligation to follow school rules in school, at school sponsored functions, and on the bus to and from school. They have the responsibility to dress in ways that are not disruptive to the learning process. This means that they must refrain from wearing clothing and paraphernalia that represents gang symbols, drug and alcohol glorification and obscenities. Students have the responsibility to refrain from language and actions that are harassing, demeaning and threatening. Students also have the responsibility to be knowledgeable about all school rules, regulations, and expectations.

**GARRISON SCHOOL STUDENT EXPECTATIONS,**

**GUIDELINES, AND RULES**

**ACADEMIC HONESTY**

Allstudents are required to do their own schoolwork. This precludes such activities as copying others’ work, plagiarism, cheating, or having others do their work for them.

**AGGRESSIVE BEHAVIOR**

Students engaged in forceful, hostile, or destructive behavior towards oneself, others or property are subject to disciplinary action. This may include police contact if a crime is committed.

**ALCOHOL AND DRUGS**

Students are not to be in possession of or under the influence of alcohol or drugs while in school, while being transported to or from school, or while attending a school sponsored activity. Police will be notified.

**APOLOGIES**

All students who have engaged in verbal aggression directed at another student or staff member will be required to apologize verbally and/or in writing to that individual. The apology must include the following components:

1. Eye contact with the person to whom the apology is being made.

2. The statement, "I apologize for\_\_\_\_\_\_(specific behavior)."

3. The statement, "I will not do it again."

4. The statement, "Please accept my apology."

Students who refuse to apologize will have "time for time" for the amount of time from the refusal until the time they do apologize. They may stay after school the exact number of minutes during which they refused to apologize.

**ATTENDANCE**

Students will remain at school for the entire day, unless otherwise specified in their IEP or to attend necessary appointments.

**Attendance Interventions:**

These interventions are all based on absences per quarter.

* After **3** unexcused absences meet 1 on 1 with their Social Worker to develop a plan
* After **5** unexcused absences, student meets with the attendance committee to discuss issues of not attending/come up with plan to improve attendance.
* After **7** unexcused days, a student’s social worker will make a home visit to the student’s house to meet with parent or guardian.

**BUS TRANSPORTATION**

Students will follow the bus rules appropriate to their school district and the transportation guidelines as required by their IEP. There is no smoking, vandalism, rowdiness, or exiting at unauthorized locations. Violations of the bus transportation policy will be handled in accordance with the school’s disciplinary policy.

**BULLYING/HARASSMENT**

Bullying and harassment will not be tolerated at Garrison School. Students who participate in these behaviors will be subject to disciplinary action.

## Prevention of and Response to Bullying, Intimidation, and Harassment 7:180

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Director or designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Manager:**

Chris Pennell, Director

936 West Michigan Avenue, Jacksonville, IL 62650

[cpennell@frsed.org](mailto:cpennell@frsed.org)

217/245-7174, ext. 220

1. Consistent with federal and State laws and rules governing student privacy rights, the Director or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
2. The Director or designee shall promptly investigate and address reports of bullying, by, among other things:
3. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
4. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
5. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
6. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Director or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

1. The Director or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
2. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student’s act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
3. A student will not be punished for reporting bullying or supplying information, even if the District’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
4. The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
5. The Director or designee shall post this policy on the District’s Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
6. The Director or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:
7. The frequency of victimization;
8. Student, staff, and family observations of safety at a school;
9. Identification of areas of a school where bullying occurs;
10. The types of bullying utilized; and
11. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Director or designee must post the information developed as a result of the policy evaluation on the District’s website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

1. The Director or designee shall fully implement the Board policies, including without limitation, the following:
2. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
3. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
4. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District’s educational program as required by State law.
5. 6:235, *Access to Electronic Networks*. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
6. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
7. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
8. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
9. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications).

ADOPTED: October 22, 2014

**CLASSROOM EXPECTATIONS**

Students are expected to participate and help maintain a positive learning environment. Students are expected to come to class prepared with needed materials for each given period.

**CONTRABAND**

All items that are not permitted at school are considered contraband and will be taken from the student and placed in the Principal’s or Social Worker’s office. Parents/guardians will be notified of the incident. Receipts will be given for confiscated items, with written records kept for filing. The parents/guardians may be asked to retrieve the item from school. Any illegal contraband will be turned over to the police and charges may be filed. No weapon, including pocket knives will be returned to a student. Parents may pick up the item.

**DESTRUCTION OF PROPERTY**

Any damage to property must be reported to staff. Garrison School will choose whether payment will be due or whether the student will perform work at Garrison School to make restitution for damages. Parents/guardians will receive a letter stating the amount of restitution. Any damage to property may result in a police report.

**DIVERSITY**

Students are expected to respect the culture, differences, and individuality of others in the school community.

**ELECTRONIC DEVICES**

Items such as CD players, CDs, pagers, computer software, videos, DVDs, and Game Boys, but not limited to these, are not allowed at school. These items will be confiscated and held for the parents/guardians to pick up. If cell phones are brought to school, the phone is to be placed in a baggie marked with the student’s name when the student enters the classroom. He/she is responsible for picking it up at the end of the day. Cell phones must be off during the school day. If caught texting, talking on the phone, or the phone is ringing in class, a crisis report will be completed.

**EXTRACURRICULAR ACTIVITES**

Students who attend Garrison School may participate in extracurricular activities at their home district. Students must meet home district guidelines and have appropriate behavior according to their home district policy. Any attendance at a home district activity may be excused.

**FIELD TRIPS FOR ACADEMIC PURPOSE**

Students need to practice good citizenship when in the community. They must follow all school rules as they apply as well as complete designated assignments.

**PBIS SPONSORED REWARD ACTIVITY**

Any student who has earned a PBIS activity will be allowed to attend unless established behavior criteria is not met.

**FREEDOM OF EXPRESSION**

Students are free to express their views and feelings; however, in doing so they are to avoid the use of vulgar or obscene language.

**GAMBLING**

Gambling is not permitted on school property, at school sponsored functions, or on the bus. The exchange of money or items of value as a result of a wager is not permitted.

**GANG BEHAVIOR**

Garrison School does not tolerate gangs, streetgangs, and gang-like behavior. (See “Gang Symbols and Tattoos” for further explanation of Garrison School gang policies.)

**GIFTS**

Gift exchanges from student to student or from student to staff are not allowed unless permission has been granted by the Principal or designee. Buying or selling items between students is prohibited.

**HALL ACCESS**

Students will be in the halls only with permission from and escorted by Garrison School staff unless they have a “Good Citizen” badge and permission to go alone. Students are expected to walk quietly and speak in a quiet tone while in Garrison hallways. Students should keep hands to themselves. Students are not to touch walls, bulletin boards, or other students. Students are to go directly to their destination. Loitering in the hallways is prohibited. Classroom-required items are for use in the classroom only and should not be in the halls, cafeteria, outside, or kitchen.

**INCENDIARY DEVICES**

Students are not permitted to bring cigarettes, lighters, matches, chewing tobacco, or related items to school or on the bus to and from school.

**LUNCH ROOM**

Students are expected to walk to, from, and in the lunchroom. Students will remain seated unless they are cleaning their area. Students will use a low voice level, maintaining low volume and minimal noise. Students will clean up their area when finished eating. Students will follow the directions of the adults on lunch duty.

Students receiving a zero for inappropriate behavior will move immediately to a designated table, will remain there for the rest of the period, and will not talk. Students who have work to finish will complete work at a designated table where

talking is prohibited. Students will eat only the lunches designated for them.

**Definitions of Behavior:**

**Verbal Aggression**: Excessive swearing, gang related talk or action, sexual harassment, racial slurs, repeated unwanted social media use that interferes with school business, repeated harassment that requires additional intervention, student intercom use.

**Physical Aggression**: A strike or grab against peers or staff, destruction of property, infringement of another’s area, refusal to leave the area or leaving the area without permission.

**Stealing and Possession of Contraband**: Includes but not limited to tobacco, drugs, alcohol, electronic devices including but not limited to cell phones [see school policy], kindles, ipods, ipads, gaming devices or games. Any item that could be used or is used as a weapon.

**Dress Code Violations**: See handbook

**Unauthorized Computer Use: See form in packet.**

**MEDICATION FORMS**

Students shall bring completed medication forms to Garrison School for any medication to be distributed to them by staff.

**PERSONAL APPEARANCE**

Students are expected to dress in a manner that contributes to the learning environment. Students must comply with the Garrison School Dress Code. If the student does not have access to personal hygiene products, the school social worker will assist the student.

**PHYSICAL EDUCATION**

All students will participate in Physical Education and be physically active. All students must wear shirts. All students must stay within the assigned area unless otherwise directed. Students who are asked to sit out will do so in the prescribed area. No other students are to sit in the same area. Sports equipment must be used by staff in an appropriate manner. In situations where a student(s) will not leave the game when asked to do so by the staff, the following will occur:

The game will stop until the student(s) leave. If there are not enough adults to physically remove a student, then someone will seek additional help. All other students may be asked to leave the game area and participate in different activities until play can be resumed.

Students will refrain from having straws, soda, soda cans, or food outside. Purposeful damage to school property while outside will result in the involved student(s) coming inside for the rest of the PE time. In addition, this is an infraction of school expectations and may involve restitution. The student may be asked to walk rather than participate in the PE activity. If verbal or physical aggression occurs, the student will go inside to a crisis room.

**PROGRESS REPORTS**

Reports of students' academic progress are issued each quarter. These reports are explained at a parent/guardian conference after the first quarter. Second, third and fourth quarter report cards are mailed to parents/guardians unless a conference is requested. Conferences with a teacher are always possible by calling the school and arranging a mutually convenient time. Reports of students' progress on IEP goals are forwarded to parents/guardians approximately every nine (9) weeks.

Students shall be consistently graded under the Garrison School grading system unless specifically addressed otherwise in a student’s IEP.

**GARRISON GRADING SYSTEM**

**A 100-90**

**B 89-80**

**C 79-70**

**D 69-60**

**F Below 60**

**HIGH SCHOOL CREDITS**

Freshman 0-5 credits Junior 13-19 credits

Sophomore 6-12 credits Senior 20 or more credits

**PUBLIC DISPLAY OF AFFECTION**

Any display of affection, such as any physical contact between two students, is prohibited at school and/or on arranged transportation. Consequences are subject to classroom rules.

**RACIAL, ETHNIC OR SEXUAL HARRASSMENT**

Racial and ethnic harassment, including all forms of verbal and written derogatory statements, will not be tolerated. Sexual harassment, including all forms of verbal and written derogatory statements and inappropriate physical contact, will not be tolerated. Conduct of any nature that creates an atmosphere of intimidation, hostility, or offensiveness will not be tolerated. Staff and students are encouraged to bring complaints to the Principal or Four Rivers Special Education District administration for investigation and action.

**SALE OF PERSONAL PROPERTY**

Students shall not barter or sell any personal property.

**SCHOOL ASSEMBLIES**

Students are expected to be quiet and respectful during these activities. Students should remain in their designated area until dismissed by their teachers.

**SCHOOL HOURS**

School will open to students at 8:15 a.m. Students must be at school by 8:45 a.m. or will be considered tardy, unless otherwise specified in their IEP. The school day begins at the time a student boards the bus and continues until the student departs from the bus, unless otherwise specified in a student’s IEP. Dismissal is 2:30 p.m.

**SEARCHES**

1. General inspections of all school property, including desks and locker areas may be conducted at any time. The Principal or designee(s) may conduct or authorize a search of a student at Garrison School or on the bus when the purpose of the search is to maintain the safety and discipline of the student body or to promote the orderly functioning of the educational environment.

2. When school authorities have reasonable cause to believe that there is an illegal substance, dangerous object, contraband item, or any item that may be a threat to the safety of others or be disruptive or interfere with the educational process, searches of school property, personal property, or a student may be made. Items found and deemed inappropriate will be seized by school authorities and turned over to the proper officials.

3. Students and their personal property including, but not limited to book bags and purses, may be searched when reasonable cause exists.

4. Students will not need backpacks or book bags unless approved by the Principal.

**SKATEBOARDS/SCOOTERS**

Skateboards and scooters are prohibited. These items will be confiscated and held for the parents/guardians to pick up if brought to school.

**STUDENT RESTROOM USE**

Staff shall escort all students to the restroom and will examine the restrooms BEFORE AND AFTER each use. “Good citizens” can earn the privilege of using the restroom without an adult escort.

Good citizen or staff will document restroom use.

**TESTING**

Students are given individual achievement tests and participate in Illinois State testing at the appropriate grade level. MAP testing is also administered 3 times per year.

**THREATS**

Any student making any suicidal or homicidal threat will be referred immediately to a social worker for an evaluation. The social worker will make the appropriate referrals and notify the parent/guardian immediately. If a social worker is not available, a certified staff member will make the proper referral by contacting the parent/guardian for permission for a mental health screening, and by contacting the Cares Line at 1-800-345- 9049 for a mental health worker to assess the student. Staff are required to provide information regarding the student’s name, address, phone number, and parent’s/guardian’s name.

**CRISIS ROOMS**

Crisis rooms are used so that students can avail themselves of individual problem solving in order to obtain a calm, controlled handle on a situation. A staff member is with the student at all times and closely monitors behaviors as well as offers therapeutic support.

**OUTSIDE ACTIVITIES AFFECTING EDUCATIONAL PROCESS**

If a student’s conduct outside of school negatively affects the educational environment, the school may reserve the right to discipline. Examples are texting, sexting, computer activities or impersonation of school staff.

**GARRISON SCHOOL DRESS CODE**

*Purpose: Garrison School staff believe that it is important to define the type of attire that will promote a positive self-image among our students and will present a positive impression of our school in our community.*

**A. APPROPRIATE ATTIRE AND HYGIENE FOR SCHOOL**

Students should wear appropriate clothing and practice healthy hygiene habits. Any attire depicting violence, obscene words or gestures, satanic symbols, profanity, or sexual innuendoes will not be allowed.

**B. APPAREL ADVERTISING SUBSTANCE ABUSE**

No pictures, words, or symbols identifying, advertising, suggesting or depicting any alcohol, tobacco, or drugs will be permitted on any item of clothing. Staff retain the right to determine if any clothing items are inappropriate under this section.

**C. GANG SYMBOLS AND TATTOOS**

1. A gang or streetgang is defined as three or more individuals with an established hierarchy that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity. [Pursuant to 740 ILCS 147/10(3)]

2. A staff member suspecting that a symbol represents a gang or streetgang will immediately refer the student for a decision by the Dress Code Committee.

3. Tattoos must conform to Dress Code guidelines. If a tattoo does not comply, it must be covered. If it is not covered by clothing, the student must apply a band-aid or other covering. Refusal to comply will be considered a major infraction. Time for time will be started until the student covers the tattoo.

4. If a student wears clothing or accessories determined to be gang or streetgang attire, the student will be asked to turn the item inside out or remove the item for the day. A shirt will be provided by Garrison School for the rest of the day. The item will be given to the student to take home. The item should not be worn to school again. This will be a dress code violation.

**E. GENERAL CLOTHING**

**1. APPAREL**

1. Mini-skirts, halters, short shorts, boxer shorts, spaghetti strap tops, spandex, tank tops, half-shirts, see-through tops, fishnet and tube tops are not acceptable.

2. Shorts and skirts must be mid-thigh when a student is seated.

3. Boxer shorts as an outer garment are not acceptable.

4. Clothing revealing any personal and/or private body part is not acceptable.

5. Hooded sweatshirts are permissible but the hood may not be worn on the head.

6. House slippers are not acceptable.

7. Leggings or jeggings can be worn under a garment that is mid thigh, but not as a primary pant garment.

**2. ACCESSORIES**

1. Coats or sunglasses are not allowed in the classroom or at assemblies.

2. Laser lights are not permitted and will be confiscated. They will be returned upon parent/guardian request.

3. Body-piercing jewelry is not allowed except for earrings in ears.

4. Heavy-duty chain necklaces are not allowed. Chains on wallets are not allowed.

5. Picks or combs will not be allowed in students’ hair.

6. Safety pins will not be allowed.

7. Lanyards or items being used as lanyards are not allowed unless the student uses it for a Good Citizen badge.

8. Mouth grilles will not be allowed.

**3. BIBS**

All straps on any bib-type attire will be buttoned, hooked or fastened and on the shoulders at all times.

**4. SPANDEX**

Spandex is allowed under jeans, jogging pants, mid-thigh skirts, dresses, and shorts only. This includes leggings and jeggings.

**5. BANDANNAS / DO-RAGS**

Bandannas and do-rags are not allowed.

**6. BOOK BAGS, GYM BAGS, PURSES**

Book bags, gym bags, and purses are not allowed unless approved by Staff. **All approved bags will be left in the coat rack outside the classroom.**

**F. BASEBALL STYLE HATS**

Baseball style hats are not allowed at school unless approved by school staff. If a student wears a baseball style hat it will be confiscated and kept until picked up by the parent/guardian. Stocking hats are allowed outside the school building.

In addition to the clothing items delineated in this handbook, Garrison School staff retain the right to determine the appropriateness of any clothing items and determine the remedy, pursuant to the Dress Code Appeals Committee described below. **Any violation of the Dress Code is a major infraction.**

**G. DRESS CODE APPEALS COMMITTEE**

A Dress Code Appeals Committee shall be established on a yearly basis to allow students, after discussing their concerns with their teacher, to appeal decisions that they believe are unfair. In addition, students can ask the Committee questions about their clothing, prior to wearing it, to determine if it is acceptable. If the teacher believes that a concern is legitimate, the teacher and student may bring the issue to the Dress Code Appeals Committee.

The Dress Code Committee will consist of the principal, social workers, and the floating aides. The Dress Code will be updated each year and a copy provided to each student, student's family, and Garrison School staff.

**LEAST RESTRICTIVE ENVIRONMENT**

Students’ re-integration into the mainstream setting, a less restrictive environment, is an individualized process dictated by the unique needs of each student as described in his/her IEP. The IEP team is the only body with the decisionmaking authority with respect to mainstreaming.

**GARRISON SCHOOL PROCEDURES FOR STUDENTS**

**AT RISK FOR DROPPING OUT OF SCHOOL**

A “dropout” is defined as any child enrolled in grades 1 through 12 whose name has been removed from the district enrollment roster for any reason other than his death, extended illness, graduation, or completion of a program of studies and who has not transferred to another public or private school. [Pursuant to 105 ILCS 5/26-2a]

1. All students are expected to finish the semester started when he/she turns 17. For example, if a student turns 17 in January and has started Garrison School's second semester, the student will be expected to complete that semester. The appropriate truancy officer will be contacted to investigate all case of truancy or non-attendance after nine (9) days of unexcused absences for the previous 180 regular attendance days.

2. When a student has been absent 4 consecutive days without notification by the parents/guardians, on the 4th consecutive day of unexcused absence, the social worker or other designated individual will attempt to make a home visit to encourage the student to return to school.

3. Attempts to call or contact the parents/guardians will continue for a maximum of 15 consecutive attendance days.

4. On the 10th consecutive day of unexcused absence, the social worker or other designated individual will again attempt to visit the home to encourage the student to return to school. If the social worker or designated individual is not successful, then an IEP meeting may be convened.

**Honor Roll**

We will be doing both academic and behavior honor roll every week. Students can earn

both honor rolls, one honor roll, or no honor roll. Slips need to be turned in Friday before

leaving.

Academic – 80% or higher in behavior according to school guidelines.

Behavior – 80% or higher in behavior according to school guidelines.

**Good Citizen Badge**

Criteria for earning badge:

* No documented crisis behaviors
* No Time Outs
* No unexcused absences for the quarter. Absences must be appealed to attendance committee.
* 1 Tardy per quarter
* All subjects must be at 70% or higher for the quarter

Criteria for keeping the badge during the quarter:

* No documented crisis behaviors
* No Time Out
* 1 Tardy
* No unexcused absences. Absences must be appealed to attendance committee.
* No more than 5 zeros per week
* 70% average in all subjects weekly

**Activity Criteria**

1. All daily work must be completed at 60% or higher
2. No crisis behaviors
3. No unexcused absences or tardies
4. No time for time
5. Maintain 80% on daily progress reports for designated time

**\*Criteria begins on Monday of each week and goes until the time for the activity to start. All criteria needs to be met in order to participate in activity.**

**\*Students who do not get to participate in the activity will need to be given work that they earn a grade for. Teachers can use supplemental work that goes along with something that they are teaching for the week. The students who earned the activity will be excused from the assignment.**