

Adventist GlenOaks Hospital Therapeutic Day Schools and Transition Program

PARENT AND STUDENT HANDBOOK



North Campus
135 North Brandon Drive
Glendale Heights, IL 60139
School Phone (630) 671-0383
School Fax (630) 671-0384

Attendance Line:
High School (630) 671-0383 ext. 102
Lower Grade Center (630) 671-0383 ext. 134

South Campus
1N450 Main Street
Glen Ellyn, IL 60137
School Phone (630) 469-3602
School Fax (630) 469-3897

Attendance Line:
(630) 469-3602



West Campus
940 Mooseheart Road
North Aurora, IL 60542
School Phone (630) 966-1811
School Fax (630) 966-1816

Attendance Line:
(630) 966-1811



Adventist
GlenOaks Hospital
Therapeutic Day School

<u>Table of Contents</u>	<u>PAGE #</u>
School Information	3
Transportation/Absences	3, 4
School Closings	5
Severe Weather Procedure	5
Health/Medications/Emergency	5, 6
Lunch/Special Treats/Food	6
Optional Program Components	6, 7
Discipline/Contraband	7, 8, 9
Electronics/iPods/Games	7, 8
Appearance/Dress Code	10, 11
Points/Time Outs/ISS/OSS	11, 12
Searches/Police Involvement	12
Student Records/Termination of Services	12, 13
Parent and Guardian Contact	13
Crisis Intervention Plan	13
Therapeutic Services	14
Level System and Privileges	14, 15
CAAEL/Character Counts	17, 18

School Information

<i>North Campus (Main Campus)</i>	<i>South Campus</i>	<i>West Campus</i>
135 N. Brandon Dr. Glendale Heights, IL, 60139	1N450 N. Main St. Glen Ellyn, IL 60137	940 Mooseheart Rd. North Aurora, IL 60542
Phone: 630-671-0383 Fax: 630-671-0384	Phone: 630-469-3602 Fax: 630-469-3897	Phone: 630-966-1811 Fax: 630-966-1816
Office Hours: 7:30 am-3:30 pm Monday - Friday	Office Hours: 8:00 am-2:30 pm Monday - Friday	Office Hours: 7:30 am-3:30 pm Monday - Friday
LGC Student School Hours: 8:15 am - 2:45 pm Monday - Friday	Student School Hours: 8:15 am - 2:45 pm Monday - Friday	High School Student Hours 8:00 am - 3:15 pm Monday - Friday
High School Student Hours 8:00 am - 3:15 pm Monday - Friday		

Transportation

Each student's home school will determine transportation arrangements to and from the Adventist GlenOaks Therapeutic Day School. Transportation arrangements will be made at the student's IEP meeting. If the bus service is not going to be used, parents are responsible for calling and canceling bus service. Parents may arrange a family member over 18 to transport student with permission from Adventist GlenOaks Administration.

Bus Rules for Students

- A. Changing weather and traffic conditions make it impossible for your bus to arrive at exactly the same time each day. Therefore, we recommend that you watch for the bus at least 5 minutes early; and while waiting for your bus, please have respect for other people's property and the roadway.
- B. Conduct while riding the bus:
 1. You may converse quietly with persons sitting near you, but must not annoy other bus riders.
 2. You must not change seats when the bus is in motion.
 3. Under no circumstances may you put your head or arms out of the windows. Windows must not be lowered below the mark shown on the bus.
 4. Treat bus equipment as you would valuable furniture in your home. Damages to bus seats, etc., must be paid for by the offender.
 5. In the case of a road emergency, remain in the bus until instructions are given by the driver.
 6. The use of profane or abusive language will not be tolerated on the bus.
 7. Students are not allowed to ride other student's buses or get off at unauthorized stops.
 8. Smoking or striking matches is not permitted on the bus.
 9. Unload by only the front door -the rear door is for emergency use only...
- C. Failure to comply with these rules may result in a school suspension or suspension of your bus riding privileges.

Absences

Please call the school before 7:45 a.m. on the morning your child will be absent. Indicate the student's name, date of absence and reason for absence on the appropriate school extension. Students with irregular attendance patterns, whether excused or unexcused, may find it difficult to be successful in specific classes and may be subject to loss of graduation credits. (See attendance policy).

Definitions of attendance terms

Excused Absence-Student misses entire school day with the approval of the school official. According to Section 26.2A of the Illinois School Code, the only legal reasons why a student may be absent from school are as follows:

- Illness (Temperature 99.9 or above or non self-induced vomiting)
- Death in the immediate family
- Observation of a religious holiday
- Family emergency
- Circumstances that cause reasonable concern to the parent(s)/guardian(s) for the safety or health of the student.
- Other situations beyond the control of the student as approved by the principal.

Tardy-Student arrives to class after bell rings.

Students will not be penalized for late bus transportation.

Partial Day Attendance (Arriving Late/Leaving Early) - A student who arrives late to school must report to the main office.

If a student needs to leave school early for an excused appointment, he or she must bring a note from his or her parent(s)/guardian(s) stating the reason. All transportation for late arrival or early dismissal should be provided by the parent or guardian.

Unexcused Absences- Parents that do not call in with an appropriately defined absence will result in an unexcused absence. Student's who receive an unexcused absence will result in 0 points for the day and 0% on all class grades for the day.

Do not leave your child's absence on any other extension as this may result in an unexcused absence.

Excessive Absences

To obtain credit students must be in attendance 75% of a quarter. Students who do not meet the attendance (excused or unexcused) will require a doctor's note and consultation with your school's homeroom team.

Summer School (ESY)

In order to earn credit, high school students also must be in attendance 75% of the classroom instruction time.

On occasion, some students may require special accommodations. These accommodations would be a result of a special conference between parent(s) or guardian(s), GlenOaks treatment team and the students. Some students may require short term accommodations for medication or treatment concerns. Students who exceed a short term accommodation of partial attendance will result in a conference with the student's school district.

Absences - Phone Numbers

South Campus students - 630-469-3602

North Campus High School students - 630-671-0383 ext. 102

North Campus LGC students 630-671-0383 ext. 134

West Campus students - 630-966-1811

Severe Weather and Safety

1. School Closings-The Adventist GlenOaks Therapeutic Day School will typically follow the closing announcements of the local school districts. To receive updated information about the possibility of a school closing, the following options are available:
 - Look for announcements on the major AM and FM radio stations as well as local television stations.
 - Adventist GlenOaks Therapeutic Day School is part of the Emergency Closing Center's Information Phone Line or the internet. Parents/Guardian's may check www.emergencyclosingcenter.com.
 - Students will be excused from school if the district that the student resides in is closed based on inclement weather. School district buses will not travel if the resident district is closed.
2. Tornado/Severe Weather-All campuses practice severe weather drills according to state board standards throughout the school year. All campuses are notified of severe weather via a National Weather Service weather receiver.
3. Lockdown-Adventist GlenOaks Therapeutic Day School may initiate a code "Lockdown" for the following reasons
 - Assault
 - Intruder
 - Local, regional or national emergency when deemed appropriate
 - Missing Child/Kidnapping
 - Weapons

"Lockdown" procedures include:

 - a. Notify 911
 - b. Code Lockdown announced
 - c. Students silently hidden within the classroom area

- d. No students walking in the halls and no dismissals until safe and "all clear" as deemed by the police.

4. Fire -GlenOaks practices fire drills on a quarterly basis throughout the year. When the alarm is sounded, students are moved to a safe zone outside of the school while staff assesses attendance and follows the fire safety policy. If the alarm is sounded other than practice, the fire department responds within minutes.

Health

A signed medical release will need to be on file prior to the student's starting date. The registered nurses at Adventist GlenOaks Therapeutic Day School will require updates on pertinent medical history and will check with the student's home school to acquire immunization records.

Medications at School - The following refers to all medication, both prescription and "over the counter."

- A medication release form must be completed by your physician and the parent or guardian for each medication prescribed.
- All medication must be brought to the school nurse's office in its original container.
- All permission forms must be updated annually.
- Any changes in medications whether the student takes them at school or not should be reported to the nurse.
- Administration of medication- Upon admission to the Adventist GlenOaks Therapeutic Day School, students will bring a list of medications they are presently taking. This will be entered into the student's file. A registered nurse and/or psychiatrist will review the medication.
- Students may carry asthma inhalers if appropriate documentation from a doctor is on file at GlenOaks Therapeutic Day School.

Health

- If a student needs monitoring for a particular reason (i.e. blood pressure) a registered nurse will see the student on a regular basis.
- Parents are encouraged to transport medication to school as needed.
- Please be aware that it is illegal for anyone to distribute medication prescribed to others. Adventist GlenOaks Therapeutic Day School strictly enforces this law.

Emergency Procedure

In case of a medical emergency, every effort will be made to reach the student's guardian. If this fails, we will use emergency facilities at the nearest local hospital. The signed medical release will insure that your child will receive prompt medical attention at the hospital.

It is imperative that the school be notified of any changes in home address, phone numbers or emergency numbers.

Religion

The Adventist GlenOaks Therapeutic Day School provides an environment consistent with the spiritual needs of all students. In the respectful spirit we owe and give to each child and adolescent, all religions, cultures, and national origins are protected and nurtured by the faculty with the same interest given to any other aspect of your child's development.

Student Dignity

All students will receive his/her basic needs that include opportunity for adequate bathroom breaks, access to snacks and lunch. Students are supervised throughout the building, and are asked to refrain from entering any classroom without a staff member. GlenOaks staff are CPI (Crisis Prevention Intervention) trained for the safety and security of all students and staff.

Lunch

Students need to bring a sack lunch on a daily basis. We encourage students to bring lunches that promote nutritional health and well-being. Vending machines or food carts may be available for students to use during their lunch hour. In addition, our school offers a subsidized school lunch program for families facing financial hardship. Qualifying documentation of free lunch status must be secured from the home

School district and renewed annually. Please inform the school nurse of any special dietary concerns that your child has. This would include, but is not limited to, food allergies and eating disorders. The sharing of lunches or money between students is prohibited for a variety of reasons, including individual dietary needs.

Special Treats

Special treats brought in for birthdays and other occasions must be store bought. All food should be sealed or wrapped. Students must get permission from their homeroom teacher prior to bringing in treats to accommodate special dietary concerns or food allergies.

Optional Program Components

The following program options are available for a fee and are set up through the Adventist GlenOaks Assessment and Referral Department at (630) 545-6160.

- Level of care assessments by a licensed professional social worker or clinical psychologist.
- Learning Center is for students within and outside our school who need additional tutoring in specific subject areas, or training in areas of learning disabilities, school phobia, attention deficit disorder, etc.
- Transition Program for young adults who need continued therapeutic intervention, academic support and vocational skills.

Optional Program Components

- Psychological/psychiatric assessment and testing, which is subject to a fee.
- Alternative to Suspension - held in the evening with a fee for students consequence for aggression, smoking or use of drugs/alcohol.

Student Discipline

Students may be suspended if the following misconduct occurs at school or on the bus. Prohibited student conduct includes the following definitions:

A. Disruption-Conduct which materially and substantially threatens to or actually disrupts the educational process or interferes with the liberty, property, or other rights of a school employee, student, or person on school premises or off-site field trip activity.

B. Alcohol, Drugs and Other substances: Use, possession, transfer, arranging to transfer, sale, purchase or being under the influence of:

- Any illegal or controlled substance, including prescription medications;
- Alcohol;
- Unlawful drugs;
- "Look-alike" drugs; or
- Any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly or dilated pupils. As a result, staff will contact the local police department.

C. Academic Dishonesty includes cheating, plagiarism or any form of academic dishonesty.

D. Tobacco: possession, sale, purchase, use of tobacco. Offenses will include contact with the local Police Department/Sheriff Department. A fine between \$50.00 and \$500.00 could be given according to certain jurisdictions.

1. First offense - point deduction
2. Second and subsequent offenses - ISS

E. Contraband items disruptive to the educational process and security of the safety and security of all who participate in the Adventist GlenOaks Therapeutic Day School are not allowed.

Following are some examples but are not limited to what is considered contraband and are not allowed in the facility:

- Weapons of any kind or look alike weapons
- Books, *magazines*, folders, tablets, etc. which endorse gang membership/life, violence, substance abuse, sexual behavior, or criminal involvement.
- The use of photography or video equipment is prohibited unless consent is given from all parties involved

F. Skateboards, roller blades and scooters are not allowed on school grounds, unless authorized in advance

G. Cell Phone/iPod Policy - Effective: 2011-2012

This policy is meant to help maintain an educational focus and respect the needs of our students to have reasonable access to their phones and other electronic devices. GlenOaks recognizes that this is the age of instant communication, yet we need to maintain a proper environment for students, faculty and the educational process.

Student Discipline

G. Cell Phone/iPod Policy

These electronic devices must remain off during school hours, not on silence or vibrate.

If a parent feels that it is absolutely necessary for a student to utilize these expensive devices on the bus ride to and from school, then the student must store the device in a locker, backpack, purse, pocket, or may surrender the devices to their homeroom teams upon arrival. GlenOaks will not be held liable for the loss or theft of these devices on school property. All parents will sign a waiver acknowledging understanding of this policy.

The use of camera phones or personal cameras is prohibited in any area of the school at any time during the school day, including the bus ride. **Such use may also be in violation of the criminal code.**

Parents should continue to call the schools in emergency situations. We will then contact your son/daughter.

The consequences for breaking the mobile device rule:

First Offense: student given a timeout, phone confiscated by staff, returned to student at the end of the school day.

Second Offense: student given a timeout, phone confiscated by staff, parent contacted, and phone returned to student at the end of the school day.

Third Offense: phone confiscated by staff, student assigned to **one** in-school suspension. Also, a **\$10 fine will be assessed** and phone held by administrative staff until payment of the fine.

Phone will be returned only when the fine is paid by student or parent.

Any further offenses could result in a loss of electronic communication devices for a designated length of time. All consequences are effective within the school calendar year, including summer school.

I. Computer Use-Students must sign a computer use policy prior to usage. General guidelines of this policy include use of school resources, copying software, privacy, vandalism, care of equipment, and internet usage. Computer use is a privilege and if students do not follow the guidelines presented, this privilege will be revoked. Unauthorized use of the internet or abuse of the computer will result in a referral for discipline. Individual student personal computer use will be based on treatment team recommendations. Access to internet via personal computer/electronic devices will not be allowed.

J. Stealing school, other student or staff property is a major offense. Consequences can be as severe as police contact and removal from the program.

K. Vandalism to school property, the property of school personnel or the property of other students is forbidden. The penalty may be restitution, police involvement, and/or removal from the school.

L. Leaving the school building will result in a school consequence, police contact and possible dismissal from the program.

M. Verbal/Aggressive acts are not tolerated at the Adventist GlenOaks Therapeutic Day School and consequences will be reviewed thoroughly before admission.

- Disputes between members of the school community that result in a verbal threatening or arguments will

Student Discipline

result in the student being referred to the discipline process.

- Students who engage in physical aggression will result in suspension and possible dismissal from the program. Students who engage in pushing, shoving, wrestling, etc. will be considered fighting regardless of the intent.

N. Harassment -No person shall harass, bully intimidate another student. This includes the use of electronic bullying. The school will not tolerate harassing, bullying or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Adventist GlenOaks TDS will adhere to the current laws. Cyber stalking is a felony (720 ILCS 5/12 - 7.5). Cyber bullying and harassment are class A misdemeanors (720 ILCS 135/1-2). Incidents of harassment, bullying or intimidation occurring outside of school should be reported by parents to local police departments as appropriate.

O. Dating relationships—Students are discouraged from dating peers while in the program. These relationships have proved to be counter-therapeutic and typically distract students from their treatment.

P. Boundaries

A boundary is the way students let themselves know where they end and where someone else begins. If a student's boundary is too open or too closed, the student will have problems setting, maintaining, or dissolving relationships. Student physical boundaries set the limits of physical space that they keep between themselves and others. Student emotional boundaries encompass their needs for and rights to internal safety. As a

student at GlenOaks Therapeutic Day Schools, we expect our students to maintain healthy physical and emotional boundaries.

Q. Touching

Inappropriate touching is prohibited by our handbook. This includes hugging, kissing, or touching in any provocative or aggressive way. Inappropriate physical contact is a zero-tolerance policy that results in progressive consequences that could include timeout, ISS, OSS and possible police involvement expulsion.

R. Cyber-bullying

GlenOaks has a zero-tolerance bullying policy and adheres to local laws and regulations regarding electronic bullying. Cyber bullying includes any type of electronic messages via cell phone, email, or social networking sites, such as MySpace or Facebook, that intimidate or harass another student. Depending on the level of severity and created disruption to the school environment, consequences may include ISS, OSS, and possible expulsion or police contact through the local police department.

S. Photos

Photography will only be used as part of designed curriculum. No personal photography equipment, including those on cellular devices or camera, is allowed during the school day. Certain events, such as specific field trips and graduation, may allow the use of personal photography equipment.

T. Dating Relationship

Dating relationships prove counter-therapeutic not only to the two students involved, but to the students in the milieu as well. For this reason, dating relationships are strongly discouraged. We realize we cannot prohibit students from dating outside of program, but strongly encourage parents to monitor all outside dating relationships

Appearance

Program participants are expected to be dressed appropriately for co-ed activities. Clothing and hair are to be kept clean and neat. Poor hygiene that affects the classroom or other students/staff will result in the student losing points and removal from the classroom routine. A parent will be contacted and the student will be sent home until appropriate care has been taken.

Coats, gloves and garments designed as cold weather outerwear must be placed in the lockers immediately upon arrival at school. In addition, head coverings, hats, bandannas (unless for religious or medical reasons) are to be removed as well. Head coverings are allowed for religious purposes only, otherwise head coverings are not to be worn in the building at anytime including afternoon and evening events. Head coverings of any kind worn on campus or during school field trips must be worn as intended and may not reflect gang affiliation. Coats should remain in lockers until the end of the day. We recommend students keep a sweater or sweatshirt in their locker in case the classroom is cool.

Attire is to be conservative and plain in appearance. Polo style shirts with collars or T - Shirts in solid colors are preferred. Appropriate undergarments, socks and sensible footwear are to be worn (no high heels with the exception of special events). Pajamas or slippers are unacceptable clothing for school. Clothing with holes, midriff tops, short shorts and skirts and extremely tight shirts or pants are unacceptable at the Adventist GlenOaks Therapeutic Day Schools. Clothing that is see through, cut low, reveals torso or lower torso, or is provocative in any way is not allowed. Sleeveless tops may be worn however, tank tops, tops with spaghetti straps, or straps narrower than three (3) finger widths and halter tops are inappropriate to wear to school. Undergarments, bras or bra straps, thongs or boxer shorts are not to be exposed. Inappropriate T-shirts with references to alcohol, tobacco, death, drugs, gang anarchy, violence or profanity are

unacceptable. Clothing that contains messages that are vulgar, offensive and that denigrate others on the basis of race, and color, religion, creed national origin, gender, sexual orientation or disability is unacceptable.

Large chains that disconnect from clothing or any accessories that can be used as a weapon will be confiscated at staff discretion and will be returned to a parent. Students wearing baggy pants must wear a belt to secure pants to their hips. If a student does not have a belt, staff will provide options as possible.

An additional set of clothing should be on hand at school. If a student is wearing unacceptable clothing upon arrival to school, parents will be contacted to bring in appropriate garments. If appropriate clothing is not immediately available to the student, the student will remain isolated from the student body until appropriate clothing is provided.

All tattoos and body piercings, with the exception of the ears and two allowable facial piercing (between 12-16 gauges piercing only), are to be covered or removed upon arrival to school. If the student has one to two facial piercing, they must not create a distraction during the classroom routine.

Jewelry shall be plain and minimal, and must not be distracting. There shall be no bangle bracelets, feathers, long or large necklaces, hoop or large earrings, rings with large stones, jewelry depicting death, skulls, sex, or profanity is not allowed. Sunglasses may not be worn while inside the building.

Makeup must be light and in natural colors. Dark or heavy eyeliner, false eyelashes, and dark eyebrow color are not allowed, eyeliner and eyebrow color must be natural colored. Lightly applied eye shadow must be in natural colors such as beige, light taupe, and light brown. Bright blue, purple, green, pink, or shimmery eye shadow is unacceptable. Foundation should be lightly applied and close to natural skin tone. Blush must be

Appearance

natural and minimal. Lipstick must be in neutral or clear shades - bright red, orange, pink, or black are not acceptable.

All questionable clothing/jewelry will be evaluated at the discretion of administration. Students are not allowed to share clothing.

Monitoring Student Progress

1. **Points:** Students earn points based on behavioral expectations in the classroom. The expectations are based on the six pillars of the Character Counts Program (Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthiness). There will be a deduction of points when the student is not participating in class or following directions. If disruption affects the learning of others, the student will receive a time-out. Examples of point deductions:
 - Class tardiness
 - One time incidents of minor negative behavior
 - Minor provocative behavior
 - Being unprepared for class
2. **Time-outs:** Time-outs may range from five minutes to one block period. Behaviors that disrupt the learning of others or the general milieu/operation of the school will result in a time out. Some examples include: repeated talking out after cued, swearing, and not following staff directions. Students are not allowed in the quiet room longer than 30 minutes. Special programming or an ISS as deemed appropriate by treatment staff or administrative staff will occur if time is exceeded. Students should process with the staff member who removed them from class if possible. Students should follow time-out guidelines:

- Empty pockets
- Remain in quiet room
- No unnecessary talking/interacting with peers or staff
- Answer time-out questions appropriately

Self Time Outs: On occasion students may feel the need to remove themselves from the classroom with staff permission due to their personal level of emotional intensity. Students will follow the same procedures as the time out process identified above. Students will be allowed to utilize a variety of self treatment coping tools during the self time out process such as: journals, drawing pads, IPod's (if approved by the treatment team), stress balls or tangles and other treatment team approved items.

3. **ISS:** In-school suspensions should be used for students who are not capable of returning to class due to aggressive feelings or verbalization, returning from OSS, excessive time-out (five or more), unauthorized departure from school, and other provocative behavior. Students will work on essays, class work, community service and therapeutic assignments. Students will have a non-verbal lunch and bathroom breaks. Academic assignments are to be completed for credit during an ISS. Students earn 0% on the point system while on ISS.
4. **OSS:** Out-of-school suspensions will be determined after a student is physically or verbally aggressive toward staff or peers. This includes physical damage to property or verbal remarks that are threatening. This also includes any arrest made on the premises for having illegal contraband. A safety evaluation may be required if warranted by behavior. Students earn 0% on the point system and 0% on all academic work while on OSS.

OSS: OUT-OF SCHOOL SUSPENSIONS

OSS may result in early dismissal with the parents picking up their student. Students can earn up to 10 full school days of OSS. The home school and parents will be contacted upon the initiation of any discipline referral of OSS.

Search and Seizure

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice to or the consent of the student. Students have no reasonable expectations of privacy in these places or areas or in their personal effects left there. These searches may be conducted without notice to or consent of the student or the student's parents, without suspicion of wrongdoing, and without a search warrant. Searches may include law enforcement and specially trained dogs. School officials may turn over items obtained to law enforcement officials.

Police Involvement

Adventist GlenOaks Therapeutic Day School works very closely with the Glendale Heights, North Aurora Police Departments and the DuPage County Sheriff department and follows all village ordinances on the above items. Students found with illegal contraband, the Police Department/Sheriff Department will be contacted. Confiscated contraband will remain in possession of Adventist GlenOaks Therapeutic Day School. The student's parents may pick up any legal contraband. Possessions not picked up by the school year end will be disposed of.

Termination

The Adventist GlenOaks Therapeutic Day Schools shall notify in writing the student's public school district and the parent or legal entity responsible for the student if it is the desire of the Adventist GlenOaks Therapeutic Day School to terminate the placement contract. Such notice shall be made at least 30 calendar days in advance of the proposed termination.

Student Records

The Adventist GlenOaks Therapeutic Day Schools will maintain a student file for each participant enrolled under section 14.7.02 of the school code in a private, locked file. Enclosed in this file will be the following information:

1. Documentation of date and enrollment.
2. Report of the placement staffing.
3. The school district contract including:
 - a. The educational program goals to be accomplished for the participating student.
 - b. The IEP (Individualized Educational Plan)
4. Accurate, current attendance records.
5. Documentation of truancy.
6. Documentation of all reviews including diagnostic updates.
7. All progress reports to the school district and the parents.

Student Records

8. All confidential medical, school, psychological and academic material provided by the participating student's school district.
9. Termination records, if applicable.

Graduation

All students are currently enrolled at their home school while placed at Adventist GlenOaks Therapeutic Day School. If the student meets their home school graduation requirements, they may be eligible to participate in graduation ceremonies at the home school. This will be determined on a case-by-case basis.

Crisis Intervention Plan

The Adventist GlenOaks Therapeutic Day School will implement its crisis intervention plan if the student's behavior is deemed to be harmful to the student, school environment, or other students and staff.

In order to ensure the physical and emotional safety of the student body and staff members, the local police/sheriff's department and/or Paramedics will be called by school staff, in response to the following emergency situations:

1. Unexcused departure from school by the student.
2. Student involved in aggressive and/or assaultive behavior, which cannot be safely contained by on-site staff and/or presents potentially dangerous situations for students, staff and Adventist GlenOaks Therapeutic Day School property.
3. Student engaged in behavior that results in injury to self, others or property. This includes, but not limited

to, incidents of severe self-injury, suspected or confirmed overdose of medication and vandalism.

4. Student incurs injury/harm as a result of the actions of others while at the facility.
5. Staff judges that the safety of the student body is threatened.
6. Student is in possession or under the influence of illegal drugs, harmful substances, or weapons.
7. Unexpected medical crisis.

Notification of Parents/Guardians

A student's parents or guardian will be notified by program staff in the event of the following situations:

1. All incidents requiring involvement of Police and/or Paramedics (listed opposite page).
2. Disclosure by student of incident(s) of physical and/or sexual abuse. It is required by law to report all such disclosures to the Department of Children and Family Services (DCFS). Parents will be notified prior to contact with DCFS, if deemed appropriate. If the student's safety is judged to be compromised by immediate notification of parents, a professional, clinical decision by staff may delay notification.
3. Knowledge or strong suspicion that a student, while at the facility, is under the influence of alcohol or drugs.
4. Student has a temperature above 99.6 and/or experiencing non- self induced vomiting.
5. Student is late by 30 minutes after their expected arrival time.

Therapeutic Services Offered

Group and Individual Counseling: A licensed social worker, psychologist or counselor will meet individually with the student during a prescribed time each week based on the student's IEP. The therapist also facilitates group therapy and participates in treatment planning.

Psychiatrist: The psychiatrist will be available to students for consultation and/or medication management at the parent's request.

Psychologist: The psychologist will be available to student for consultation at the parent's request.

Nurse: A registered nurse is present to administer medication, monitor possible side effects and participate in treatment planning.

Expressive Therapy: This educational and therapeutic modality utilizes recreation, pet, music, and art activities with certified therapists. These activities are to facilitate the development of responsibility, effective decision-making, assertiveness, sportsmanship, and positive self-expression as well as physical, social and emotional growth. Expressive therapy includes active games and sports, games, crafts, exercise, leisure counseling, pet therapy, assertiveness training, out trips, drawing, clay, ceramics, music appreciation, improvisation, lyric analysis, group singing, movement relaxation techniques and song writing.

Classroom Staff

Each classroom consists of no more than ten to twelve students. The teachers are certified in the area of social/emotional disorders (SED). A behavior health counselor or trained instructional aide is also present in any class with more than five

to seven students. The BHC serves as an emotional, behavioral and academic support in the classroom. Adventist GlenOaks Therapeutic Day School follows the state curriculum standards determined by the Illinois State Board of Education.

Parent Communication

Each homeroom team reviews each student's progress at least monthly. Parents will have access to progress information each month and communication with staff to discuss interventions and therapeutic information. Parents are welcome to email staff and schedule after school meetings with the homeroom team as needed to attend these after school meetings.

Daily communication is provided by way of the Home Feedback Sheet for the Lower Grade Center students and assignment notebooks with the high school students. This tool allows for daily communication between the parents and the students teachers. Parents can take this opportunity to put concerns they may have, in writing. The appropriate staff member can then address these concerns. Additionally, parents can access information via an internet portal on the RenWeb system. Parents will be issued a personal password/code to access their student's information.

Level System

Students participating in the program are required to carry a daily point sheet. Point sheet data is used in conjunction with time out logs, functional analysis, and many other data collection tools in order to provide a true picture of a student's needs. Students must earn sixty-five percent or higher in order to be eligible for clubs the following day. A student's daily percentage is logged and averaged for a weekly total. The student's weekly totals determine the progression up or down the level system.

There are four levels and the expectations increase as the student progresses up to level four.

Level System

Level One	Level Two	Level Three	Level Four
Pass Orientation Quiz	65% or higher	75% or higher	85% or higher
	Four consecutive weeks on level one followed by →	Six consecutive weeks on level two followed by →	Eight consecutive weeks on level three to earn level four

Students that move up the level system achieve more privileges. A student invested in the program works to earn higher points and progress up the level system.

Level 0

Criteria: All beginning students will remain on Level 0 until they meet the criteria for Level 1.

Privileges: Daily incentives will apply to Level 0 students.

Level 1

Criteria: All students of Level 1 must complete the program quiz, and orientation.

Privileges: Daily incentives for reaching 65% each day include eating in the commons for lunch as well as having access to free time games and equipment.

Level 2

Criteria: Students must earn a 65% average per week for four consecutive weeks.

Privileges:

- Daily incentives described in Level 1 privileges.
- Outings with the Expressive Therapy Department once per month.

Level 3

Criteria: Students must earn a 75% average per week for six consecutive weeks while on Level 2.

Privileges:

- Use of headphones/iPod during lunch, study hall or ET with staff approval.
- Outings once per month.
- Use of personal electronics during lunch (music choices must be approved by supervising lunch staff).
- Use of microwave during lunch (LGC).
- Soft drinks in class (with staff approval).

Level 4

Criteria: Students must earn an 85% average for eight consecutive weeks while on Level 3.

Privileges: Same as Levels 1, 2 & 3 and includes:

- Consideration for mainstreaming back to home school.
- Outings once per month.
- In house movie once per month.

Dropping Levels

If a student falls below his/her level average for two (2) consecutive weeks, that student will drop a level. Students may progress downward until they reach Level 1. Students must follow the specified level time increment to earn the level back.

Example: A student is on Level 3 and drops below 75% for two (2) consecutive weeks. The student is then dropped to Level 2. To earn back Level 3 status, he/she must earn a 75% average for the specified six (6) consecutive weeks.

Lunch

Lunch for students is based on in-lunch and out-lunches. Below are the procedures that are followed for both duties.

In-Lunch: In-Lunch will consist of students who have earned less than 65% of their daily points from the previous day. A staff member will accompany these students to a quiet classroom. Kitchen time must be swift. Talking to peers is not permitted. When students return to the designated classroom students should proceed with the following:

1. Non-verbal throughout lunch. Points will be removed for those that talk. Music, video games or computers will not be allowed. The room will remain silent and staff interactions will be limited to simple directives.
2. The in-lunch staff will develop seating arrangements. Students will be seated away from one another. Students must sit appropriately in their chair and may not sleep during this time.
3. In order to earn points for In-Lunch students must do academic work or read appropriate materials.
4. Each individual should clean up after eating. Table and chairs should be cleaned.
5. Students who do not complete in-lunch assignments will receive zero points for the lunch period.

Out-Lunch (Lower Grade Center)

All students will proceed to the lunch area together. Time limits will be placed on kitchen/vending time. Once lunch materials have been gathered, students will go to their clubs for lunch. Free time activities will accompany the lunch hour. Misuse of free time equipment will result in an equipment ban for a prescribed period of time. Students on levels 3 & 4 may bring their own CD's and video games if approved by staff.

Clean up will be the responsibility of each student. Jobs will include washing all tables, chairs, making sure chairs are pushed in and garbage is disposed of properly.

Out-Lunch (High School)

All students will proceed with staff to the lunch area. Time limits will be placed on time spent in the kitchen. The ratio of students to staff must be 5:1, or smaller. Students will be monitored closely in the lunchroom. Those who do not act in an appropriate manner may lose lunchroom privileges for a period of time. Parents will be contacted if this occurs. Free time activities may include visiting with peers, reading and/or playing various board games.

Misuse of the free time equipment may result in an equipment ban for a prescribed period of time. Students on Levels 3 & 4 may bring their own music if approved by staff.

- Students are prohibited from sharing lunches.
- Students are prohibited from borrowing money from other students.

Clean up will be the responsibility of each student. Jobs will include washing tables and chairs, microwave and making sure chairs are pushed in and garbage is disposed of properly. In all instances, point deductions may occur when students do not follow the clean up routine.

Vending Machines

All students may use vending machines during their lunchtime (the school does not have the capability of making change for students). Vending machines are not to be used during class time.

Students are discouraged from loaning money to peers. Students should have no more than \$10 on them at any given time.

Level 3 & 4 students may be permitted to drink soft drinks in the class if approved by the teacher.

Kitchen Use

A staff member will monitor students at all times. For those students that are part of the free lunch program, they will receive a frozen entrée item or soup, a beverage and a bag of chips. Students that belong to the free lunch program and are found to be giving away their lunch to students that do not belong to the program may lose their privilege of this program.

Students on Level 3 & 4 (LGC) will have limited time for microwave use. Students are responsible for the cleaning of the microwave they use and the surrounding counter space.

Students may not take anything out the refrigerator or cabinets such as milk, juice or free lunch items without permission from staff.

Student Activities

Clubs: Students are given the opportunity to participate in the numerous activities and organizations outside of their academic program. Daily club time allows students to participate in activities without missing any academic classes. Some of the club choices include:

- CAAEL (sports league)
- Art Club
- Performing Arts (choir, drama)
- Poetry
- Sign Language
- Knitting Club
- Peer Mediation
- Bowling (Charge is based on bowling alley)
- Chess
- Community Outreach
- Study Hall
- Specialty Groups
- Movie Club
- Book Club
- Boys Group
- Girls Group
- Open Gym

* Club choices may change from semester to semester and may be offered only at certain campuses.

CAAEL (Chicago Area Alternative Education League):

CAAEL organizes athletic and academic competition among area alternative schools in flag football, soccer, basketball, bowling, volleyball, softball, academic and spelling bowls and chess. All students are eligible to participate in CAAEL. This organization is designed to develop and promote sportsmanship, team cooperation and individual responsibility.

Students must earn the privilege of attending games and scholastic events by consistently completing class work, homework and by keeping a higher standard of daily points.

School Mascot and Colors

The Adventist GlenOaks Therapeutic Day School North & South Campus mascot is a Wolf and the school colors are red and grey. We encourage our students to identify with these symbols as a representation of our school pride and spirit.

The Adventist GlenOaks Therapeutic Day School West Campus mascot is a Mustang and the school colors are royal blue and white. We encourage our students to identify with these symbols as a representation of our school pride and spirit.

Character Counts! Program

The GlenOaks Therapeutic Day School proudly uses the Character Counts! Program to build a positive school culture. Students are reinforced with positive tickets to be turned in for weekly reinforcers for the following behaviors:

- Responsibility
- Respect
- Trustworthiness
- Caring
- Citizenship
- Fairness