STUDENT HANDBOOK

OAKLAND EDUCATION CENTER

2026 - 2027

COMMITTED TO STUDENT SUCCESS

618-513-4709

716 Casey Ave.
Mt Vernon, IL 62864

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Overview

The **Oakland Education Center (OEC)** is a specialized instructional program developed and administered by the **Franklin and Jefferson Counties Special Education District (FJSPED)**. The purpose of FJSPED is to provide an administrative structure to plan, coordinate, and implement special education, related services, and instructional support for students in its member public school districts who require such assistance.

Students participating in the Oakland Education Center program continue to be governed by the policies of their **resident (home) school district**. This handbook serves as a **supplement** to each student's resident district student handbook. Each student is also expected to receive a copy of their resident district handbook.

Important Contact Information

Lindsay McGuire, Administrator
Franklin and Jefferson Counties Special Education District (FJSPED)
P.O. Box 1027
Benton, IL 62812
OEC School Office Phone: 618-513-4709
OEC School Address: 716 Casey Ave. Mt. Vernon IL 62864

Mission

The mission of the **Oakland Education Center (OEC)** is to provide a safe, orderly, and positive learning environment for every student who attends the program. The curriculum at OEC is designed to serve a wide range of student abilities and needs. Teachers and support staff are expected to build upon student strengths while meeting each student's unique learning and social-emotional needs.

As a result, the scope, sequence, and intensity of a traditional grade-level curriculum may be modified and adapted to align with each student's learning style, instructional level, and IEP goals.

Referral and Placement Procedures

Students may be referred by their resident district for placement at the Oakland Education Center during an IEP meeting. In addition to receiving a copy of their child's IEP, parents/guardians will be provided the following:

- Procedural Safeguards under the Individuals with Disabilities Education Improvement Act (IDEIA)
- This Oakland Education Center handbook
- The student handbook from the home school district
- The FJSPED policy regarding behavioral interventions for students with disabilities

FJSPED staff will make every effort to support the student and family during the transition process. The duration of placement at OEC is determined on an individual basis by the student's IEP team.

Student Records and Confidentiality

While OEC maintains **temporary student records** for students enrolled in the program, the **resident district** is responsible for maintaining the student's **permanent records**. Maintaining confidentiality is paramount. OEC staff will comply with:

- The **Illinois School Student Records Act (ISSRA)**
- The **Family Educational Rights and Privacy Act (FERPA)**

Student records will not be released without proper written consent from the parent/guardian or eligible student, except as permitted by law.

FERPA and ISSRA Rights

FERPA and the Student Records Act provide parents/guardians and eligible students (age 18 or emancipated minors) the right to:

1. **Inspect and review educational records** within 15 school days of the school receiving a written request.
    - Parents/guardians or eligible students should submit a written request to the appropriate school official identifying the record(s) they wish to inspect.
    - The school official will arrange access and notify the requester of the time and place for inspection.
2. **Request an amendment** to records believed to be inaccurate or misleading.
    - The requester should identify the part of the record to be changed and explain why it is inaccurate.
    - If the school denies the request, the parent/guardian or eligible student will be notified and informed of the right to a hearing. Hearing procedures will be shared at that time.
3. **Consent to disclosure** of personally identifiable information, except where FERPA permits disclosure without consent.

Disclosure Without Consent (Legitimate Educational Interest)

One exception that permits disclosure without consent is disclosure to school officials with a **legitimate educational interest**. A “school official” may include:

- An administrator, supervisor, instructor, or support staff member (including health/medical staff and law enforcement unit personnel)
- A person serving on the School Board
- A person or company contracted to perform a special task (e.g., attorney, auditor, medical consultant, therapist)
- A parent or student serving on an official committee (e.g., disciplinary or grievance committee)
- Any individual assisting a school official in performing professional responsibilities

A school official has a legitimate educational interest if they need to review an education record to fulfill professional duties. Upon request, the school may disclose education records without consent to officials of another school district in which the student seeks or intends to enroll.

Directory Information

Throughout the school year, the district may release directory information regarding students, limited to:

Name, address, gender, grade level, birth date and place of birth, parents’/guardians’ names and addresses, academic awards/degree/honors, and participation in school-sponsored activities/organizations/athletics.

Any parent/guardian or eligible student (age 18 or older) may prohibit the release of directory information by submitting a written objection to the home school district within **30 days** of notice. No directory information will be released during that time period unless the parent/guardian or eligible student is specifically informed otherwise.

FERPA Complaint Information

Individuals have the right to file a complaint with the U.S. Department of Education regarding alleged failures to comply with FERPA:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-4605

Attendance

Regular school attendance is a critical factor in every student's education. Excessive absenteeism negatively impacts a student's educational progress. OEC staff will work closely with families to encourage regular and punctual attendance.

Reporting an Absence

If a student must miss school, a parent/guardian must notify OEC with the date and reason for absence. **Only a parent or legal guardian may provide this information.**

Parents/guardians should call **618-513-4709** prior to **9:00 a.m.** and leave the following:

- Student name
- Teacher name
- Reason for absence

A signed written notice (submitted prior to the absence) containing the same information is also acceptable.

For prolonged excused absences (four or more consecutive days) due to medical reasons, the parent/guardian may be asked to provide a physician's statement before the student returns to school.

Students not in attendance by **9:00 a.m.** without an excused absence will be contacted by OEC staff. A student absent without an excuse will be considered truant. Students absent **six (6) days without a legitimate excuse** will be considered truant and may be reported to the resident district and the Regional Office of Education. The designated FJSPED official determines whether an absence is **excused** or **unexcused**.

Emergency Contacts

At registration and annually thereafter, parents/guardians must complete an **Emergency Contact Form (Appendix A)**. This form will be updated annually and kept on file at the FJSPED central office and in the student's classroom.

Health Requirements

In compliance with **ISBE** and **IDPH** requirements, all students must have up-to-date physicals and immunizations, including dental examinations. Documentation must be on file in the student's home district at intake and at required intervals for the duration of the student's placement at OEC.Students must have all legally required immunizations and health requirements no later than October 15th to attend.

Medication Administration, Illness, and First Aid

All medication must be brought to school by the parent/guardian in the original container with the prescription label and dosage instructions. Medication is stored in a locked area and administered by designated staff according to the label directions.

Parents/guardians must sign a release waiver for their student to be administered **Tylenol/Ibuprofen** at school.

Our policies regarding children's contagious diseases are as follows:

- Chickenpox: Students must stay home from school a minimum of 5 school days after the last eruption with all pox having scabbed over or fallen off and no new lesions have developed for at least 24 hours.
- Pink Eye: Students can return 24 hours after treatment has been initiated and as long as there is no discharge or matting of the eyes. Strep Throat: The student may return to school after he/she has been on 24 hours of medication that is usually an antibiotic prescribed by your doctor and the child has been without fever for at least 24 hours
- Rashes: If your child has an unusual rash, please keep them home until the rash is gone or identified as not being contagious. The student will be sent home until a doctor has diagnosed it. Please call the school to inform us of the diagnosis.
- Headlice: The Illinois Dept. of Public Health, Center for Disease Control (CDC) and Illinois State Board of Education all support children remaining in school. The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Following identification by the school nurse, the parents will be notified, and the child will be sent home. The student may return to school the morning after the first

treatment with medicated shampoo for the head lice and medicated shampoo for scabies. Student absences after being sent home due to head lice will be excused for two days, any day following will be counted as an unexcused absence. We prefer you notify your doctor and us the product they recommend.
- Fever: Students must be fever free for 24 hours before returning to school.

School Calendar

The Oakland Education Center calendar is developed and approved annually by the FJSPED Executive Board. A copy of the calendar will be provided to families at intake and at the beginning of each school year. Oakland has an approved plan to use E-Learning days in the event of an emergency. When utilizing these days, students will be required to complete their E-Learning packets/online work to be counted present for that day of attendance.

School Closings

In the event of inclement weather or other emergencies, Oakland Education Center follows **Mt. Vernon City Schools District 80** regarding school closings. The school will also send a mass notification through the Remind app.

Local announcements may be accessed through:

- **WSIL-TV Channel 3** (television and website)
- **Withers Broadcasting 94.1** (radio and website)
- District 80 website (school closings)

Rights of Students with Disabilities

As the parent/guardian of a student (or adult student) with a disability who is receiving or may be eligible to receive special education and related services, you have rights safeguarded by state and federal law. A full explanation of these rights is available online or from your child's home school district upon request.

Please review the Procedural Safeguards carefully and contact the district if you have questions or need clarification. The notice of procedural safeguards must be provided at least annually and also upon:

- initial request for evaluation
- receipt of the first written complaint or first due process complaint filed with ISBE
- disciplinary removal that constitutes a change in placement
- parent/guardian request

Additional information is available on the ISBE website in the document titled:
"Parent's Guide – Educational Rights and Responsibilities: Understanding Special Education in Illinois."

Homeless Students

Under the federal **McKinney-Vento Homeless Assistance Act** and the Illinois Education for Homeless Children Act, eligible students have the right to:

- immediate enrollment
- choice to attend the school of origin or the local school where the student is now located
- transportation
- dispute resolution

For additional information, contact:
ROE #13
1710 Broadway, Mt. Vernon, IL 62864
(618) 244-8040

Transportation

Students attending OEC are transported by their home district as designated in their IEP. Parents/guardians who choose to transport their child must make drop-off and pick-up arrangements with OEC administration.

For student safety, all students must be escorted in and out of the building by designated OEC staff.

- Students are not permitted to drive personal vehicles.
- ANY transportation issue must be taken up with the students home district as they are the one responsible for transporting students.
- Students who wish to walk to and from school must provide written permission from their parent or guardian.

School Nutrition

Good nutrition is promoted through meal programs and other food and beverage offerings during the school day. OEC contracts with Mt. Vernon City Schools to manage a food service program that complies with state and federal requirements and aligns with School Board policy related to School Wellness.

The food service program restricts foods of minimal nutritional value during meal periods. Revenue from the sale of competitive food and beverages sold in food service areas during meal periods accrues to the nonprofit school lunch program account.

On early dismissal days, students will receive a sack lunch to take home.. Due to current Illinois guidelines, all OEC students receive free breakfast and lunch.

In the operation of child nutrition programs, no child will be discriminated against based on race, sex, color, national origin, age, or disability.

Students are not permitted to bring outside food/drinks due to allergens and safety concerns.

Guidelines for Student Attire

Student dress must not disrupt the educational process, interfere with the maintenance of a positive learning climate, or compromise reasonable standards of health, safety, modesty, and decency. This includes but is not limited to appearance and hygiene. The building principal is the final authority for judging the appropriateness of a student's appearance at school.

The district does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

All students are expected to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress will conform to the following guidelines:

● Tops: Tops should cover the entire back, chest, torso, and upper arms. For example, prohibited tops include: spaghetti straps, tank tops, crop tops, cutoff tops and shirts with the sleeves cut out. No see-through (opaque) fabric or swimsuits are allowed. Clothing that is suggestive or sexually explicit, or that does not adhere to the rules of modesty is not allowed.

● Bottoms: Clothing must be modest length for standing, sitting, and bending. No spandex shorts. Jeans or shorts with holes must not expose undergarments or have holes showing skin in inappropriate places. Clothing is to be worn as intended, underwear and backsides should not be visible. No undergarments should be visible.

● Footwear must be worn at all times

● Clothing, jewelry, accessories, tattoos, body piercing or writing on clothing or skin that draws excessive attention and thereby disrupts the educational process is prohibited. Any jewelry or items worn on the body or clothing that may be used to inflict harm to self or others is prohibited (Due to the nature of our school climate, any body piercing must be made of non metal material.)

● No costumes, or any parts of a costume shall be worn including gloves, mask, or head bands with attachments.

● Coats, hats, gloves are to be left at the check in area and are not allowed in the classrooms

Prohibited attire also includes but is not limited to the following: clothing with tobacco, drug or alcohol advertisements; offensive language, print, or graphics that are sexually explicit or suggestive or that display adult messages and/or humor; brand names/logos with drug, tobacco,

or sexual implications along with representations that are inappropriate, offensive, or demeaning to any group are prohibited. Gang affiliation is forbidden.

If a teacher finds a student in violation of the dress code, teachers will notify the office.Students found to be in violation of the dress code will be asked to change their clothes at school. Repeated violations and disregard to the school policy could result in administrative issued consequences.

*** If there are any doubts concerning dress and appearance, the building administrators will make the final decision.**

Cell phones, handheld games, electronic devices, and music devices brought to school are to be turned off and collected at check in. All items are returned at the end of the day. Should any issues arise with these items, parents or guardian may be asked to pick them up at the end of the school day.

Uniform Grievance Procedure

Students, parents/guardians, employees, or community members may contact a District Complaint Manager if they believe the Board, its employees, or agents have violated rights guaranteed by the State or Federal Constitution, State or federal law, or Board policy, or if they have a complaint regarding:

1. Title II of the Americans with Disabilities Act (ADA)
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Individuals with Disabilities Education Act (IDEA)
5. Title VI of the Civil Rights Act
6. Title VII / Equal Employment Opportunity
7. Sexual harassment
8. Misuse of funds intended to improve educational opportunities
9. Curriculum, instructional materials, or programs

10. Victims' Economic Security and Safety Act (VESSA)
11. Illinois Equal Pay Act
12. Provision of services to homeless students

The Complaint Manager will attempt to resolve complaints promptly and equitably.

Complaint Manager

Britannia Webb, Supervisor (FJSPED)
Phone: 618-439-7231

Filing a Complaint

A person ("Complainant") may file a complaint with any District Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request a written statement and/or schedule a meeting, and will assist the Complainant as needed.

Investigation

The Complaint Manager will investigate or appoint a qualified designee. If the Complainant is a student, the parent/guardian may attend investigatory meetings. The complaint and identity of the Complainant will be kept confidential to the extent permitted by law and necessary to investigate.

Within **10 school days** of filing, the Complaint Manager will submit a written report to the Director (extensions may be requested). If allegations involve the Director, the report will be submitted to the Board.

Decision and Appeal

Within **5 school days** after receiving the report, the Director will mail a written decision to the Complainant and the Complaint Manager.

Within **5 school days** after receiving the Director's decision, the Complainant may appeal to the Board by submitting a written request to the Complaint Manager. Within **10 school days**, the Board will affirm, reverse, amend, or request additional information. The Director will inform the Complainant within **5 school days** of the Board's decision.

School Climate, Student Conduct, and Discipline

OEC is a structured educational setting requiring order, consistency, and individualized instruction. Students are expected to respect staff, peers, and the educational process and to follow rules and expectations to maintain a safe and positive environment.

For safety purposes, students will be screened upon arrival (e.g., metal detectors/wands). Students are also required to remove shoes and empty pockets as part of safety procedures.

Because all students at OEC have IEPs, staff follow federal and state requirements for students with disabilities, including applicable discipline procedures. Staff utilize best practices, including but not limited to:

- Crisis Prevention Institute (CPI): Nonviolent Crisis Intervention
- BASE: Social/Emotional curriculum
- Positive Behavioral Interventions and Supports (PBIS)

Staff will take proactive steps to support students in meeting IEP goals and developing social competencies necessary for independence and successful citizenship.

Responses to Inappropriate Behavior

When behavior is not addressed specifically in a student's IEP/BIP, staff may use interventions including: planned ignoring, verbal redirection, parent conferences, contingency management, token economy, response cost, reinforcement of alternative behaviors, removal from group, counseling, loss of privileges, and other appropriate consequences.

Board Authorization / Due Process

The FJSPED Executive Board authorizes OEC staff to administer disciplinary measures as necessary, including suspension for gross disobedience (including safety issues), and to request law enforcement intervention for criminal misconduct.

Students remain entitled to due process required by their home district policies and applicable law.

Highly Restrictive Interventions

Isolated time-outs, time-outs, and physical restraints are only authorized for use as permitted in 10 ILCS 5/10- 20.33, State Board of Education rules (23 Ill.admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Students who pose a danger to themselves or others may require restrictive interventions, including verbal redirection, timeout, momentary physical redirection, and physical restraint as a last resort. In accordance with federal and state regulations, staff will follow FJSPED's Restrictive Interventions policy, including required documentation, parent notification, and administrative review. A student's IEP may require review or revision following these incidents.

Tobacco, Drugs, Alcohol, and Illegal Substances/Activities

Use of tobacco products, drugs, alcohol, or other illegal substances or activities is prohibited. If staff suspect a student is under the influence, parents/guardians will be contacted immediately to assume custody. If a parent/guardian cannot be reached, staff will supervise the student until alternate arrangements are made. Law enforcement may be contacted when appropriate.

When reasonable suspicion exists that a student possesses contraband, the administrator will determine next steps, including the location and personnel involved. Illegal confiscated items will be turned over to law enforcement. Any other contraband that is confiscated will be up to the parent to pick up.

Gambling and Gaming Activities

Gambling or gaming on school grounds is prohibited, including (but not limited to) placing bets, flipping coins, shooting dice, playing cards, and using electronic games. Staff or students aware of gambling/gaming must report it to the School Administrator immediately.

Theft and Vandalism

Theft or vandalism, no matter how small, is not tolerated. Any student or staff member who suspects theft or vandalism must report it immediately to the School Administrator. Retribution for such acts will be left to the discretion of the school administrator.

Weapons and Bomb Threats

To maintain a safe and secure learning environment, students are prohibited from possessing, carrying, using, displaying, or threatening the use of any weapon or dangerous object while on school property, at school-sponsored activities, or while being transported by the school.

Weapons include, but are not limited to:

- Firearms or look-alike firearms
- Knives of any kind
- Razor blades or box cutters
- Tasers or stun guns
- Brass knuckles
- Explosive devices or fireworks
- BB guns, pellet guns, or airsoft guns
- Ammunition
- Chemical sprays or mace not authorized by the school
- Clubs, bats, chains, or objects intended to cause harm
- Any item used, intended to be used, or reasonably perceived as a weapon

Threats involving weapons, violence, intimidation, or harm toward students, staff, or school property will be taken seriously and may result in immediate disciplinary action such as law enforcement notification, removal from school, suspension, expulsion recommendations, and/or safety interventions. A Threat Assessment Team meeting may also be required.

The administration reserves the right to determine whether an object or behavior constitutes a weapon, threat, or safety concern based on the specific circumstances and on an individual basis.

Gang Activity

Students are prohibited from engaging in gang activity, including gang-related clothing, paraphernalia, gestures, words, or symbols. Suspected gang activity must be reported to the School Administrator immediately.

Bullying, Harassment, and Sexual Harassment

Bullying is prohibited and will not be tolerated. Bullying includes (but is not limited to) teasing, taunting, intimidation, threats, hitting, extortion, humiliation, social isolation, gestures, facial expressions, and spreading untruths or rumors. Staff and students who witness bullying must report it to the classroom teacher and School Administrator immediately. This also includes cyberbullying.

Sexual harassment and intimidation are also prohibited. This includes overt, covert, verbal, or nonverbal behavior that humiliates, embarrasses, or makes another person uncomfortable. Reports should be made to the classroom teacher and the Director/designee.

No person shall harass, intimidate, or bully another person based on protected status, including race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, disability, gender identity, homelessness, order of protection status, marital/parental status, pregnancy, or other protected group status.

OEC/FJSPED will investigate all complaints and take appropriate corrective action. Complaints will be kept confidential to the extent possible. Good faith reports will not result in discipline, and retaliation is prohibited.

If student behavior escalates to the point that OEC can no longer meet the student's needs, an IEP meeting will be convened without delay to discuss alternative placement options.

Leaving School Property

Any student who leaves their assigned area/classroom and walks off school property will not be permitted to re-enter the building for the remainder of the school day due to security and safety concerns. Staff will notify the parent/guardian and other emergency personnel as appropriate.

Mandatory Reporting

All FJSPED employees are mandatory reporters of suspected child abuse and/or neglect. Any staff member who suspects abuse or neglect must immediately contact the Illinois Department of Children and Family Services (DCFS):

1-800-252-2873 or 1-800-25ABUSE

Non-Discrimination Policy

Equal educational and extracurricular opportunities are provided without regard to race, color, nationality, religion, sex, sexual orientation, ancestry, age, disability, gender identity, homelessness, order of protection status, or marital/parental status (including pregnancy). Concerns should be reported to the home district administrator. If unresolved, the concern may be directed to the Complaint Manager.

Computer and Internet Use

Student use of computers and internet access must be supervised at all times by OEC staff. Access is granted for educational purposes only and may be time-limited. FJSPED uses internet filtering as required by law and monitors computer and internet use. Suspected misuse must be reported to the School Administrator immediately.

Parents/guardians who wish to limit their child's computer or internet access must notify the School Administrator in writing.

*** Students who misuse school provided technology may be subject to disciplinary action such as loss of use or financial compensation if property damage has occurred.

Protection of Pupil Rights Amendment (PPRA)

Surveys

Surveys and tools that request personal information must relate to educational objectives or assist career choices.

Third-Party Surveys

Before distributing or administering third-party surveys/evaluations, parents/guardians may inspect the instrument upon request within a reasonable time.

Surveys Requesting Sensitive Personal Information

School personnel shall not request or disclose student identity connected to surveys covering sensitive areas (political beliefs, psychological problems, sex behavior/attitudes, illegal behavior, privileged relationships, religious beliefs, income beyond eligibility needs). Parents/guardians may inspect and/or refuse participation without penalty.

Instructional Materials

Parents/guardians may inspect instructional materials used as part of the curriculum within a reasonable time of request.

Physical Exams/Screenings

No non-emergency invasive physical exam may be required as a condition of attendance (exceptions include state-required screenings and IDEA-authorized exams).

Marketing and Sale of Student Information

School staff shall not market, sell, or provide student personal information for commercial purposes. Personal information includes name, address, phone number, Social Security number, and driver's license/state ID.

Security

OEC uses video surveillance cameras to help maintain a safe and secure learning environment. Video may be reviewed by FJSPED administrative personnel as needed. Law enforcement may also be able to review necessary camera footage in the event of criminal misconduct.

Asbestos

FJSPED maintains an Asbestos Management Plan as required by law. Visual surveillance occurs every six months, and re-inspections occur every three years. The plan is available for public review in the Director's Office by appointment (8:00 a.m.–4:00 p.m.).

Concerns may be directed to the Director of FJSPED.

Visitation Policy

To protect student privacy, OEC adheres to ISSRA, FERPA, and IDEIA. Student identities will not be disclosed without signed parent/guardian consent.

All visitors must adhere to safety measures such as going through the metal detector/wanded and must sign in upon arrival. Visitor records include name, date, time, and purpose of visit. Staff will question unidentified visitors. The building administrator may approve group visits at their discretion.

Parents/guardians, independent evaluators, or qualified professionals may be granted reasonable access to observe a student's educational placement/program under applicable law and policy. Written notice must be provided at least 48 hours in advance, and visits must be scheduled at mutually agreeable times. Visits must not disrupt the educational process. No more than two visitors may attend at one time if staff determine additional visitors would disrupt the learning environment.

Visitors must comply with all confidentiality and safety requirements.

Leaving the Oakland Education Center Campus

Any student who leaves the school property will not be permitted to re-enter the building for the remainder of the school day due to security and safety concerns. Staff will notify the parent/guardian and other emergency personnel as needed, while maintaining visual monitoring according to each situation.

Safety Drills

OEC complies with annual safety inspections and required drills (fire, tornado, etc.). According to Illinois law (105 ILCS 128/20), parents and guardians have the right to exempt their

children from participating in “walk-through lockdown drills” by requesting a waiver from the school office.

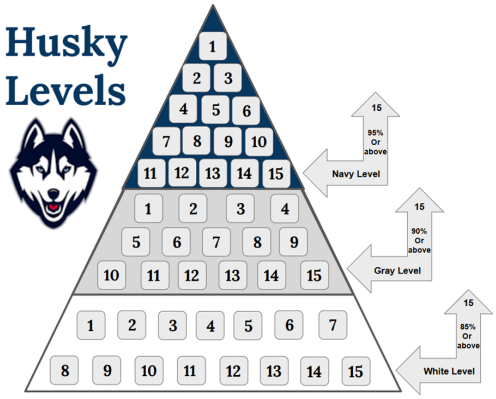
Grading, Academic Credits, and Graduation

IEPs guide each student’s educational program. Grading and progress monitoring are the responsibility of the special education teacher/case manager. Parents/guardians receive periodic progress reports consistent with home district reporting procedures, including progress toward IEP goals.

Students receiving instruction aligned with general education expectations may receive graded progress reports. High school students may receive credit recommendations aligned to Illinois Learning Standards and ISBE graduation requirements.

The home school district (LEA) is responsible for reviewing credit recommendations and determining diploma/graduation status.

Program Levels (Point Motivational System)



The Point motivational system includes three levels that represent progressively less restrictive and more motivational conditions.

- Students enter at **Level 3**.
- Advancement is based on consecutive school days and behavior/academic percentage goals.
- Truancy, misbehavior, physical/verbal/object aggression, and noncompliance may result in loss of level and/or reset of days within a level.

Level 3 Criteria and Description

All students begin at Level 3. Students may advance to Level 2 after **15 consecutive school days** with **85% or better** behavior/academic percentage.
Students in Level 3 utilize program procedures, relaxation skills, and social group skills and are escorted at all times by staff.

Level 2 Criteria

Criteria for mastery of Level 2 is **15 consecutive school days** with **90% or better** behavior/academic percentage.

Level 1 Criteria

Level 1 is earned by remaining at Level 2 for **15 consecutive school days** with **95% or better** while maintaining required academic and behavior points and consistent attendance.

- Excused absences may be made up.
- Unexcused absences may result in restarting the level.
- Truancy may result in returning to Level 3.

Level 1 Description

When Level 1 criteria are met, an IEP meeting may be convened to review progress and next steps.

Lunch Procedure

Lunch is served in the classroom and supervised by staff. The lunch program counts as part of the school day. Students are expected to sit appropriately and follow classroom expectations.

Inappropriate behavior may result in loss of points, parent contact, or other behavioral interventions as stated above. Students must clean their area after eating.

Behavior While Being Transported

Students riding school transportation must follow classroom behavior rules and all bus rules established by the driver and home school district. Students resident district is responsible for any and all disciplinary action while being transported.

Field Trips

Field trips are off-campus activities supporting academic, emotional, and social development. Students must meet predetermined behavioral criteria to participate. Inappropriate behavior on a field trip may result in loss of future field trips and/or level changes.