

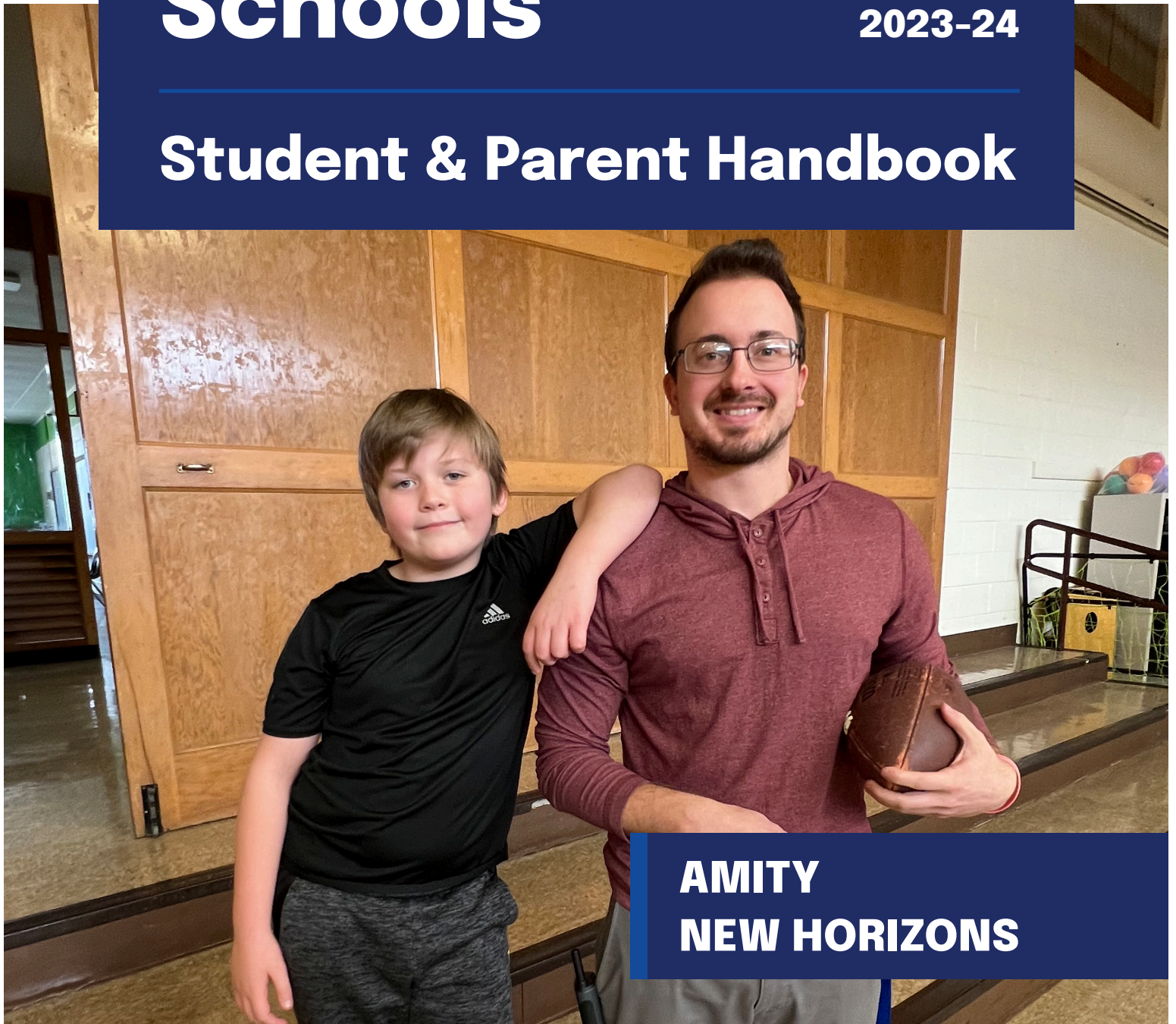


**CESA<sub>6</sub>**  
ALTERNATIVE EDUCATION

# Special Education Alternative Schools

2023-24

## Student & Parent Handbook



**AMITY  
NEW HORIZONS**



### 2023-24 AMITY SCHOOL CALENDAR

Daily Schedule: 8:00 AM - 2:45 PM

- Open House
- Start/End of Quarters
- No School

**AUGUST 2023** 29 Open House

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

**SEPTEMBER 2023** 4 No School (Labor Day)  
18 No School/Teacher Work Day

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

**OCTOBER 2023** 16 No School/Teacher Work Day

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

**NOVEMBER 2023** 22-24 No School (Thanksgiving)

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

**DECEMBER 2023** 25-29 No School/Winter Break

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

**JANUARY 2024** 1 No School/Winter Break  
15 No School/Teacher Work Day

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

**FEBRUARY 2024** 19 No School/Teacher Work Day

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

**MARCH 2024** 25-29 No School/Spring Break

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

**APRIL 2024** 22 No School/Teacher Work Day

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

**MAY 2024** 20 No School/Teacher Work Day  
27 No School (Memorial Day)  
31 Last Day of School

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

**JUNE 2024** Have a GREAT summer!

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

## AMITY SCHOOL OVERVIEW

W10795 Amity Road  
 Brandon, WI 53919  
 P: (920) 346-2860  
 C: (920) 808-0072

**STUDENT ARRIVAL TIME**  
 • 8:00 AM

**STUDENT DEPARTURE TIME**  
 • 2:45 PM

## SCHOOL CLOSING ANNOUNCEMENTS

- Follow the Waupun School District for inclement closures
- WMRH 1170 AM
- WBEV 1430 AM
- KFIZ 1450 AM
- WPKR 99.5 FM

## DIRECTOR OF ALTERNATIVE PROGRAMS

• Jody Jennerman  
[jjennerman@cesa6.org](mailto:jjennerman@cesa6.org)

## WEBSITE

[www.cesa6.org/alternative-programs/amity](http://www.cesa6.org/alternative-programs/amity)





### 2023-24 NEW HORIZONS SCHOOL CALENDAR

Daily Schedule: 8:00 AM - 2:45 PM

- Open House
- Start/End of Quarters
- No School

**AUGUST 2023** 30 Open House

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

**SEPTEMBER 2023**

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

4 No School (Labor Day)  
18 No School/Teacher Work Day

**OCTOBER 2023** 16 No School/Teacher Work Day

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

**NOVEMBER 2023**

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

End of 1st Quarter  
22-24 No School (Thanksgiving)

**DECEMBER 2023** 25-29 No School/Winter Break

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

**JANUARY 2024**

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

1 No School/Winter Break  
End of 2nd Quarter  
15 No School/Teacher Work Day

**FEBRUARY 2024** 19 No School/Teacher Work Day

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

**MARCH 2024**

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

End of 3rd Quarter  
25-29 No School/Spring Break

**APRIL 2024** 22 No School/Teacher Work Day

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

**MAY 2024**

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

20 No School/Teacher Work Day  
27 No School (Memorial Day)  
Last Day of School

**JUNE 2024** Have a GREAT summer!

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

## NEW HORIZONS SCHOOL OVERVIEW

5270 Ann Street  
Larsen, WI 54947  
P: (920) 836-1980  
C: (920) 808-0073

### STUDENT

#### ARRIVAL TIME

- 8:00 AM

### STUDENT

#### DEPARTURE TIME

- 2:45 PM

### SCHOOL CLOSING ANNOUNCEMENTS

- Follow the Winneconne Community School District for inclement closures
- WMRH 1170 AM
- WBEV 1430 AM
- KFIZ 1450 AM
- WPKR 99.5 FM

### DIRECTOR OF ALTERNATIVE PROGRAMS

- Jody Jennerman  
[jjennerman@cesa6.org](mailto:jjennerman@cesa6.org)

### WEBSITE

[www.cesa6.org/alternative-programs/new-horizons](http://www.cesa6.org/alternative-programs/new-horizons)





# SCHOOL SUPPLY LIST

## Elementary Programs: Grades KG-5

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- (2) poly bottom pocket folders with 3 prongs
- (2) pack of pencils
- (1) wide-ruled notebook
- (1) large school supply box/large pencil pouch
- (1) box of crayons
- (2) Clorox sanitizing wipes
- (1) Hand sanitizer
- (2) boxes Kleenex
- (4) Expo dry erase markers
- Headphones/earbuds-labeled with name
- (1) pack of Ziploc sandwich size bags
- (1) pack of Ziploc gallon size bags
- Plastic water bottle (no metal allowed)



# SCHOOL SUPPLY LIST

## Middle & High School Programs: Grades 6-12

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- (12) No. 2 pencils
- (1) 1-inch 3 ring binder
- (3) two-pocket folders – any color
- (2) boxes Kleenex
- (6) pens – black or blue ink
- (1) highlighter – any color
- (1) calculator
- (2) Container Disinfectant wipes
- (1) pack of colored pencils



# CESA 6 ALTERNATIVE EDUCATION

## Program Overview

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### MISSION

We will develop relationships with our stakeholders, collaborate and encourage each other so that our students are safe, educated, and successful.

The purpose of our alternative program is to provide an additional placement option for students with social, emotional and behavioral disabilities, grades K-12, who have experienced limited success in another special education program.

### ALTERNATIVE SCHOOL FRAMEWORK PROVIDES

- Strong peer/staff relationships to enhance student growth
- Smaller class sizes/ groups
- Fresh start in new setting
- Emphasis on social and emotional learning
- Highly individualized curricular alternatives
- Daily sel instruction
- Positive behavioral supports
- Highly structured environment to address social & behavioral needs
- Ongoing communication and collaboration with home school district
- Frequent communication with parents

### ACADEMIC FRAMEWORK

Students' academic instruction will be individualized per their IEP, following the common core standards. Students grade 9-12 will earn high school credits toward a diploma. Alternative School staff will collaboratively work with the student's home school district to determine a graduation plan; credits/transcripts are issued by the home district.

### BEHAVIORAL FRAMEWORK

Alternative Schools use a daily behavior monitoring system as a basic structure for behavior management, daily communication, and a data collection system for decision making.





### TARGET-BASED GRADING RUBRIC & EXPLANATION

## STUDENT & FAMILY

<b>3 - Proficient</b> 80-100% <b>I GOT IT!</b>	<b>2 - Approaching</b> 50-79% <b>I ALMOST GOT IT!</b>	<b>1 - Needs Support</b> 49-0% <b>NOT QUITE YET...</b>
<p>Student has fully demonstrated content proficiency and skill application for the particular target(s) at this point in the school year.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• The student understands this grade level standard.</li> <li>• The student “got it” and could even teach/explain it to others</li> <li>• The student can do this on his/her own</li> </ul>	<p>Student has partially demonstrated content proficiency for the particular learning target(s). Partial proficiency indicates progress with gaps in understanding and/or misconceptions.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• The student mostly understands this grade level standard</li> <li>• The student is able to do parts of this standard on his/her own or with some help</li> </ul>	<p>Student has minimally demonstrated content proficiency for the particular learning target(s). The student has large gaps in understanding and/or application and is able to show success only with significant adult assistance.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• The student doesn't understand this grade level standard</li> <li>• The skills the student is working on will help him/her understand this grade level standard eventually</li> </ul>
<p>NE - No Evidence</p>	<p>Student has not submitted or provided evidence to accurately assign a proficiency score.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• The student has too much missing work</li> <li>• The student has missed too much school to evaluate</li> </ul>	
<p>N/A - Not Assessed</p>	<p>Instruction and assessment has not yet occurred in this area.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• The teacher hasn't taught this grade level standard set yet</li> <li>• The student can expect to learn about this area later in the school year</li> </ul>	



# CESA 6 ALTERNATIVE EDUCATION

## Academic School Rubric: High School

### PROFICIENCY SCORING CONVERSION SCALE

Students in the high school classroom are scored to every standard, to every assessment, by a 3-point proficiency scale that aligns to both a percentage and a letter grade. There are points attached to every assignment, but students are also held accountable to proficiencies for every standard (3 - Proficient, 2 - Approaching, 1 - Needs Support). This process sometimes results in some odd looking math compared to the traditional percentage scale you may be used to. For example, a score of 2.7 would be proficient for any given standard and would earn a grade of "A" on the proficiency scale below and equate to a 90% score.

When you look at your child's percentage score for any given assignment (or their overall grade), please refer to the following percentage scale. This also helps districts align course work during transition and goal writing. If you have any questions, please do not hesitate to contact us for further clarification. Thank you!

3-point score	Numerical %	Letter Grade	3-point score	Numerical %	Letter Grade	3-point score	Numerical %	Letter Grade
3	100	A	2.0	79%	C	↓1.0	49%	F
2.9	96%	A	1.9	75.5%	C			
2.8	93%	A	1.8	72%	C			
2.7	90%	A	1.7	68.5%	C			
2.6	88.50%	B	1.6	65%	C			
2.5	87	B	1.5	61.5%	D			
2.4	85.50%	B	1.4	58%	D			
2.3	83%	B	1.3	54.5%	D			
2.2	81.50%	B	1.2	51%	D			
2.1	80%	B	1.1	50%	D			





### TARGET-BASED GRADING RUBRIC & EXPLANATION

## FAMILIES

<b>3 - Proficient</b> 80-100% <b>I GOT IT!</b>	<b>2 - Approaching</b> 50-79% <b>I ALMOST GOT IT!</b>	<b>1 - Needs Support</b> 49-0% <b>NOT QUITE YET...</b>
<p>Student has fully demonstrated content proficiency and skill application for the particular target(s) at this point in the school year.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>The student is meeting the academic skills in this area at their grade level</li> </ul>	<p>Student has partially demonstrated content proficiency for the particular learning target(s). Partial proficiency indicates progress with gaps in understanding and/or misconceptions.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>The student is making progress toward grade level academic skills, but has some skills missing</li> </ul>	<p>Student has minimally demonstrated content proficiency for the particular learning target(s). The student has large gaps in understanding and/or application and is able to show success only with significant adult assistance.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>The student is missing many skills to understand this grade level skill</li> </ul>
<p>NE - No Evidence</p>	<p>Student has not submitted or provided evidence to accurately assign a proficiency score.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>The student hasn't completed enough of the assigned work to give them a score</li> </ul>	
<p>N/A - Not Assessed</p>	<p>Instruction and assessment has not yet occurred in this area.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>The teacher hasn't yet taught or assessed this standard. It will be covered later in the school year.</li> </ul>	



### ATTENDANCE

#### 118.15 Compulsory School Attendance

Unless the child has a legal excuse or has graduated from high school, any person having under his/her control a child between the ages of 6 and 18 years of age who has not graduated shall cause such child to attend school regularly, during the full period and hours, religious holiday excepted, that the public or private school in which such a child should be enrolled is in session until the end of the school term (year) of the school year in which the child becomes 18 years of age.

#### 118.16 Truancy

Truancy means any absence of all or part of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of §118.15

#### 118.18 Habitual Truant

“Habitual Truant” means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

### CELL PHONES/ELECTRONIC DEVICES

Cell phones and other electronic devices must be turned in to staff upon arrival to school each day. We believe that technology resources should be maximized to accomplish our mission of safely protecting and educating our students. Our students are immersed in a technological world, therefore, we need to optimize our environment for student learning. Our one-to-one Chromebook environment provides students the access needed to use technology resources that will assist in their learning. Our goal is to help students be fully present within the classroom setting in order to maximize the most out of their education.

- Please refer to [Cell Phone/Electronic Device Policy](#) for additional information

### CHILD ABUSE & NEGLECT

The state of Wisconsin requires that all professional staff members report “suspicion” of possible physical, sexual, or emotional abuse of a child, as well as suspected child neglect to appropriate authorities.

### DANGEROUS WEAPONS IN THE SCHOOL

Students are not allowed any kind of weapon on school grounds, on school buses/vans, or at any school sponsored activity. A weapon is defined as any object or substance that by design and/or use can cause bodily injury or property damage. No look-alike weapons will be permitted on school grounds. Students in violation of the provisions of this section shall be subject to disciplinary actions in accordance with school regulations and legal statutes.

### DRESS CODE

Students are expected to use good judgment in choosing appropriate clothing, jewelry, and grooming at the alternative schools and their functions. Student dress or grooming:

- Should not be disruptive to the learning process
- Should not negatively affect the health, safety, or security of students or staff in school or its functions



The following are **not** allowed:

- Crop tops that show more than 1 inch of belly line
- Spaghetti strap tops (2 finger rule for straps will followed)
- Short shorts (shorter than 3 inches above the knee)
- Short skirts (shorter than 3 inches above the knee)
- Sports bras without a t-shirt
- Gang-related clothes
- Weapons (i.e. guns), alcohol or drug related clothing
- Nudity related clothing
- Clothing with hate speech
- Footwear is required to be worn at all times

Students will be provided appropriate clothing to change into. If a student refuses to change, he/she/they will receive access to their instruction in an alternate setting.

## DRUGS & ALCOHOL

Students are not allowed illegal substances on school grounds, on school buses/vans, or at any school sponsored activity. First offense, parents and home school district will be contacted immediately upon verification of possession, under the influence and/or use. Second offense, parents, home school district and law enforcement will be contacted. Students in violation of the provisions of this section shall be subject to disciplinary actions in accordance with their home school district regulations and legal statutes.

## EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER PLAN

In the event that school is closed due to inclement weather your child will follow school closings of the district in which the alternative school is located. Click here to view the [Emergency School Closing/Inclement Weather Plan](#).

Students will follow the school closings of the district in which the CESA 6 Alternative school is physically located:

- Amity School follows Waupun School District closures
- New Horizons follows Winneconne Community School District closures

If your child's home school district is closed due to weather, your child is not expected to be transported as it would be deemed unsafe to travel to the alternative program; your child will be excused. If this is the case please follow the absence policy by calling the school.

## FIELD TRIPS

### Incentive Field Trips

Field trips are an integral part of our program as they allow students an opportunity to display behaviors and skills learned in the alternative program and generalize them into the community in a variety of settings.

### Field Trip Criteria

Elementary Students criteria to **ALL** be met for 2 weeks prior to field trip date:

- Earn an average of 90% average or higher on daily points sheets



- No seclusion/restraint or room evacuation
- No ISS/OSS (this includes parents coming to pick up because they're struggling by parent choice)
- No transportation write ups (or need for parent to pick up due to behavior)

Middle/High Students criteria to **ALL** be met for 4 weeks prior to field trip date:

- Earn an average of 90% average or higher on daily points sheets
- No missing assignments and earning a passing grade of "C" or better in all classes
- No seclusion/restraint or room evacuation
- No ISS/OSS (this includes parents coming to pick up because they're struggling by parent choice)
- No transportation write ups (or need for parent to pick up due to behavior)
- No police involvement

## MEALS

Breakfast and lunch is available to all students at no cost.

## MEDICATION

### Prescription Medications

- In order for students to be administered prescribed medication at school, a "Medication Consent form" must be completed by the parent and physician.
- All prescribed medication must be given to school staff by parent and/guardian in the original container with the prescription label on it indicating the child's name, drug identity, dosage, instructions, doctor's name, and prescription date. The medication **MUST** be delivered to school by the parent or guardian and counted with school staff.
- All prescribed medications must be picked up by the parent at the end of the school year.

### Non-Prescription Medications

- Non-prescription medication requires prior written authorization by a parent/guardian.
- Medication must be in the original container and clearly identified. as to the name and type of medication and dosage instructions.
- A note signed and dated by the parent giving the child's name, medication time, dosage instructions, specific dosage times and other necessary instructions must accompany the medication.
- Medication must be delivered to school by the parent and given to a staff member.

## PERSONAL ITEMS

Students are not permitted to bring personal items to school, unless it is approved by a staff member. Please remember the alternative school staff is not responsible for any lost or damaged items the student brings into school.

## SCHOOL SEARCHES

### Student

A search of the student is justified when there are reasonable grounds for suspecting that the search will uncover evidence of a school rule or criminal violation. A search shall include requesting the student to empty his/her pockets and/or purse or carry-in bags. Staff may also search jackets and coats. Student cooperation is expected. Lack of cooperation will result in law enforcement being contacted. An individual designated pursuant to this



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policy, accompanied by a faculty member and/or a police liaison officer, may conduct a search of a student's person, purse, duffel bag or similar articles if the search is based on reasonable suspicion that the student has dangerous or illegal items or substances in their possession. Reference: § 118.325

## **SECLUSION & PHYSICAL RESTRAINT: IN ACCORDANCE TO ACT 125, § 115.787**

### **Seclusion will be used only if the following applies:**

- Student's behavior presents a clear, present, and immediate risk to the physical safety of the pupil or others and it is the least restrictive intervention available
- The seclusion lasts only as long as necessary to resolve the risk to physical safety
- A covered individual maintains constant supervision of the student
- The seclusion room or area is free of objects or fixtures that may injure the pupil
- The student has adequate access to bathroom facilities, drinking water, necessary medication and meals

### **Restraint will be used only if the following applies:**

- Student's behavior presents a clear, present, and immediate risk to the physical safety of the pupil or others and it is the least restrictive intervention available
- The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the risk
- There are no medical contraindications to the use of physical restraint

In the event that seclusion and/or restraint is used, parents will be notified within 24 hours and a written report will be provided to the parent within 3 business days.



### GRADING PROCEDURES

The Alternative School will assess students quarterly and provide progress reports as well as IEP progress notes outlining student academic and behavioral performance.

### TRANSPORTATION

- The home school district is responsible for transporting students to and from the alternative school
- It is the responsibility of the alternative school staff to notify appropriate transportation providers if there is deviation from the scheduled transportation arrangement
- Student's use of their own transportation to and from school is permitted on an individual basis
- It is the responsibility of the alternative programs to provide transportation for vocational and lifetime activities
- A student cannot be released from school to any person but the parent or guardian without written, signed permission slip from the parent or guardian

**NOTE: Transportation drivers should continue to contact local authorities should safety concerns occur while transporting students.**

If an incident occurs on the bus/van:

- Staff will conference with the driver and the student to determine next steps (if any)
- Any written incident report completed by the driver will be shared with:
  - » Student's home school district transportation director and director of special education

For severe incidents (i.e. physical aggression/safety concerns) occurring on the bus/van:

- An IEP team meeting will be scheduled to develop a plan to ensure everyone's safety



# CESA 6 ALTERNATIVE EDUCATION

## Closing/Delay Inclement Weather Plan

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### YOUR CHILD'S SAFETY IS #1 PRIORITY.

Your child will follow the CESA 6 Alternative program calendar. Should the weather be questionable before school, please listen to one of the radio stations or tune in to your local television station. School closing notices or delays are reported typically before or around 6:00 a.m. School early dismissals are reported typically by 12:00 p.m.

### Students will follow the school closings of the district in which the CESA 6 Alternative school is physically located:

- Amity School follows Waupun School District closures
- New Horizons follows Winneconne Community School District closures

You will receive communication (phone call or text) from your child's teacher informing you school is closed, delayed or dismissing early.

Also, if your child's home school district is closed due to weather, your child is not expected to be transported as it would be deemed unsafe to travel to the alternative program; your child will be excused. If this is the case please follow the absence policy by calling the school and informing your child's teacher. If your child's home school district has an early dismissal due to weather, your child will be dismissed early from school as their transportation is provided through their home district.



# **PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT**

By signing, I signify that I have read and understood all of the preceding pages. The CESA 6 Special Education Alternative Program will provide educational service in line with these procedures within the context of the student's IEP.

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**Parent Signature**

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**Date**

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**Student Signature**

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**Date**





### EMERGENCY CONTACT INFORMATION

STUDENT FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_ STUDENT LAST NAME \_\_\_\_\_  
GRADE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
ALTERNATIVE PROGRAM PLACEMENT:  AMITY  NEW HORIZONS SCHOOL YEAR \_\_\_\_\_

#### STUDENT

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOME DISTRICT \_\_\_\_\_

#### MOTHER/GUARDIAN

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_  
CELL NUMBER \_\_\_\_\_ OK TO TEXT?  YES  NO  
ALTERNATIVE PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

#### FATHER/GUARDIAN

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_  
CELL NUMBER \_\_\_\_\_ OK TO TEXT?  YES  NO  
ALTERNATIVE PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

#### EMERGENCY CONTACT 1

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
CELL NUMBER \_\_\_\_\_ OK TO TEXT?  YES  NO EMAIL ADDRESS \_\_\_\_\_

#### EMERGENCY CONTACT 2

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
CELL NUMBER \_\_\_\_\_ OK TO TEXT?  YES  NO EMAIL ADDRESS \_\_\_\_\_

#### OUTSIDE SERVICE PROVIDER INFORMATION (SOCIAL WORKER, COUNSELOR, MENTOR, ETC)

NAME \_\_\_\_\_ ROLE \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

#### OUTSIDE SERVICE PROVIDER INFORMATION (SOCIAL WORKER, COUNSELOR, MENTOR, ETC)

NAME \_\_\_\_\_ ROLE \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

#### HEALTH INFORMATION

Does your child have an existing health condition that we should be aware of?  YES  NO

If yes, please list conditions:

Does your child need a health plan for school for this/these conditions?  YES  NO



## **STUDENT COMPUTER NETWORK SYSTEM ACCEPTABLE USE AGREEMENT**

Parents and students shall sign a Network System Acceptable Use agreement prior to the use of the computer network. Completed and returned forms shall be kept on file at the alternative program location and will remain in effect as long as the students attend the alternative program. Parents/Guardians may change the initial decision by completing and dating another Acceptable Use Agreement and dating it.

Please read, sign, and check below indicating your choice:

- I **DO** give my child (name) \_\_\_\_\_ permission to use the internet during non-academic times.
  
- I **DO NOT** give my child (name) \_\_\_\_\_ permission to use the internet during non-academic times.

**NOTE: Failure to return this signed form will result in denial of network use.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**



## PHOTO/VIDEO RELEASE

In the course of the school year, groups and/or individual students are photographed or recorded in the classroom, during field trips or when participating in other school activities. These photos and recordings may be used for a variety of ways: teacher training, to promote events or programs to the community, to support new family orientation, as gifts to staff and/or families, etc. The final product may have various forms such as slides, cards, posters, etc. These photos will not have any confidential information about your child other than their appearance and first name. On occasion, people from the local media, such as newspapers or television, may want to do a story about our program which may include pictures of the classroom for students.

Pursuant to the Educational Rights and Privacy Act and State Statute 118.125(1)(d) any parent, legal guardian or student age 18 or over has the right to make their desire to NOT have their child or their image photographed or videotaped. In order to have your child photographed or videotaped, we are asking you to sign the disclaimer below.

**I hereby give my consent for my child (name)\_\_\_\_\_ who is a student with the CESA 6 alternative programs, to be photographed or videotaped over the course of the school year, during field trips or when participating in other school activities. These photos and recordings may be used in a variety of ways: teacher training, to promote events or programs to the community, to support new family orientation, as gifts to staff and/or families, etc. The final product may have various forms such as slides, cards, posters, etc. I also give my consent to allow my child to be photographed and/or videotaped through the local media, to include printed, digital media and television. These photos will not have any confidential information about my child other than their appearance and first name.**

**I have been informed of my child's rights pursuant to the Educational Rights and Privacy Act and State Statute 118.125(1)(d). And hereby consent to the above.**

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Parent Signature

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Date



### PRESCRIPTION MEDICATION FORM

STUDENT FIRST NAME \_\_\_\_\_ STUDENT LAST NAME \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN PHONE NUMBER \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

This portion must be completed by a physician, physician’s assistant or nurse practitioner prior to the student taking medication at school. Medications will be stored and dispensed in the school’s Main Office. The exception to this is epi-pens and inhalers, which may be carried by the student with physician and nurse written approval.

MEDICATION	*ROUTE	DOSE	TIME	CONDITIONS UNDER WHICH TO MEDICATE	CONTACT PHYSICIAN WHEN
1.					
2.					
3.					

**\*Students with asthma inhalers or epi-pens for allergic reactions:**

- This student may carry and self-administer medication
- This student needs supervision and/or assistance with administration

I agree to retain power to direct, supervise, decide, inspect and oversee the administration of such medication(s). Direct contact shall be made with me at any time should you have questions.

HOSPITAL/CLINIC/OFFICE \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHYSICIAN SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_

**Parental Permission**

I hereby give permission to trained staff at the CESA 6 Alternative Programs to give the medication(s) to my child/ward according to the directions stated above and further authorize them to contact the child’s physician. I agree that the school district, its employees and agents who act within the consent granted by this document, shall not be liable for any claims that I may have arising from the administration of this medication to my child/ward at school.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**Administrative Authorization**

DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



### NON-PRESCRIPTION MEDICATION FORM

STUDENT FIRST NAME \_\_\_\_\_ STUDENT LAST NAME \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN PHONE NUMBER \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

All medication must be in its original container with the label intact.

MEDICATION	AMOUNT/ DOSE	TIME	DURATION	WHEN SHOULD THE MEDICATION BE GIVEN/REASON FOR MEDICATION
1.				
2.				
3.				

#### Parental Permission

I hereby give permission to trained staff at the CESA 6 Alternative Programs to give the medication(s) to my child/ward according to the directions stated above and further authorize them to contact the child’s physician. I agree that the school district, its employees and agents who act within the consent granted by this document, shall not be liable for any claims that I may have arising from the administration of this medication to my child/ward at school.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

#### Administrative Authorization

DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# CESA 6 SPECIAL EDUCATION

## Cell Phone/Electronic Device Policy

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We believe that technology resources should be maximized to accomplish our mission of safely protecting and educating our students. Our students are immersed in a technological world, therefore, we need to optimize our environment for student learning. Our one-to-one Chromebook environment provides students the access needed to use technology resources that will assist in their learning. Our goal is to help students be fully present within the classroom setting in order to maximize the most out of their education. In effort to create an environment conducive to student learning, the following cell phone policy will be in place.

### **ELECTRONIC DEVICE/CELL PHONE POLICY**

All personal cell phones, listening devices, and/or other personal electronic devices will be turned in at the beginning of morning routines and will be kept in a secure location (i.e. classroom closet and/or cabinet that locks) All cell phones, listening devices are to be turned off and/or silenced when not in use and in this designated secure location. Cell phones will be returned to students at the end of the day.

**Cell phone use is an incentive and can only be used during a designated “Fun Friday” activity if the following has been met:**

- Students must be in “good behavioral and academic standing” to utilize their cell phone during a designated Fun Friday activity.

**NOTE: Students will not be permitted to leave the classroom to use the bathroom with their cell phone and/or other electronic device. If the student would be using their cell phone during the above designated Fun Friday activity, he/she/they will keep their phone in the classroom.**

**By signing, I signify that I have read and understood the contents of the cell phone/electronic device policy.**

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**Parent Signature**

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**Date**

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**Student Signature**

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**Date**