

# **S.E.L.F. SCHOOL PARENT HANDBOOK 2023-2024**



## **S.E.L.F. SCHOOL**

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**Any questions pertaining to S.E.L.F. School, please call the S.E.L.F. office.**

### ***PORTER COUNTY EDUCATION SERVICES***

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### **Welcome to the Special Education Learning Facility (SELF)**

Dear Parents of Children Receiving Special Education Services:

This handbook has been prepared to assist you in knowing as much as possible about the educational services provided by Porter County Education Services at SELF.

The education and welfare of your child are our most important concerns. We believe that a child's opportunity for a happy productive future is a shared responsibility between home, school, and community. We look forward to your involvement, and anticipate that together we will have an outstanding year celebrating the continued growth and development of your child.

In addition to this handbook, Porter County Education Services can provide you with a wide range of information sources such as NEOLA policies and procedures, guidelines for restraint and seclusion, building and calendar updates, and additional information maintained on our website, [www.pces.k12.in.us](http://www.pces.k12.in.us).

**For the safety of our students, SELF School is a lock-down facility.**

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## Building Programs

This facility houses educational programs which are jointly provided through interagency agreements with Porter Starke, Vocational Education, and Special Education. Services are provided for children in Porter County from age three to age twenty-two.

Special Education preschool services are available as well as, elementary, middle, and high school classrooms for students with severe disabilities, autism spectrum disorder, and emotional disabilities. Services also are provided for preschool students with communication disorders. Related services, occupational therapy and physical therapy are provided to eligible students.

Case manager services are available to link parents to community resources and support home programs.

All Special Education services are provided through an individual education program, commonly called an IEP.

SELF participates in the Fuel Up to Play 60 program. This is a program founded by the National Dairy Council and NFL, in collaboration with USDA, which empowers students to take charge in making small, everyday changes at school. Students are encouraged to choose good-for-you foods and get active for at least 60 minutes every day. We want kids to make a difference not only in their lives, but also their community.

### **SCHOOL DAY**

School hours are from 8:00 a.m. - 2:30 p.m. Monday through Friday. The preschool classes operate morning sessions from 8:00 a.m. - 10:30 a.m., and afternoon sessions from 12:00 p.m. - 2:30 p.m.

**Call (219)548-3162 before 8:00 a.m. to report all absences and late arrivals.  
If your student is arriving late, please let us know if they will need a school lunch.**

In order to allow your child to have an uninterrupted, educational experience, **please try to arrange doctor, dental, or eye appointments after school hours or on Saturdays.**

### **APPEARANCE**

Students are expected to observe ordinary standards of good grooming with attire

appropriate to a working school atmosphere. Students are expected to wear their clothing and to manage their appearance in a manner which does not disrupt the education process or promote vulgarity. Students are not allowed to wear clothing which advertises or promotes the usage of alcohol, drugs, tobacco, or other substances which, if used by a minor, would be illegal. The administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting. **For the safety of our students, no flip-flops may be worn.**

### **SCHOOL VISITORS**

For the welfare and safety of the students, all school visitors must report to the main office.

### **CLASSROOM OBSERVATIONS**

Parents are welcome to visit the school to observe their child's class. Any visits during the school day should be for that purpose only unless a conference time has been arranged with a teacher. The parent must contact the teacher to schedule an observation time. Observations will be limited to 30 minutes unless preapproved by the SELF principal. **Permission to visit must be arranged with the teacher at least two days ahead of time.** Teachers and students work on a planned schedule and program. Unplanned interruptions consume time and hinder the educational program of the student and classroom peers. Parents must make other arrangements for siblings during the observation time. Due to the confidentiality of our students, no pictures are allowed during observation times and parents will be asked to sign a confidentiality agreement. The SELF principal reserves the right to deny a request for a specific date and time for an observation and may provide an alternative *mutually* agreed upon date and time.

### **NON-CUSTODIAL PARENTS**

If one (1) parent has been awarded custody of the student by a court order, the parent of custody shall provide to the principal of the school a copy of the custody order and inform the school in writing of any restrictions and /or limitations in the rights of the non-custodial parent.

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. In the absence of a court order to the contrary, a non-custodial parent will be permitted to participate in school conferences related to the student.

The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent unless written permission is given by order of the court or by the custodial parent.

## **PICKING UP CHILDREN**

For the safety and protection of your child, you must sign out your child in the SELF School Office any time a child is taken out of the building during school hours. Only the people on the emergency form that has been filled out by the parent can pick up the child from school.

### **BE PREPARED TO PROVIDE IDENTIFICATION WHEN PICKING UP A CHILD.**

School is out at 2:30 p.m. No early pick-ups unless arranged 48 hours in advance for appointments that cannot be scheduled another time. If you do not arrive on time to pick up your student, he/she will be put on the bus. Please notify the SELF School Office and your District Transportation Office, if your child will be transported other than by the District Transportation System.

**STUDENTS WILL NOT BE PERMITTED TO RIDE A DIFFERENT BUS TO A FRIEND'S HOUSE. STUDENTS MAY ONLY RIDE ON A BUS FROM THEIR HOME DISTRICT.**

**Parents are responsible for notifying their bus driver if their child will not be riding the bus on a given day.**

Referrals for discipline needs will be made by the drivers to the SELF School Principal.

## **TRANSPORTATION**

### **Arrival and Dismissal for Car Riders:**

There is a drop-off and pick-up procedure for parents who choose to transport their child to SELF School. You may not park in the parking lot and walk to the sidewalk for your child. The cars will line up in a single line on the west side of the building along the curb facing north. The cars for drop-off should line up at 7:50 a.m. for the morning session and at 11:50 a.m. for the afternoon session. The cars for pick-up should line up at 10:20 a.m. for the morning session and at 2:20 p.m. for the afternoon session. **To ensure the safety of our students and staff, do not drive around other cars already in line.** The paraprofessionals will come to the curb by your car to take your child to class and will take your child to the curb by your car at pick-up time. You must remain in your car until a paraprofessional approaches your car. Siblings and pets are not allowed out of the vehicles in the car lines. It will be your responsibility to remove your child from your car at drop-off time and your responsibility to put your child in your car at pick-up time. During all drop-off times and pick-up times parents must continue in the line until they are at the north end of the parking lot before circling around the lot and heading out. Please remember these procedures are in place for the safety of your child. **All students in the carline must exit and enter through the passenger side of the vehicle to ensure safety of our students and staff.**

ALL students must use the bus transportation or be transported by parents. Only in

extenuating circumstances with prior approval from the SELF principal, will a student be allowed to drive his/her own vehicle to SELF School. Transportation to SELF is the responsibility of your home school district. Questions regarding pick-up and delivery time should be directed to the following District Transportation numbers:

Duneland	983-3615
East Porter County Schools (Kouts, Morgan Twp., Washington Twp.)	766-2214
MSD/Boone Twp. (Hebron)	996-4771
Portage	763-8080
Porter Twp. (Boone Grove, Crown Point)	464-3899
Union Twp.	759-2531
Valparaiso	531-3120

**EMERGENCY PLANS: On emergency early dismissal days it is imperative that parents have an emergency plan for their child should they be dismissed from school early due to inclement weather or uncontrollable circumstances. This plan should be shared with the child's bus driver or local transportation director.**

### **EMERGENCY FORMS**

SELF School must be notified when there is a change of address, phone number, parent email address, or emergency contact information. Parents are required to update any information that may change during the school year. Please make sure that adults you designate as emergency contact, are available to pick up your child should the situation arise.

### **ATTENDANCE**

Your child must report to the SELF School Office upon arrival in the building if he/she is late. The **PARENT** must sign the child in at this time.

Regular attendance is critical to school success. If an absence does occur, we ask that parents do two things.

- First, call the SELF School Office at 548-3162 (**not the teacher**) and report the absence, and the length of time the student will be out of school. The secretary will inform the student's teacher and the school nurse. If a parent does not inform the office, the school nurse will make every effort to communicate with the parent regarding the absence.
- Second, when the child returns to school, send a written note stating the reason for the absence and/or any special instructions. When the child is sent home because of illness, a note is not needed for that day. The nurse will document the reason for the absence on that day.

We cannot transport sick children, nor can we keep them in school. Parents will be contacted to pick the child up. In the event that a parent is not available, we will ask

you to designate two contacts that have agreed to accept the responsibility of caring for your child until you can be reached. Pick up **must** be within one (1) hour of contact.

**After five (5) consecutive days absent for full-time students or two (2) consecutive days for part-time students, a doctor's note is requested. A release from the doctor for the student to return to school is needed after hospitalizations. A release from the physician for a student to return to school may also be necessary in other circumstances.**

**Late Arrival:**

Call the SELF office at **548-3162 before 8:00 a.m.** to report all late arrivals. **Please let the office know if your student will need a school lunch.** Upon arrival the student must report to the SELF School Office, and the **PARENT** must sign the child in at this time.

**PERSONAL COMMUNICATION DEVICES (Board Policy 5136)**

"Personal communication devices" (PCDs) as used in this policy are defined in Bylaw 0100).

While students may possess PCDs in school, on school property, during after-school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team/case conference committee ("CCC"), students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the



violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, except as authorized by a teacher, administrator or IEP team/CCC, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Executive Director and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child protection services as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also will refer the matter to law enforcement or child protection services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is

retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in Interlocal custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

**First Offense** - The cell phone will be confiscated for the remainder of the day and the student must retrieve the phone from the school office.

**Second Offense** - The cell phone will be confiscated and the student's parent will be contacted and the parent must retrieve the phone from the school office.

**Third Offense** - The cell phone will be confiscated and the student's parent will be contacted and the parent must retrieve the phone from the school office. The student will be prohibited from possessing a cell phone on school property for a designated period of time or for the remainder of the school year.

### **STUDENT CONDUCT (Board Policy 5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Interlocal. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;

D. considers the student and the circumstances of the situation; and

E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

The Executive Director shall establish procedures to carry out the Board's policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Interlocal premises, and on school vehicles.

The Executive Director is authorized to establish administrative guidelines on the dangers of dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge shall/may subject the student to immediate suspension and potential expulsion from school.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

### **Discipline Statement**

The Special Education Learning Facility staff, parents and students must work together to create an environment where students can develop to their full potential. In order to support that goal, students are required to follow rules that are necessary to ensure order and safety.

The rules and standards set forth in this handbook apply to behavior on school premises, off school premises when it directly affects other students or the school, at school functions, and while traveling to or from school while utilizing school district transportation.

### **Disciplinary Options**

It is the general policy of the Special Education Learning Facility to use progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, principal, counselor, other school personnel, and verbal warning;
- Parent contact;
- Parent conference;

- Seating assignment or adjustment in classrooms, cafeteria, gym, auditorium, or aboard a school bus;
- Lunch period eat/study restriction in office or classroom;
- Short term removal from class to process and problem solve;
- Restriction of privileges;
- Loss of school privileges;
- Disciplinary contract;
- In-school monitoring or revised class schedule;
- Referral to in-school support services;
- Financial restitution;
- Referral to police, law enforcement agencies, or other appropriate authorities;
- Out-of-school suspension;
- Other disciplinary action as deemed appropriate by the principal or school corporation

### **USE OF SECLUSION AND RESTRAINT WITH STUDENTS (Board Policy 5630.01)**

It is the policy of the PCES Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Interlocal's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

#### General Guidelines

Any behavioral interventions must be consistent with a student's right to be treated with dignity and respect and to be free from abuse.

Any behavioral intervention used must be consistent with the student's most current individualized education program (IEP) and with the student's behavior intervention plan (BIP), if applicable.

Every effort must be made to eliminate or minimize the need for seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of seclusion or restraint, except in the case of an emergency as defined below:

Seclusion and restraint are to be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

Seclusion and restraint may be used only for a short period of time or until the imminent risk of injury has passed. Any instance of seclusion or restraint must be documented as indicated below.

A student's parent must be notified as soon as possible when an incident involving the student that includes the use of seclusion or restraint occurs, and a copy of an incident report must be sent to the student's parent, as indicated below.

Regular training of appropriate school employees/staff members on the proper use of effective alternatives to seclusion and physical restraint and the safe use of seclusion and physical restraint in situations involving imminent danger or serious harm to the student, school employees or others is required, as indicated below.

Seclusion and restraint must not be used as a means of punishment or discipline, coercion or retaliation, or as a matter of convenience.

Seclusion and restraint must never be used in a manner that restricts a child's breathing.

The student must be monitored by a staff member at all times during the use of seclusion or restraint to ensure the appropriateness of its use and the safety of the student or others.

#### Use of Seclusion

The use of seclusion with a student shall not be permitted except when the conditions described in this policy exist. The use of seclusion with a student with a disability also is subject to any conditions in the student's IEP and any BIP established for the student in addition to the conditions established in this policy.

- A. Seclusion may be used only when a student is displaying behavior that presents an imminent risk of injury to the student or others.
- B. Seclusion may be used only as a last resort safety procedure after a less restrictive procedure has been implemented without success.

- C. Seclusion may be used only as long as necessary and must be discontinued when the student is no longer an imminent threat to others.
- D. Seclusion may be employed only by staff members who have received specific Interlocal-approved crisis intervention training in the use of seclusion procedures.
- E. Seclusion may be used only when the student can be transported safely to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
- F. All seclusion environments must:
  - 1. be of reasonable size to accommodate the student and at least one (1) adult;
  - 2. be of reasonable size to permit students to lie or sit down;
  - 3. have adequate ventilation, including heat and air conditioning as appropriate;
  - 4. have adequate lighting;
  - 5. be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass;
  - 6. permit direct continuous visual and auditory monitoring of the student;
  - 7. permit automatic release of any locking device if fire or other emergency in the school exists;
  - 8. if locked, be released automatically after five (5) minutes or with any building-wide alarm, such as a fire, tornado or code red alarm;
  - 9. meet current fire and safety codes.
- G. Seclusion may not be used when the student's known medical or physical condition would make the use of seclusion dangerous for that student.
- H. Seclusion must not be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress and can

communicate with the student.

- I. During the seclusion, students must be permitted to use the restroom upon request and be escorted to and from the restroom.
- J. During the seclusion, students must be provided water on request.
- K. Seclusion must never be used as a means of punishment or to force compliance with staff commands.
- L. Time-out procedures that do not constitute seclusion, as defined above, are permitted in school. A time-out must be both developmentally and behaviorally appropriate and must be short in duration.

### Use of Restraints

The use of restraint with a student shall not be permitted except when the conditions described in this policy exist. The use of restraint with a student with a disability also is subject to any conditions in the student's IEP and any BIP established for the student in addition to the conditions established in this policy.

- A. Restraint may be used only when a student is displaying behavior that presents an imminent risk of injury to the student or others.
- B. Restraint may be used only as a last resort safety procedure after a less restrictive procedure has been implemented without success.
- C. Restraint may be employed only by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exception: other school personnel may employ restraint procedures in an emergency, as defined below, when fully trained school personnel are not immediately available. Untrained staff must request assistance from trained staff as soon as possible.
- D. Restraint may last only as long as is necessary for the student to regain behavioral stability and the risk of injury has ended, usually a matter of minutes.
- E. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for

injury to the student.

- F. Mechanical restraints and chemical restraints are not authorized in school.
- G. Prone (face down on a horizontal surface) physical restraints are not authorized and must be avoided.
- H. Restraint must never be used in a manner that restricts a child's breathing.
- I. Every instance in which restraint is used must be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the student, other students, teachers, and other personnel.
- J. A verbal threat or verbally aggressive behavior does not itself constitute an imminent risk of injury and does not warrant the use of restraint.
- K. Destruction of or damage to property does not constitute an imminent risk of injury warranting the use of restraint unless in the course of such behavior a risk of injury to the student or others is created.
- L. Restraint may not be used when the student's known medical or physical condition would make the use of restraint dangerous for that student.
- M. Restraint must never be used as a means of punishment or to force compliance with staff commands.

#### Documentation and Recording Requirements

The building administrator or designee verbally must notify the student's parent or guardian of the use of seclusion or restraint as soon as possible following the incident but no later than the end of the school day in which the seclusion or restraint occurred.

Immediately after the student has regained emotional and behavioral control following the use of seclusion or restraint, a staff member not involved with the incident must ascertain if the student has sustained any injury during the seclusion or restraint and document such injury or the lack thereof in the incident report referenced below. If the student has sustained an injury, the staff member must seek appropriate treatment of the student for the injury.



Staff will assist the student to process the event at the earliest appropriate time after the student has regained emotional and behavioral control.

Staff, including School Resource Officers (SROs), involved in the use of seclusion or restraint must complete a "Seclusion and Restraint Incident Report" as soon as practical after the use of seclusion or restraint. The following data should be included in the incident report if known:

- A. the student's name
- B. the date and time of the incident
- C. the duration of any seclusion or restraint; or the beginning and ending times of the seclusion or restraint
- D. a description of any relevant events leading up to the incident
- E. a description of any interventions used prior to the implementation of the seclusion or restraint
- F. a description of the student behavior that resulted in implementation of seclusion or restraint, including a description of the imminent risk of injury which resulted in use of the seclusion or restraint
- G. a log of the student's behavior during the seclusion or restraint, including a description of any restraint technique(s) used and any other interaction between the student and staff
- H. a description of any injuries (to the student, other students, staff, or others) or property damage
- I. a description of the approach planned for dealing with the student's behavior in the future
- J. a list of the school personnel who participated in the implementation, monitoring, and supervision of the seclusion or restraint and whether they had training related to seclusion or restraint
- K. the date and time on which the parent or guardian was notified of the seclusion or restraint

- L. if the student has a disability (IDEA or Section 504), the type of disability

The SELF School Principal or designee must send a copy of the incident report to the parent or guardian and place a copy of the report in the student's confidential file.

The SELF School Principal or designee also must send a copy of the incident report to an Interlocal administrator designated by the Director, who must maintain records of all such incident reports.

The SELF School Principal or designee must provide support to staff members involved by determining if any staff member has suffered an injury, seeking appropriate treatment for that staff member, and determining when the staff member can return to his/her duties.

The SELF School Principal or designee must ensure that each staff member involved in an incident engages in a de-briefing or processing session(s) in order to determine what could have been done to prevent the use of seclusion or restraint in this incident and how to avoid the need for use of seclusion or restraint in the future for this student specifically and for other students in similar situations. Ideally, this will occur immediately following the incident but may occur later if the needs of the student or other students take precedence or the staff member has suffered an injury requiring treatment. The SELF School Principal must complete a "Staff Process of Seclusion or Restraint Form" that summarizes the debriefing process and file it with the Interlocal , who must maintain records of all such forms.

#### Notification of Parents

Student handbooks must include a statement similar to the following: "a student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint."

When a seclusion or restraint is used with a student, the student's parent or guardian must be notified verbally as soon as possible.

A copy of the incident report prepared by staff following the use of seclusion or restraint with a student must be sent to the student's parent or guardian.

#### Training of Staff

The Interlocal will provide all staff members with basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained and certified staff when behavioral crises occur.

This training will be recurrent and will be provided to new staff.

The Interlocal will determine a specific curriculum and method of providing training related to seclusion and restraint.

A core group of appropriate personnel will be trained in each building in crisis intervention techniques which will include the use of seclusion and restraint procedures.

Recurrent training will be provided on a regular basis (at least annually).

#### Annual Review, Planning Process and Oversight

Each member district will adopt its own Seclusion and Restraint with Students Policy and Procedures. Employees of Porter County Education Services( PCES) shall follow the policy and procedures , including reporting procedures of the school corporation where the classroom is located.

The SELF School Principal will conduct an annual review of all individual and program-wide data associated with this policy. The review, will include the following components related to the use of seclusion or restraint:

- A. incident reports
- B. procedures used during restraint, including the proper administration of specific Interlocal-approved restraint techniques
- C. preventative measures or alternatives tried and techniques or accommodations used to avoid or eliminate the need for future use of restraint
- D. documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint
- E. injuries incurred during a restraint
- F. notification procedures
- G. staff training needs

- H. specific patterns related to staff or student incidents
- I. any environmental considerations, including physical space, student seating arrangements, and noise levels

Upon review of the data, any issues or practices that require further attention with written recommendations will be made to the Executive Director of sSpecial Education for changes in Interlocal policies or practices.

The review of the training program will ensure the most current knowledge and techniques are reflected in the Interlocal's training program.

### Definition of Terms

The following definitions apply in this policy regardless of the term(s) used to describe the conduct when it occurs.

- A. "Behavioral intervention plan" or "BIP" has the meaning given it in the rules of the Indiana State Board of Education. (511 IAC 7- 32-10)
- B. "Case conference committee" has the meaning given it in the rules of the Indiana State Board of Education. (511 IAC 7-32-12)
- C. "Chemical restraint" means the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition. The term does not include the administration of prescription medication pursuant to the orders of a student's physician that is a standard treatment and dosage for the student's medical or psychiatric condition.
- D. "Emergency" means a situation in which immediate intervention is necessary to protect the safety of a student or others from an imminent threat of physical injury to the student or others and staff trained in crisis intervention are not present to assist.
- E. "Individualized education program" or "IEP" has the meaning given to it in the rules of the Indiana State Board of Education. (511 IAC 7-32-48)
- F. "Mechanical restraint" means the use of a mechanical device, material or equipment attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or a part of the

student's body or restricts normal access to the student's body. The term does not include mechanical devices, a material or equipment used as prescribed by a physician.

- G. "Physical restraint" means physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or a part of a student's body or to restrict normal access to the student's body. The term does not include: 1) briefly holding a student without undue force in order to calm or comfort the student or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation; 2) physical escort; or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one (1) area to another.
- H. "Physician" means a person holding an unlimited license to practice medicine in Indiana, and includes an M.D. (medical doctor) and a D.O. (osteopathic physician).
- I. "Positive behavior intervention and support" means a systematic approach that uses evidence based practices and data driven decision making to improve school climate and culture and includes a range of systematic and individualized strategies to reinforce desired behavior and diminish reoccurrence of problem behavior to achieve improved academic and social outcomes and increase learning for all students.
- J. "Seclusion" means the confinement of a student alone or in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.
- K. "Time-out" means a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted.

## Administrative Guidelines and Forms

The Executive Director is authorized to issue administrative guidelines, directives, and forms, including but not limited to, the Seclusion and Restraint Incident Report, as needed to fully implement this policy and document compliance.

## **HEALTH SERVICES**

### **Immunizations:**

The health of your child has much to do with successful school progress. Therefore, Indiana Law mandates the following immunization requirements:

<b>Grade</b>	<b>Minimum Immunization Requirements</b>
<b>Pre-Kindergarten</b>	<ul style="list-style-type: none"> <li>● 4 doses of diphtheria-tetanus acellular pertussis (DTaP), diphtheria-tetanus-pertussis(DTP), pediatric diphtheria-tetanus vaccine (DT), or any combination of the three are required.</li> <li>● 3 doses of either oral polio(OPV) or inactivated polio (IPV) vaccine in any combination.</li> <li>● 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>● 1 dose of measles (rubeola) vaccine on or after the first birthday.</li> <li>● 1 dose of mumps vaccine on or after the first birthday.</li> <li>● 1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>● 1 dose of Hepatitis A.</li> <li>● <b>2 doses of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months of physician written documentation of history of chickenpox disease, including month and year of disease.</b></li> </ul>
<b>Kindergarten</b>	<ul style="list-style-type: none"> <li>● 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).</li> <li>● 4 doses of any combination of IPV or OPV. <b>The 4<sup>th</sup> dose must be administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the previous dose.</b> (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday, and at least 6 months after the 2<sup>nd</sup> dose).</li> <li>● 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be given on or after 24 weeks of age and no earlier than 16 weeks after the 1<sup>st</sup> dose).</li> <li>● 2 doses of measles (rubella) vaccine on or after the first birthday.</li> <li>● 2 doses of mumps vaccine on or after the first birthday.</li> <li>● 1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>● <b>2 doses of Hepatitis A.</b></li> <li>● 2 doses of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months or physician written documentation of history of chickenpox disease, including month and year of disease.</li> </ul>

<p><b>Grade 1</b></p>	<ul style="list-style-type: none"> <li>●5 doses of diphtheria-tetanus-acellular pertussis (DTPaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).</li> <li>●4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday).</li> <li>●3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>●2 doses of measles (rubella) vaccine on or after the first birthday.</li> <li>●2 doses of mumps vaccine on or after the first birthday.</li> <li>●1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>●1 dose of varicella (chickenpox) vaccine on or after the first birthday <b>or physician written documentation of history of chickenpox disease, including month and year of disease.</b></li> </ul>
<p><b>Grades 2 - 5</b></p>	<ul style="list-style-type: none"> <li>●5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).</li> <li>●4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday).</li> <li>●3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>●2 doses of measles (rubella) vaccine on or after the first birthday.</li> <li>●2 doses of mumps vaccine on or after the first birthday.</li> <li>●1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>●1 dose of varicella (chickenpox) vaccine on or after the first birthday or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.</li> </ul>
<p><b>Grades 6 – 12</b></p>	<ul style="list-style-type: none"> <li>●5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).</li> <li>●4 doses of any combination of IPV or OPV by age 4 -6 (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday).</li> <li>●3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).</li> <li>●2 doses of measles (rubella) vaccine on or after the first birthday.</li> <li>●2 doses of mumps vaccine on or after the first birthday.</li> <li>●1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>●<b>2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity.</b></li> </ul>

<p><b>**12<sup>th</sup> Graders Only</b></p>	<p><b>A signed written statement from the parent/guardian indicating month and year of disease is sufficient.</b></p> <ul style="list-style-type: none"> <li>● <b>1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.</b></li> <li>● <b>1 dose of meningococcal conjugate vaccine (MCV4).</b></li> </ul> <p>● 2 doses of (MCV4) Meningococcal vaccine. (see exemption 5 below)</p>
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**Exemptions:**

1. A written statement from any licensed physician that an immunization is medically contraindicated for a specified period of time and the reasons for the medical contraindications will exempt a student from the specific immunization requirements for the period of time specified in the physician's statement.
2. A student shall be exempted from mandatory immunization if the parent objects in a written signed statement upon the grounds that the proposed immunization interferes with the free exercise of the student's religious rights.
3. The physician's or parent's statement is to be kept by the school as part of the student's immunization record and must be renewed **ANNUALLY**.
4. The local health department or a physician determines that the child's immunizations have been delayed due to extreme circumstances and that the required immunizations will not be completed by the first day of school. The parent must furnish a written statement and a time schedule approved by a physician or health department.
5. Students receiving their first dose of MCV4 on or after their 16<sup>th</sup> birthday do not have to receive the second dose.

Provisional Admission to School:

1. A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the process of complying with all immunization requirements.
2. Such provisional admission shall be for a reasonable length of time not to exceed (20) twenty calendar days.

Documents Accepted:

1. The following documents will be accepted as evidence of a student's immunization history:
  - An official record from any school
  - A record from the public health department
  - A certificate signed by a licensed physician
2. Documentation for immunizations requires month, day, and year.



Documentation of immunizations is requested. If you do not have a private physician, contact the Porter County Board of Health (465-3525) for information on receiving immunizations.

## **MEDICATIONS**

If your child needs to take medications at school, the school nurse will administer the medication in compliance with the following Indiana State laws, which apply to prescription and over-the-counter medication:

**MEDICATION MUST BE BROUGHT IN BY A PARENT. STUDENTS MAY NOT BRING MEDICATION IN THEMSELVES.**

You must bring medicine in the original pharmacy or the manufacturer's container. A written order from your health care provider must be provided with the following information: name of the medication, time to be given, and dosage to be given.

**\*\*\*Medication orders need to be renewed annually. NO medication will be administered without proper orders and documentation.**

**A WRITTEN ORDER FROM YOUR HEALTH CARE PROVIDER IS ALSO NEEDED TO ADMINISTER OVER-THE-COUNTER MEDICATION.**

## **TUBE FEEDING/ORAL FEEDING GUIDELINES**

In regard to gastrointestinal tube feedings, your healthcare provider must provide a written order for feedings utilizing the SELF School Medical Procedure Form. Parents must also complete a form with specific feeding instructions. If your child has a gastrointestinal tube and also receives supplemental oral feedings, your healthcare provider must complete an annual Feeding Information Form before eating or drinking by mouth will be permitted at school.

## **PESTICIDE NOTIFICATION**

Porter County Education Services is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

You may request prior notification of specific pesticide applications made at the Porter County Education Services building. To receive notification, you must be placed on the notification registry.

Porter County Education Services will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, Porter County Education Services shall give written notice as soon as possible.

## **FEES - MATERIALS and SUPPLIES**

Preschool \$ 45.00

Children from households whose income is at or below government-designated guidelines are eligible to apply for assistance for the materials and supplies fee. The information provided by the household is confidential and will be used only for the purpose of determining eligibility and verifying data. Parents should seek further information from the SELF Office.

### **All Students:**

**NO STUDENTS WILL BE PERMITTED TO BRING IN TOYS, PACIFIERS, WATER BOTTLES, SIPPY CUPS, MILK BOTTLES, OR OUTSIDE NON-DISPOSABLE ITEMS. PLEASE ONLY PROVIDE DISPOSABLE ITEMS FOR SNACKS AND LUNCHES.**

**NO WHEELS ON BACKPACKS. PLACE NAME OF TEACHER ON BOOK BAG. MAKE SURE ALL ITEMS ARE LABELED WITH STUDENT'S NAME.**

### **Preschool Supply List:**

- Diapers, if not toilet trained **OR** Pull-ups with Velcro tabs (at least a bag of 12)  
Diaper wipes (large refill pack) if still in diapers
- Occasional snacks (teacher will notify you when needed)
- Crayon Box with crayons, scissors, pencils
- School bag (**full size 8x11, no wheels**)
- 1 set of change of clothing (pants, shirts, underwear, socks)

**\*\*\*Label all clothing and supplies (coats, hats, gloves, etc...)\*\***

## **Elementary (Grades K-5) Supply List:**

- 1 bottle Elmer's washable glue
- 2 glue sticks
- 3 boxes of Kleenex
- 1 bottle dish soap
- 2 folders with pockets
- 1 Crayon Box with crayons, scissors and pencils
- 3 rolls of paper towels
- Diapers and wipes (if needed)
- Toothbrush and toothpaste
- School bag (no wheels)
- 1 set of change of clothing (pants, shirts, underwear, socks)

**\*\*\*Label all clothing and supplies (coats, hats, gloves, etc...)\*\***

## **Middle and High School (Grades 6-12) Supply List:**

- School bag (**no wheels**)
- Diapers and wipes (if needed)
- ½ inch 3-ring binder
- Crayon Box with crayons, scissors, pencils
- Toothbrush/toothpaste **labeled**
- 3 pocket folders
- 1 set of change of clothing (pants, shirts, underwear, socks)

**\*\*\*Label all clothing and supplies (coats, hats, gloves, etc...)\*\***

## **Success Elementary School Supply List:**

- 2 box of 25 #2 pencils
- 5 folders
- Calculator
- 3 pkgs loose leaf paper
- 5 spiral notebooks (one subject)
- 1 pkg large dry erase markers
- 1 pkg each thin & thick markers
- Box of Crayons
- Pencil Erasers
- Safety Scissors
- Composition Notebook
- 2 boxes of tissues
- Pencil box
- 1 set of change of clothing (pants, shirts, underwear, socks)

**\*\*\*Label all clothing and supplies (coats, hats, gloves, etc...)\*\***

## **Success Middle and High School Supply List:**

- 2 packs of lined paper
- 2 packs of pencils (10)
- 2 packs of pens (10)
- 2 spiral notebooks
- 4-2 pocket folders
- Lined notebook paper (150 sheets)
- Calculator
- 1 pack of highlighters
- 2 boxes of tissues

**\*\*\*Label all clothing and supplies (coats, hats, gloves, etc...)\*\***

## **FOOD SERVICES**

Students may bring a sack lunch from home or order lunch at school.

The food service program at SELF is provided by the Valparaiso School Corporation Food Service Department, and can be reached at the phone number (219) 531-3050.

**All school meals will be provided at no charge to students during the 2023-24 school year.**

**Government guidelines require each meal be served with milk.** If your child cannot drink milk, a doctor's note is required to be on file with the food service department so he/she can receive juice.

**This must be renewed annually.** Please turn a note into the **SELF Office** as soon after school starts as possible.

## **Snacks:**

Snack time is a significant part of the SELF curriculum. Many daily living skills can be practiced during snack time. Parents are asked to provide snacks for the classrooms when requested by teachers. Your child's teacher will be able to provide you with a list of suggested snacks.

## **PLEASE NOTE:**

**SELF SCHOOL IS A PEANUT FREE / NUT FREE SCHOOL. PLEASE DO NOT SEND ANY SNACKS THAT CONTAIN ANY NUTS, PEANUTS OR PEANUT PRODUCTS. This includes products such as cookies with nuts, snack crackers, etc.**

## **WEATHER CLOSINGS AND DELAYS**

The Special Education Learning Facility follows the recommendation of the Valparaiso Community Schools. **If Valparaiso Community Schools should be closed due to inclement weather or on a 2-hour delay, the same schedule will apply to SELF School. If your home district is closed or delayed due to inclement weather, the home district will NOT transport your child to or from school even if SELF is open.**

**SELF** is now using School Messenger as a way to notify you of school delays/closing, emergency situations, and other information. Please make sure the school's office has updated contact information on file. Caller ID: This is the number that will be used for all School Messenger calls: 219-548-3162

The following radio stations will broadcast school closings by 6 a.m.

- **WEFM/96FM - Michigan City**
- **WLTH/1370 AM - Gary**
- **WAKE/1500 AM - Valparaiso**
- **WLJE/105.5 FM - Valparaiso**
- **WIMS/1420 AM - Michigan City**

**WHEN THERE IS A DELAY DUE TO WEATHER, PLEASE NOTE THAT THERE WILL BE NO A.M. PRESCHOOL AND NO A.M. SPEECH.**

**PLEASE TUNE TO THE ABOVE RADIO STATIONS FOR UPDATES.**

**SELF's WEBSITE, [www.pces.k12.in.us](http://www.pces.k12.in.us), OR CANCELLATIONS.COM WILL ALSO GIVE YOU INFORMATION REGARDING CLOSINGS OR DELAYS.**

### **SPECIAL SCHEDULES:**

Periodic changes may be made which affect school schedules. Every effort will be made to provide enough advance notice of these changes so that arrangements for the care of your children can be made.

### **SCHOOL CALENDAR:**

A yearly calendar is located on our school website. Please refer to it for vacations, holidays, and special events.