



2009-2010

Parent-Student Handbook

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I. PREFACE

This Handbook is intended as a means of communicating the policies and school routines of the Illinois School for the Visually Impaired (ISVI) with parents and students. It is reviewed and updated annually prior to the start of each school year. This handbook is to be used in conjunction with the Handbook On: Rights, Responsibilities, Procedures.

RESOURCES/REFERENCES

HANDBOOK ON: RIGHTS, RESPONSIBILITIES, PROCEDURES

This handbook is developed and reviewed annually by the Illinois Department of Human Services, Bureau of Administrative Rules and Procedures in conjunction with the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R), the Illinois School for the Deaf (ISD), and the Illinois School for the Visually Impaired (ISVI). Parents will receive an updated copy of this handbook yearly and it is made available to students.

ISVI HIGH SCHOOL CURRICULUM GUIDE

This handbook, reviewed and updated annually, includes the current high school curriculum, and is intended to assist ISVI students in the high school career course planning process. High school students and their parents will receive an updated copy of this guide yearly.

BEHAVIOR INTERVENTION GUIDELINES (BIG)

This is an established set of guidelines. Including infractions and disciplines, reviewed each year, regarding behavior interventions for students attending ISVI. Parents will receive an updated copy of these guidelines yearly and it is made available to the students.

ISVI HISTORY

On January 13, 1849, the governor of Illinois signed into law an "Act to Establish the Illinois Institution for the Education of the Blind". Just a few months later, on April 7, 1849, the school officially opened as the first publicly funded educational program for children in the state who are blind. The most convincing argument used by its supporters to obtain the necessary legislation was that Illinois had undertaken to provide an education for every child, and "in justice is bound to give blind children an education in a form in which they can enjoy its benefits". One hundred thirty-five years later, Public Law 94-142 became law and guaranteed all children with disabilities residing in the nation a free education appropriate to their needs.

Although the language is different, the two concepts are identical. This visionary philosophy held by the founders of ISVI foretold the innovative role it would play as one of the leading schools of its kind in the nation.

ISVI has made many national and international contributions including the following: the development of the Hall Braille Writer and the Hall Stereotype Machine which were the first practical machines of their kind, used for many years by most schools for the blind to produce and reproduce Braille materials; and major assistance in the development of uniformity for Standard English Braille, now used throughout the English speaking world.

ISVI also encouraged the City of Chicago to open the first day classes for the blind in the early 1900's. Such classes are now provided in most major cities throughout the nation and are valuable resources for many children. It also led to the development of some of the most widely used Braille music notation systems.

The most accurate measure of a school's success is the achievements of its students. Many alumni of ISVI lead productive, self-supporting lives and a number have become well-known attorneys, judges, politicians, scientists, physicians, educators, administrators, clergymen, and musicians. They have participated in civic activities and have been a credit to themselves, their school, and their community.

ISVI has a rich history, strong positive traditions, and continues to maintain the active support of its parents, friends, and alumni. With the ongoing cooperation, support, and efforts of its students, staff, and administration, ISVI can continue "to provide children with visual impairments an education in a form in which they can enjoy its benefits".

ISVI TODAY

ISVI is a residential facility that is operated by the Illinois Department of Human Services, Division of Rehabilitation Services. It serves the education of children, birth to age twenty-two, who are blind or visually impaired. It has a

comprehensive academic program with emphasis on the development of independence and pre-vocational skills.

The educational program, kindergarten through high school, is accredited by the North Central Association of Colleges and Schools and is approved by the Illinois State Board of Education as meeting standards for all public schools in the State.

ISVI WEB SITE

The Illinois School for the Visually Impaired has a web site offering a great deal of information pertaining to the school and vision programs. The Internet URL address is: <http://www.isvi.net>

II. ADMISSIONS POLICY

(As stated in the Illinois Administrative Code CH. IV, Section 755.40)

The Superintendent of the Illinois School for the Visually Impaired (ISVI) shall admit students whose primary disability is blindness or visual impairment between the ages of five and 21, if space is available, when it has been determined through an application and evaluation process that ISVI can provide an appropriate program, and the student can meet the following criteria:

1. *has been diagnosed by an ophthalmologist licensed pursuant to the Medical Practice Act of 1989 [225 ILCS 60], or*
2. *has been diagnosed by an optometrist licensed pursuant to the Illinois Optometric Practice Act [225 ILCS 80] as blind or visually impaired including those with secondary disabilities, listed in 89 Ill. Adm. Code 765.10 (d).*

In addition, the Superintendent may make both outreach and center based services available to infants with visual impairments between the ages of birth and five. (ISVI Birth-to-Three Program and ISVI Pre-School Programs.)

(Source: Amended at 23 Ill. Reg. 10146, effective August 10, 1999)

Although the students are admitted to the Illinois School for the Visually Impaired, they are still registered as students at their home school district (LEA, Local Education Agency). If a student is attending ISVI and moves from one district to another, the family must register the student in the new district and notify ISVI immediately. Additionally, when a child moves from elementary school to high school, the family is required to register.

III. STUDENT RECORDS

OFFICIAL NOTICE TO PARENTS REGARDING STUDENT RECORDS

NOTICE TO PARENTS: "Notice is hereby given to you that you have the right under the Rules and Regulations governing School Student Records based upon the "Illinois School Student Record Act of 1975" and the "Family Educational Rights and Privacy Act", to inspect, challenge and/or copy information contained in the permanent or temporary records of your child. For further information regarding the Illinois School Students Records Act, refer to the Handbook On: Rights, Responsibilities, Procedures which each family is given annually."

DESTRUCTION OF TEMPORARY STUDENT RECORD INFORMATION

The Illinois School for the Visually Impaired annually reviews all student records. The school keeps the students' permanent records, including transcripts, classes taken and graduation date for not less than 60 years. Other information, such as disciplinary action and IEP information, is retained for 5 years.

Parents of students and students that graduate from or leave ISVI are hereby notified that if they wish a copy of any "temporary" information before it is deleted/destroyed, they must make that request to the Records Office Custodian.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT/THE ILLINOIS SCHOOL STUDENT RECORDS ACT

The parent of a student enrolled in the Illinois School for the Visually Impaired has the right to:

1. inspect and copy permanent and temporary records;
2. control access and release of school student records, and to request a copy of information released;
3. challenge the contents of the school student record;
4. copy any school student record or information contained therein proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information;
5. prohibit the release of information into a Student Directory;
6. inspect and challenge the information contained in a school student record prior to the transfer of the record to another school district, in the event of the transfer of the student to that district;
7. file a complaint with the U.S. Department of Education regarding alleged failures by the school to comply with the requirements of the Family Educational Rights and Privacy Act of 1974; and,
8. obtain a copy of the school's Student Records Policies and Procedures from the school's Records Office.

All rights and privileges accorded to a parent under this policy become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage, attendance at an institution of post secondary education, or entry into military service, whichever occurs first.

APPEALS PROCEDURE

Rules for appeal and grievance procedures that parents may follow can be found in the Handbook On: Rights, Responsibilities, Procedures.

REGISTRATION INFORMATION

The registration process for the upcoming school year begins during the summer months. It requires full cooperation from parents to ensure that all students are registered properly and that all necessary forms are completed. The following is a brief overview of all that is involved in the registration process.

During early summer of every year, all returning and incoming students receive a packet of medical forms to be filled out and returned before or on registration day.

A second mailing provides details about the upcoming school year and additional forms to be completed and returned on or before registration day.

On registration day, parents and students are required to complete the registration process:

1. Have Photo ID taken
2. Schedule IEP staffing date
3. Update Health Center of medical changes
4. Complete transportation requirements
5. Deposit money in Student Trust Fund and pay Activity Fee
6. Complete consents, contracts and/or agreements as applicable
7. Update Personal Data

STUDENT ROSTER UPDATING

ISVI requests that, if there is any change in a student's current roster information, the parents notify ISVI immediately. This includes any change of address, local school district, emergency contact person, phone number changes, etc.

It is mandatory that the school has telephone numbers for home and work (for both mother and father and/or guardian) for emergency contact purposes. If these telephone numbers or contact persons should change, contact the school IMMEDIATELY regarding these changes.

DIRECTORY INFORMATION

The ISVI designates the following items as Directory Information: the student's name and address, gender, birth date, parent/guardian names and addresses, period of attendance in the school, information in relation to school-sponsored activities, organizations, and athletics, including weight and height of members of athletic teams; and academic awards, degrees and honors; and the most previous educational institution attended.

This directory information is disclosed on a routine basis throughout the year to identify the roster of athletic teams, the cast of performances, those who receive awards and honors, and notices about graduation. Written notification must be received from parents by September 15 of the current school year if they do not want said information to be published. At other times, the parents/guardians will be notified in writing prior to the release of directory information.

IV. GENERAL

CHURCH AND RELIGIOUS ACTIVITIES

Staff and administration respect the rights of religious practice and are willing to work with the parents and students in order to seek appropriate religious instruction. Upon admission to ISVI, parents are requested to designate church preference or religious affiliation. Efforts will be made to transport each student to church weekly. Students are transported to church in a number of ways: some older students may walk to church determined by their independent travel skills; others are transported by church buses/vans or church members individually.

Some community churches provide spiritual enrichment throughout the week, including scripture readings, Bible studies, and hymn singing. Parental permission is sought before the individual student attends these mid-week activities. Permission is also sought from parents before students may participate in any religious rites, (i.e. baptism, confirmation).

COMMUNICATION

MAIL SERVICES

Mail and parcel post (UPS) services are delivered on campus Monday through Friday. Student mail is received and distributed to the students' residential unit. Reading assistance is available to students upon request. Parents are encouraged to write to their child as often as possible.

Conversely, students are encouraged to write to their families. Assistance in writing letters is available from Educators and Residential Care Workers (RCWs).

TELEPHONE USAGE

Parents will be provided the phone numbers where their children reside. Parents may call the student's dorm directly.

Long distance calls made by students are to be via calling card or collect calls. Off campus calls are limited to 20 minutes, and on campus calls are limited to 5 minutes. Students are allowed to accept calls after 10:00 PM from family only.

RCWs and the switchboard operator are available to assist students when placing long distance collect calls. Parents may call their child at any time after school hours. Cell phones must be authorized by the principal and student cell phone numbers given to the educational office to be kept on file. (See page 37 for Cell Phone Policy.)

DIETARY

DINING ROOM

Students are provided with three well-balanced meals daily which are served in the dining room. A dietary manager is responsible for selecting a variety of nutritious and delicious foods for the students. Special diets are available in the dining hall for students who may have medical/dietary restrictions.

The dietary staff provides nutritional snacks for students in the classroom and residential settings. Food is also provided for on-campus activities such as dances, camp-outs, and special events.

Lunch is served in the dining hall. After eating lunch, high school students are required to stay in the dining hall or return to their assigned dorm. Elementary and middle school students will go outside to the west side playground when weather allows and to their respective dorms during inclement weather. No students are allowed in the education classrooms during lunch without permission from the principal.

ISVI SNACK BAR

ISVI's Snack Bar is located on the ground floor of the Joshua Rhoads Auditorium and is open and available for recreation use some afternoons and evenings. (See Weekly Calendar for schedule.) Vending machines, a pool table,

juke box, air hockey and foosball tables are available.

CLOTHING

Following is a recommended clothing list. This list offers ideas about what type of clothing and recommended amount of clothing to pack.

Please mark all students' clothing and belongings.

Outerwear:

- 10 school/play outfits
- 2 dress outfits

Underwear:

- 10 under shorts/underpants
- 10 undershirts/bras
- 10 pairs of socks

Sleep wear

- 4 seasonal pajama sets/ nightgowns
- 2 bathrobes
- 1 pair slippers

Footwear:

- 1 pair of school/play shoes
- 1 pair of gym shoes for PE
- 1 pair of dress shoes
- 1 pair of snow boots
- 2 pairs of flip-flops or shower shoes

Coats/Winter wear

- 1 lightweight jacket/sweater/wind breaker
- 1 medium weight jacket/sweater/sweatshirt
- 1 raincoat with hat/hood
- 1 winter coat
- 2 pair mittens/gloves
- 2 hats
- 2 scarves

Swim wear

- 1 swimsuit
- 1 swim cap (for hair longer than shoulder length)

Personal Hygiene items - as needed

- Plastic container to keep items in to carry to the bath
- Bath soap, soap dish, deodorant, bubble bath
- Hair shampoo (plastic bottle), 2 combs/brushes, rollers, barrettes, hair spray,
- Blow dryer, special hair care products.
- 2 tooth brushes & cases/covers, 2 tubes toothpaste, dental floss, mouthwash
- Nail clippers/file
- Electric razor, pre & aftershave (if applicable)
- Hand and body lotion, Chap Stick
- Sanitary napkins, incontinence supplies (shields/wet wipes, if applicable)
- Laundry basket/bag
- Cologne (if applicable)
- Makeup (if applicable)

Other useful items (especially for older students)

- Umbrella
- Alarm clock and key ring
- Watch
- Wallet/Purse
- Calculator
- Braillewriter
- Laundry detergent, softener, bleach, for students who do their own laundry
- Stationery, envelopes, & stamps
- A travel bag filled with travel-size necessities (toothpaste, deodorant, etc.) for those who participate in sports and leave campus for away games

Weekend size luggage is recommended for breaks.

FUNDS/PROPERTY

LOST & FOUND

Students are requested to turn any item found on campus to the Education Office so that the owner may claim the lost item. Students are asked to notify the Education Office immediately when an item(s) is lost.

ISVI is not responsible for item(s) lost due to the student's negligence. In addition, ISVI is not responsible for money lost by students. Students should not carry large sums of money while on campus.

PERSONAL PROPERTY

The dormitory is to be considered as the students' "home away from home". The students are encouraged to make their dormitory rooms comfortable and pleasant. With this in mind, students must realize that individual responsibility is important to ensure the security and safety of their personal property. Keys for individual closets are available to the high school students for storage, and students are required to label (i.e. engrave) their possessions and to provide staff with permanent identifiable markings/serial numbers located on the equipment. Parents are advised to keep a list of their child's serial numbers. This list should correspond to their child's and staff lists.

Students are requested not to bring valuable personal property to campus. ISVI cannot be held responsible or assume liability for the loss or damage of these items. Cameras, stereos, tape players, etc. are costly and may be the target for theft or vandalism. **The following items are not permitted: electric blankets, fans, refrigerators, electric heating pads, and any computer equipment.**

Students are not permitted to lend money or personal property to other students. Such actions may create difficulty in the event of nonpayment or damaged property. Again, the student(s) involved is responsible for replacement or repayment if an unfortunate situation arises. Gambling is prohibited. Students are not permitted to borrow anything including money from staff members.

SCHOOL PROPERTY

Text Books

Textbooks are free of charge to students for use during the school year. Students are expected to care for books they receive. Fees are assessed for damaged or lost books.

Lockers

Lockers are provided for student use and are the property of the school and state of Illinois. They are provided as a convenience to students. As such, lockers may be searched on a random basis.

STUDENT TRUST FUND

At the beginning of each school year, parents are required to establish a trust fund for their child enrolled at ISVI. An adequate amount of money, personal expenses, eye glass repair, medical expenses not routinely provided by the school, as well as a weekly allowance, must be kept in the child's trust fund in the Business Office at all times. Students are required to sign a Trust Fund Requisition to authorize disbursement of Trust Funds or Work Program earnings.

A \$50.00 minimum balance must be maintained in each student's trust fund. This minimum balance will help insure that the account will not be overdrawn in the event of unforeseen costs such as laboratory tests, special medication, visual aids, etc.

If the fund drops below \$50.00, the Business Office staff will notify the parents through the going home letters. If the fund drops to a below zero balance, the Business Office staff will send a letter to parents which includes the actual balance and a brief history of deposits.

A small amount of money, depending upon the age and responsibility of the child, may be kept by the individual student. Otherwise, money must be kept in the Student's Trust Fund. Parents will receive a receipt acknowledging the money they send by mail or deposit at the Business Office for the child.

The Residential Care staff will withdraw money for the student, per parent directions. All money issued must be signed for by the responsible staff person. O&M occasionally requests money from trust funds for meal expenses for some trips. Routinely, parents receive statements of their child's trust fund during the school year from the Business Office. Upon request, parents may receive full accounting of their child's trust fund.

Any amount of money can be sent at one time. The money will be given to the student according to instructions given. The following rules need to be followed:

Do not send cash

Checks should be made payable to: Illinois School for the Visually Impaired

Include student's name and how money is to be used.

Mail to: Business Office, ISVI, 658 E State Street, Jacksonville, IL 62650

Include return address on the envelope.

Below are examples that should be helpful in setting up the trust fund. Any questions regarding trust fund expenses or determining a budget should be directed to the Business Office.

Examples of Monthly Expenditures

Elementary Students

Allowance	\$3.00 per week x 4 weeks = \$12.00
Misc. Personal items	\$1.50 per week x 4 weeks = \$ 6.00
Special Recreation	\$1.50 per week x 4 weeks = \$ 6.00
Miscellaneous - Medicines, Canes, etc.	_____?
Minimum	\$ 24.00 +

High School Students

Allowance	\$5.00 per week x 4 weeks = \$20.00
Misc. Personal items	\$2.50 per week x 4 weeks = \$10.00
Special Recreation	\$2.50 per week x 4 weeks = \$10.00
Miscellaneous-Medicines, Canes, etc.	_____?
Minimum	\$ 40.00 +

SUPPLIES TO BRING

Students are asked to bring the following school supplies from home if appropriate. Suggested items include: black medium point pens, headphones, cassette tapes, 3 ring binder, glue sticks, #2 pencils, eraser, boxes of tissues, heavy lined paper and 20/20 pens

SCHOOL PICTURES/STUDENT IDS

The school schedules a photography session for individual student school pictures during the school year. The parents/guardians will have a photography package available to purchase at registration.

SERVICE ANIMALS IN THE SCHOOL

The following procedures will be in effect regarding service animals for people with disabilities.

VISITORS

Service animals are allowed on campus under harness. Visitors are required to keep their service animals under control and to properly dispose of waste so that children and other animals cannot come in contact with waste materials. Visitors are to comply if they are requested by a staff member to remove the service animal from a certain area due to a health or safety concern.

STAFF AND VOLUNTEERS

Service animals are allowed on campus under harness. Staff and volunteers are required to keep their service animals under control and to properly dispose of waste so that children and other animals will not come in contact with waste materials. For blind users of service animals, a designated area will be provided with appropriate containers for disposal. Staff and volunteers will assist in educating the students about the appropriate way to approach a service animal.

DAY STUDENTS

Students are allowed to have service animals on campus and in harness if they can meet the following requirements. The student must:

1. Have a certified service animal and written proof of training from a recognized school.

2. Have a report from their trainer or school indicating what ISVI can expect the student to be able to do with the service animal.
3. Provide an annual report of current/required immunizations.
4. Be able to travel independently on campus with the service animal.
5. Insure that the service animal utilizes the relieving area provided and to properly dispose of waste.
6. Be responsible for purchase of food.
7. Be responsible for feeding and watering the service animal.
8. Have and implement an effective plan of action when other students approach the service animal to pet or feed it.
9. Remove the service animal from an area where a health or safety concern exists for another student.
10. Be responsible for the service animal and its needs on field trips and extra- curricular trips.

RESIDENTIAL STUDENTS

Students are allowed to have service animals on campus if they can meet the following requirements. The student is required to:

Meet Requirements 1 through 10 listed in previous Day Students Section.

Insure that the service animal utilizes the exercise area provided for off harness exercise. This designated area is the only outside area where the service animal can be off the harness.

There are students at the Illinois School for the Visually Impaired that have severe health issues whose medical condition could be complicated by contact with an animal. If such a student lives in a dorm, a service animal may not be allowed to live in that particular dorm.

Additional guideline items:

New students who are admitted with a service animal will be evaluated by ISVI orientation and mobility specialists during the intake process. ISVI students returning as 5th year seniors who are admitted with a service animal will be evaluated prior to returning to school. This evaluation by ISVI O&M staff is to determine if the student is independent in the handling and care of the service animal. The service animal's immunization records and the report from the trainer or school must be on file before the evaluation date.

All students who receive a service animal will receive instruction from an orientation and mobility specialist to orient the student to campus if necessary, including the animal's relieving and exercise areas. Concerns with the service animal or student/service animal working relationship will be referred to the service animal school. The student is responsible for any damage caused by the service animal on school property or vehicles.

STUDENT SERVICES

Two Social Workers and one Psychologist provide a wide range of supportive student services to students and/or their families. These include monitoring new students, assessment, supportive casework services, individual and group counseling, in-house and interagency consultation, crisis intervention, advocacy and social work, and contributions to case study evaluations conducted for students. Parents may request assistance from student services for their child at any time.

Social service provisions are included in each child's IEP as determined at the annual review.

TRANSPORTATION

TRANSPORTATION REIMBURSEMENT

The Illinois State Board of Education and the Department of Human Services, Division of Rehabilitation Services have agreed that the local school district or responsible special education district shall reimburse mileage to parents/guardians for transporting child to ISVI at the beginning of the school year and picking up at the end of the school year (a total of one round trip). Contact must be made by the parent to the local district superintendent to arrange for when and how the responsibility for reimbursement will be handled. Reimbursement for additional home-going trips made by parents, including scheduled vacation times, must be arranged with ISVI and the local school representative at the IEP meeting. Any questions or problems should be addressed to the school principal. (See Appendix F - Calendar.)

Because a change in school districts may impact transportation reimbursement, parents should contact ISVI

immediately when a change in residence is made.

DAY STUDENT TRANSPORTATION

On registration day parents will complete a form indicating how their student will be transported to and from school. Knowing transportation plans in advance will substantially lessen confusion for students and staff on the first day of school. Any changes in transportation should be reported to the school principal immediately.

Bus transportation is provided based on the ISVI school calendar. When ISVI is in session and the public schools are not, the local school districts will provide transportation. School District #117 does not provide transportation on days that ISVI closes early. Parents are responsible on these occasions for their child's transportation.

Parents of day students who believe it is permissible for their child to walk home must fill out a permission slip to be filed with their local school district. The school districts will then notify ISVI of documentation of the request.

Day students are welcome to attend the school for recreational and/or extracurricular activities; however, transportation is the responsibility of the parents.

For information concerning Day Students arriving prior to the 1st period bell, please see Day Student Information in Residential Section.

In the event of an emergency school cancellation, such as bad weather conditions, day students will depart from school following the public school's early dismissal schedule unless indicated otherwise. Because the majority of the students are residential, ISVI will not cancel school due to inclement weather conditions.

VACATIONS & VISITS

VACATIONS AND WEEKEND VISITS HOME

The administration of ISVI encourages students to maintain close family ties and schedules regular home visits for such purpose. As the enclosed school calendar indicates, students are dismissed from school for several extended breaks throughout the year.

Prior to each break, a letter is sent to each family detailing bus schedules, dates of departure and return, and a form for parent completion, indicating travel plans. Phone calls will also be made by RCWs to insure all parents know their child is coming home. Parents are encouraged to visit their child on/off campus during the weekend and are welcome to take their child home on weekends. Parents must sign their child in and out of the dormitory when they take them off campus.

If a student will be visiting the home of another student during a break, written permission from both students' parents is required. Written permission must be submitted to the school before the visit is to take place. Parents should exchange contact information in order to contact each other if needed. See information below regarding visiting off campus.

During school breaks, students are transported via several options: charter bus, public transportation, and shared transportation with the Illinois School for the Deaf as well as family auto. During enrollment process/annual registration, parents and students will be given details concerning transportation.

VISITING OFF CAMPUS

For overnight visits, including break weekend visits, at homes other than the students', the dormitory must have in writing by 4:00 p.m. on the Wednesday before the visit, written permission from both sets of parents for a residential student to visit the home of another student. Blanket permissions will not be accepted. A new permission for each visit must be sent specifying where and when the student is permitted to go.

A parent (or adult) of the student whose home is being visited must come to the dorm and sign out the student that will be visiting. This signature indicates that the person signing the student out is accepting responsibility for the student for the duration of the visit. At the end of the visit, an adult must bring the student back to the dorm and sign him/her back in.

Local school districts are not responsible for transportation costs in the event that students are not traveling to their own home for break weekends. Parents and/or the student will be responsible for any costs related to transportation for visits.

CAMPUS VISITORS

ISVI welcomes and encourages visits from parents and family members. Upon arriving to campus, all visitors must check in at the switchboard during regular working hours (8 am-4:30 pm). After work hours, visitors must check in with the Duty Officer. The residential staff on duty will assist visitors. Campus visitation should be concluded by 8:30 pm.

ISVI alumni are asked to abide by the following rules:

1. may visit ISVI at these times: one evening per week: 4:30 p.m. - 8:30 p.m. and one weekend day per week: 8:30 a.m. - 8:30 p.m.
2. cannot be on campus without permission during non visiting hours unless attending a public event, i.e., track meet, Goal ball event, Talent Show, etc.
3. If on campus for reasons other than public events, must sign in at the Main Building switchboard and get a nametag.
4. must follow all rules for visitors.
5. not allowed on ISVI's campus for any reason if owing money to ISVI.
6. not allowed to take ISVI students off campus without permission.
7. not allowed to have ISVI students in home without permission.

V. EDUCATIONAL

ATTENDANCE/ABSENCES

ATTENDANCE RULES

School attendance is required by law. If parents choose to remove their child from school, the absence may not be excused, and the child's grades will be penalized. Parents must call the education office by 9:00 a.m. on the day of any absence that isn't prearranged. Students that are ill and spend one-half day or more in the Health Center will not participate in evening activities.

Pre Arranged Absences

Students, who know they will be gone from classes for one or more period, must come to the education office and get a Pre Arranged Absence form from the School Secretary or Principal. They must talk with each of their teachers to obtain the educators signature. This will assure that students are made aware of any class work or assignments that must be completed prior to or during the absence as well as assignments that must be completed upon the students return. This pre-arranged absence form must be returned to the office **at least one day** prior to the scheduled absence. If the form is not returned to the office one day in advance of the absence, the student's absence **will not be excused**.

Excused Absences

Prior approval for an excused absence must be obtained from the Principal. Excused absences are for medical appointments, illness, and occasionally for personal family reasons. To receive full credit, class work for an excused absence may be made up within time lines established by the classroom teacher. The student is responsible to obtain and complete a prearranged absence submitted to the office one full day prior to the absence. (See APPENDIX C - Pre-Arranged Absence Form)

Unexcused Absences

Students are expected to attend school regularly and limit the number of days absent from school. Parents are to provide a doctor's excuse for absences due to medical appointments. Parents must contact the education office to report absences from school. Contacting the dorm is not sufficient to obtain an excused absence.

Suspension

Schoolwork that accompanies a student home is due upon their return. Work not completed within this time is a "0".

Tardiness

A Tardy is defined as "student not being ready for class at the second bell." An excused tardy is issued when student has a pass and will not constitute a consequence. An unexcused tardy is calculated per semester within the same class. One unexcused tardy for a class will initiate a warning from the educator. Two unexcused tardies in the same class during 1 semester will receive a consequence of a detention. This is ongoing for the 3rd, 4th, etc. tardy until a new semester begins. Students, who are identified as incurring several tardies, will be evaluated.

Educators will call the office to page a missing student if they are not accounted for 5 minutes after the second bell. Educators are responsible to complete and turn in a detention form to the office for the second unexcused tardy by a student in their class per semester.

STUDENT PASSES

During the school day, students are expected to be in class. Occasionally, they are issued passes by educational staff in order to go to other areas of campus. The pass legitimizes the student's absence from scheduled class time and ensures staff that the student has permission to be in the hallway or on the grounds.

Each pass indicates the date and time of departure, destination, and purpose.

NOTE: Passes are not distributed for excessive tardiness or poor time management on the part of the student. Passes are to be used for emergency or pre-approved reasons only.

CURRICULUM

CORE CURRICULUM

Academic Areas of Instruction

Courses in English/language arts, math, social studies and consumer economics, science, health and PE, and fine arts become the foundation for most learning.

Modified Academic Program

The modified curriculum meets the needs of the students who are visually impaired who have one or more additional disabilities which prevent them from functioning on grade level.

Functional Academics Program

The material covered stresses skills that are necessary for each student to begin to explore career and technical interests. Individualized instruction in reading improvement, vocabulary development, speaking and writing skills, math skills and science and social studies concepts is provided daily. Enrollment in this course requires IEP team approval. Academic credit is awarded to those students who successfully complete the prescribed work. One credit per class period per academic year will be earned for Functional Academics classes.

EXPANDED CORE CURRICULUM

The Expanded Core Curriculum for students who are visually impaired, or visually impaired and multiply disabled, is a set of eight skill areas which require direct instruction from specialists, including compensatory skills, orientation and mobility, social skills, independent living skills, recreation and leisure skills, career education, assistive technology, and visual efficiency.

EDUCATIONAL OPPORTUNITIES

FIELD TRIPS

Field trips are an important supplemental activity enhancing various curricular offerings and classroom activities. Trips in and around the Jacksonville community provide students with the opportunity for many hands-on experiences that otherwise would not be available to them. Elementary teachers often include trips for their students during the school day. Junior and senior high teachers include trips to places of interest in the community to supplement government, consumer education, and science classes.

Orientation and Mobility activities may include travel to places where students have access to various types of public transportation and architectural structures.

Any travel requires a permission slip to be filled out by the student's parents/guardians at the beginning of the school year. High school students are required to have a prearranged absence form completed and turned in to the office one full day prior to date of absence. (See APPENDIX C - Pre-Arranged Absence Form)

ASSEMBLIES

Assemblies are conducted as a means to enhance the student's leisure, as well as educational interests. These may include athletic assemblies, "pep" assemblies, and forensic assemblies.

Seasonal musical assemblies are presented and offer students the opportunity to demonstrate their musical talents. Annual award assemblies highlight the accomplishments of individual students and acknowledge the students' abilities within the academic, athletic, musical, literary, and pre-vocational areas. Parents are welcome to attend all assemblies.

MEDIA CENTER

The media center is open for student use Monday thru Friday 8:00 am - 4:30 pm. The media center has the equipment necessary to aid the students with any reading they may have. ISVI provides books in Braille, large print, regular print, and audio cassettes. Students are responsible for the proper use and care of all media center services and equipment. If a student damages or loses any books or equipment, he/she is responsible for replacement of items.

OFF-CAMPUS INSTRUCTION

District #117

Jacksonville School District #117, may offer an individual ISVI student the opportunity to participate in their educational programming. Due to the number of items to be taken into consideration when attempting to place a student in a District #117 class, all students' referrals are handled on an individual basis. While every feasible attempt will be made to enroll referred students within designated classes, placement is not guaranteed. ISVI students attending District #117 classes during ISVI's educational school day will be provided transportation to and from the ISVI campus. ISVI day students, who reside within the District #117 area, are expected to attend those classes and provide their own transportation on days district classes are in session but ISVI is not in session. In the event a district class meets prior to the start of the ISVI educational day, all students residing at home within District #117, are to provide their own transportation to their district class on a daily basis.

Lincoln Land Community College

ISVI works in conjunction with LLCC's Western Region Education Center at Jacksonville to provide information to assist qualifying students in the following areas: application for admission process, placement testing information and assistance. Admission to Lincoln Land Community College shall be open to ISVI Seniors and Fifth year seniors, age 18 or older, who can benefit from any of the programs offered at LLCC and have fulfilled graduation/IEP requirements. ISVI is not responsible for student financial assistance or transportation to and from LLCC classes. All students must seek ISVI administrative approval prior to enrolling in a LLCC class.

ISVI students desiring to enroll in any credit-bearing course need to be assessed in English, mathematics and reading unless they present appropriate ACT/SAT scores or previous academic experience which waives placement testing. The college and the student accept responsibility for placement of the student in courses and programs for which the student demonstrates academic preparedness. For a student who initially does not demonstrate preparedness for college-level work, the college reserves the right to restrict access to certain courses and programs.

ISVI students interested in attending LLCC need to start the process for admission through the Guidance Office no less than 8 weeks prior to the first day of the class. Students and Parent/Guardians seeking further information concerning ISVI's LLCC policy should contact the ISVI Principal, (217) 479-4437 or Guidance Counselor, (217) 479-4438.

For further information concerning all aspects of LLCC programs and policies contact:

Western Region Education Center - Jacksonville
32 N. Central Park Plaza
Jacksonville, IL 62650
217-243-6699 OR Toll Free 1-888-494-1622
Fax 217-243-6412
www.llcc.edu

COLLEGE/CAREER/VOCATIONAL DAYS

Juniors, seniors, and TLC students are allowed to use up to two days per academic year to visit colleges or post-secondary institutions, or to participate in off campus, career related activities (seminars, job shadowing, etc.). If such activities are not sponsored by ISVI, parents are responsible for contacting the principal at least two weeks in advance to make appropriate arrangements. Proof of attendance at the college, educational institution, or activity will be required upon the student's return to school in order for the absence to be excused.

EXTRA CURRICULAR ACTIVITIES

ATHLETICS

Conference Competitions

ISVI is a member of the North Central Association of Schools for the Blind (NCASB) and participates in conference educational, athletic and other activities.

Boys and girls track and field, co-ed swimming, wrestling, cheerleading and Forensics (debate) are the team sports/activities in which students, age 13 (and in the 7th grade) through 19, are eligible to actively compete.

All students competing on athletic and forensics teams must maintain academic eligibility standards as set forth by the Illinois High School Association and those established by the school. Standards of good citizenship must be maintained both at school and on trips away from campus.

Conference Eligibility Policy

ISVI values academic performance. Therefore, in order to be eligible for competitions, a student must maintain passing grades in all courses. A passing grade is defined as at least a "D". (Refer to www.ihsa.org and www.ncasb.org.)

All middle school and high school educators submit grades to the education office weekly. These grades reflect the current quarter's cumulative grade in each class. These grades are submitted for work Monday through Friday.

Any student reported as having an "F" grade is ineligible for competition for a 1-week period beginning that Monday. The student remains ineligible until the "F" grade is improved. Again, the family will be notified through a phone call by the student and a letter to the family. A student ineligible for competition will not travel or take part with the team in any competitions held during that week, including conference tournaments.

In addition, any high school student who does not pass a minimum of 20 hours of classroom instructional courses in a semester, based on Illinois High School Association guidelines, is not eligible to participate on any interscholastic team in the following semester.

Responsibilities

Students are responsible for:

1. Maintaining passing grades in all subjects
2. Completing any make-up work in a timely manner
3. Notifying their family of poor grades

Parents are responsible for:

1. Requesting excused absences from the principal
2. Encouraging academic performance, work completion and maintenance of good grades
3. Requesting a conference, in person or by phone, with the faculty to discuss their child's grades

YEARBOOK

A Yearbook sponsor works with students to produce an annual yearbook that is available to students and families for a nominal fee.

TALENT SHOW

The Annual Talent Show/Drama Production is held each spring. The program is made up of acts presented by current students and staff. Each act must be pre-approved by the principal and/or superintendent in order to be considered.

STUDENT COUNCILS

The High School Student Council is the student government of ISVI. It was established to promote cooperation with the student body, to stimulate the development of character and personality of individual students, and to promote the general welfare of the school.

Under the supervision of a faculty sponsor, activities of the council include arranging the annual freshman social, sponsorship of the high school prom, and the coordination of student requests for rule changes.

The Council has officers composed of a president, secretary and treasurer, and two representatives from each of the high school classes. The president of the High School Student Council is an ex-officio member of ISVI Advisory Council and represents the student body during advisory council meetings.

The Middle School Student Council works similarly to the HS Council and introduces the younger students to student government. The Council has officers composed of a president, secretary and treasurer, and two representatives from each class.

CLASS ACTIVITIES

Beginning with their freshman year, students participate in class meetings and fund raising projects as part of their freshman, sophomore, Junior and Senior class activities. Class meetings are held at least monthly to review concerns of the class and to plan activities. Each class also elects Student Council Representatives and Class Officers. The purpose of raising funds is to pay for the Senior Trip. As students progress through ISVI, they remain with the group they start with for these activities and for participating in the Senior Trip. If students elect not to go on the Senior Trip

with the group they have been assigned, they will not be allowed to go with another group another year.

Students entering ISVI as Fifth Year Seniors, who have not had the opportunity to participate in a Senior Trip for their home school district, will be allowed to join the current Senior Class for class meetings, fund raising and to participate in the Senior Trip. If a Fifth Year student elects not to participate in class meetings and fund raising activities, they will forfeit the opportunity to participate in the Senior Trip.

GRADING

GRADING SYSTEM

Individual teacher conferences to discuss progress can be scheduled by contacting the Principal's office.

Elementary Students

In the elementary department a quarterly, narrative progress report or grade card is sent to the family. These describe student progress in curricular areas such as Language Arts, Mathematics, Social Studies, and Science as well as general behavior and related services such as: Adaptive P.E., Orientation and Mobility, and Speech and Language. Generally, the quarterly reports are sent in November, January, April, and June.

Middle School/High School Students

Students may receive a quarterly progress report in letter grade or narrative style. Areas of mobility, communication skills, fine motor development, socialization, and vocational development, general behavior, field trip experiences, and related services may also be included in reports.

Students within the Academic and Modified curriculum will receive a letter grade on the following scale: A-100 to 90%, B-80 to 89%, C-70 to 79%, D-60 to 69%, F-Below 60%. Students within the Functional curriculum will be graded on a P/F grading system with a Pass being 70+%.

5th Year Program

Students in the 5th Year Program will receive grades of P/F with all Passing grades at the 70+% level.

GRADE POINT AVERAGE

Courses earn units of credit each semester based upon the number of days per week that the class meets. Grades are assigned quarterly by the educator. Semester grades are entered on each student's official school transcript.

Grade	Points
A	4 points
B	3 points
C	2 points
D	1 points
F	0 points

*Grade Point Average is determined by dividing the total of all points by the total of credits attempted (0.0-4.0). Grade Point Average is determined at the end of each semester.

HOMEWORK

Work assigned by teachers is to be completed by the designated time. Some of this work may be done in class and in study halls, while some may have to be done after school hours. Homework is to be expected by the student as part of his/her educational program. It is an opportunity to develop study habits in structured study time that can be useful in later life. Failure to turn in homework may result in a structured study after school.

DISCIPLINE

DETENTIONS

Education Staff may issue a student a detention for a variety of discipline infractions listed in the B.I.G. handbook which occur during the education programming. This includes during the educational day, field trips, or extracurricular activities. Residential students are required to serve detentions on the day issued. Contact will be attempted with the parents of day students to inform the parents of the detention. If the parents are unable to make arrangements to pick up their child on the day the detention was issued, the student will serve the detention on the next school day. If multiple days are deemed appropriate, they will be served consecutively. If more than one detention slip is received in the education office for a student on the same day, the detentions will be served in the order they are received in the education office. Multiple infractions will lead to additional disciplinary actions being taken.

STRUCTURED STUDIES

Structured Studies are not considered as a form of discipline.

HONORS/GRADUATION

HONOR ROLL

Students receiving Honor Roll status in the academic and modified curriculum at ISVI must have a 3.0 GPA with no grade lower than a C and no more than one C. Honor Roll will be given each quarter.

HIGH ACHIEVER AWARD

Students in the functional curriculum must receive passing grades in all subjects. These students will receive the High Achiever Award. High Achiever Award will be given at the end of each quarter.

SENIOR AWARDS

Beginning with the 2009/2010 school year, ISVI will recognize senior students who earn a GPA of at least 3.5 and have an ACT score of 18 or higher, will earn the title of Academic Honors and will be recognized at the annual Awards Day and during High School Graduation. Educators will nominate the senior speaker for graduation and from the top three candidates, the senior class members will vote for the person to represent them at graduation. That person will be asked to provide the Senior Response at graduation. ISVI will not recognize a Salutatorian or Valedictorian.

5th Year PROGRAM AWARDS

A 5th Year Program Scholar will be chosen from those students who are in the 5th Year Program and are exiting the program. They must have met their IEP transition goals and receive all "pass" grades in their classes.

GRADUATION REQUIREMENTS

A total of 24 credits are required for graduation. Students will receive 1/2 credit per semester for each class including Physical Education. Listed below are the requirements. An additional 5 credits must be met from the Expanded Core Curricula and Elective Courses offered.

- **English** - 4 Credits
- **Math** - 3 Credits
- **Social Studies** - 3 Credits
Successful completion of the state and federal constitutions is required. Students are required to complete a research project to satisfy the writing intensive requirement of the Illinois State Board of Education.
- **Science** - 2 Credits
- **PE** - 4 Credits PE credit may be waived if student is medically excused from participation or IEP or Administrative Discretion
- **Health** - 1 Credit
- **Fine Arts** - 1 Credit
- **Consumer Economics** – 1/2 Credit
- **Orientation to Family and Consumer Science/Food Prep** – 1/2 Credit

These minimum courses apply to students attending ISVI. Requirements may be altered by an IEP.

With the approval of the administration, Hadley School for the Blind courses (or other correspondence courses) will only count toward graduation if the student is in his last year of school, (fourth or more) and is short one credit in a core subject. A correspondence course may not be used as a substitute for courses available to the student at ISVI.

Transfer students are generally expected to meet all graduation requirements of ISVI. However, in consultation with the referring local school district, requirements of the local district and the IEP, the student's graduation requirements may be altered with the approval of the Principal and/or Superintendent.

The state of Illinois requires an additional 2 credits in writing classes. ISVI has incorporated these credits into one English course and one social studies course.

GRADUATION CEREMONY

Students who have earned their high school graduation requirements at ISVI at the end of a school year will participate in the graduation ceremony. Those students may bank their diploma with ISVI and return for our 5th Year Program.

Students who are involved in the ISVI 5th Year Program will be recognized at the annual Awards Day program as participants in the 5th Year Program. They will not participate in the graduation ceremony.

EARLY GRADUATION

A student seeking graduation in less than four years should see the principal. No student will be permitted to graduate before the end of the 7th semester of high school. By May 1 of his/her junior year, a student wishing to graduate early must submit a letter of application, along with a transcript, and a detailed plan for meeting graduation requirements. Any application received after this date will not be accepted. Approval must be granted by both the principal and the superintendent. Early graduates will receive their diploma at commencement in May. Upon request, a copy of the official transcript will be granted.

PROGRAMS

ELEMENTARY/MIDDLE SCHOOL

Students, kindergarten through eighth grade, are presented with courses in the academic, modified and/or functional areas following the students’ abilities. Classes include English/language arts, math, social studies and consumer economics, science, health and PE, and fine arts.

HIGH SCHOOL

See the ISVI High School Curriculum Guide for specifics regarding the course of study.

5TH YEAR PROGRAM

The 5th year program is for students who have banked their diploma with their home school district or with ISVI. These students will be enrolled in life skill and employment course work. All 5th year program students must reside in a dorm or within the transitional living center.

SCHEDULES

REGULAR CLASS SCHEDULE

CLASS PERIOD	*TIME
1	8:05 A.M. - 8:45 A.M.
2	8:50 A.M. - 9:30 A.M.
3	9:35 A.M.-10:15 A.M.
4	10:20 A.M.-11:00 A.M.
5–Elem/JH Lunch	11:05 A.M.-11:50 P.M.
6–HS Lunch	11:55 P.M.-12:40 P.M.
7	12:45 P.M.- 1:25 P.M.
8	1:30 P.M.- 2:10 P.M.
9	2:15 P.M.- 2:55 P.M.

ACTIVITY PERIOD

Period 10 - Study Hall on Mondays & Wednesday	3:00 P.M. - 3:30 P.M.
Student Activities on Tuesdays & Thursdays	- 3:00 P.M. - 3:30 P.M.

EARLY DISMISSAL/ASSEMBLY SCHEDULE

CLASS PERIOD	*TIME
1	8:05 A.M.- 8:28 A.M.
2	8:33 A.M.- 8:56 A.M.
3	9:01 A.M.- 9:24 A.M.
4	9:29 A.M.- 9:52 A.M.
5/6	9:57 A.M.-10:20 A.M.
7	10:25 A.M.-10:48 A.M.
8	10:53 A.M.-11:16 A.M.
9	11:21 A.M.-11:44 A.M.

* Times for class schedule could change if necessary

TRANSITION PLAN

TRANSITION GOALS

At age 14 ½, students will begin working on transition goals as developed by their IEP team.

SECONDARY TRANSITIONAL EXPERIENCE PROGRAM (STEP)

At ISVI, STEP is available to high school students 16 years of age and older. Students may receive high school credit and earn a training stipend while gaining work experiences and work habits at assigned workstations on the ISVI campus, such as in the dietary department, in offices, housekeeping, and laundry. Students may work a varied number of hours on a weekly basis in the STEP program. During the senior year, students may be assigned career internships at off-campus workstations at various businesses in the Jacksonville community.

TRANSITIONAL LIVING PROGRAM (TLP)

The transitional living program is an integral part of the total ISVI program and focuses on a realistic preparation of students for life in the work world. Students are eligible for TLP at age 16. The early introduction of the TLP builds confidence and allows students to progress more quickly in their transition plan. The TLP will enable students to experience opportunities designed for independence and the development of a responsible adult lifestyle and will be individualized to accommodate the particular needs of each student. Students will learn housekeeping, home management, meal planning and preparation, budgeting, consumerism and decision-making.

TRANSITIONAL LIVING CENTER (TLC)

The Transitional Living Center is the only facility of its kind in the state of Illinois. Students who have met their graduation requirements, have banked their diplomas to come to the 5th Year Program, and who exhibit the necessary independent skills will be placed in the TLC to live in independent apartment settings and gain additional skills. The primary focus of the TLC is community based employment and job readiness training. Students must work at least one quarter per school year and be limited to only two extra-curricular activities per school year to be eligible for TLC. Students in the TLC learn advanced cooking, cleaning, money management, self-care and self-advocacy.

Not all students in the 5th Year Program will reside in the Transitional Living Center. Some of the 5th Year Program students will reside in the boys' or girls' dorm. They may be transferred to the TLC once the academic and residential staff recognize significant growth in the skill areas needed in the TLC.

5th Year Program participants will be required to observe all ISVI rules as outlined in this handbook and the Handbook On: Rights, Responsibilities, Procedures and athletic activity eligibility will be governed by the IHSA and NCASB conference rules. (Refer to www.ihsa.org and www.ncasb.org.) The students living in the TLC will also be required to agree to and sign the TLC Lease and Behavior Contract. See APPENDIX D.

VI. HEALTH AND SAFETY

CHEMICAL MANAGEMENT

ASBESTOS MANAGEMENT PLAN

Over the last few years, asbestos abatement projects have been completed to remove asbestos from the campus buildings. Although the school is not completely free of asbestos, such as in the mechanical rooms and some floor tile, the staff is continually monitoring the remaining asbestos in compliance with State and Federal regulations according to the Asbestos Hazardous Emergency Response Act. (A.H.E.R.A.).

There is a videotape available for checkout explaining asbestos in schools and how it is handled. Parents interested in viewing this videotape can contact the Chief Engineer at ISVI.

The health, safety and welfare of all children, staff and visitors at ISVI are of primary concern to the school. Any questions concerning the asbestos program should be directed to the Chief Engineer. Refer to the Apple Handbook for more detailed information.

EMERGENCY PROCEDURES

FIRE, TORNADO, EARTHQUAKE, AND SCHOOL BUS EVACUATION

Students receive specific instructions regarding evacuation procedures. Monthly drills are conducted in the education and residential areas. Alternate evacuation routes are a part of the drill procedure. Two times per year school bus evacuation training occurs.

WELLNESS POLICY

The Illinois School for the Visually Impaired is committed to providing a school and dormitory environment that enhances learning and development of lifelong wellness practices. As a residential facility, we recognize that the school is in a unique position to make a significant impact on the students' health and well being by supporting a healthy environment where children will learn and participate in positive dietary and lifestyle practices. It is our belief that improved health optimizes student performance potential and the development of healthy habits will continue to benefit our students as they make lifestyle choices as adults. ISVI has established goals for the school in the areas of: nutrition education, health education, physical education program, physical activity, social and emotional well-being, and health services.

Linkages and partnerships are being established with diverse community organizations and other licensed professionals to provide a coordinated approach to addressing children's social and emotional development and mental health needs. There are several agencies with which the school has developed linkages. These include, but are not limited to; Illinois Service Resource Center, Wells Center (Project Alert), Women's Crisis Center, Morgan County Health Department, Morgan County Sheriff's Office (D.A.R.E.), Morgan-Scott Mental Health Center, psychiatric, and clinical psychologist services.

In addition to the USDA standards, the nutrition guidelines include:

1. the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by our dietary department.
2. ala carte offerings that are nutritious and meet federally recommended guidelines
3. a salad bar including fresh vegetables and fruits will be available daily
4. monitoring of students during each meal by school and dorm staff observing eating patterns and assisting students to make healthy choices.
5. providing a pleasant environment, with emphasis on cleanliness and comfort.
6. not providing access to soda or snacks per vending machines during the school day hours.

VII. MEDICAL/HEALTH CENTER

HEALTH SERVICES

All students at ISVI are provided with medical services seven days a week. The Health Center is staffed with three registered nurses and a medical doctor (ISVI Physician) is available as needed. An ophthalmologist from the community will provide examinations for students as required.

ISVI is not the primary provider of students' care. The school strives to continue medical care that is established by the home physician.

The Health Center is equipped with beds for students too ill to attend school. If a student requires over-night medical attention, the student will be monitored by the health center at the Illinois School for the Deaf, (ISD) also in Jacksonville.

In keeping with State Health Regulations and Administrative Policy, students are requested to follow these guidelines:

1. All students' medicine (prescriptive or non-prescriptive) must be kept in the Health Center and administered by the nurse unless otherwise arranged by Administration, nurse, and parent.
2. No medication should be placed in the student's suitcase or pockets at any time upon returning to school after a travel break. Instead, all medications must be given to the bus escort.
3. ISVI Physician will provide routine medical care at ISVI with no cost to parents.

4. Students that are ill and spend one-half day or more in the Health Center will not participate in evening activities. Those students under observation at the end of the school day will remain in the Health Center until the dinner hour.
5. Illness or injuries that require 24-hour nursing care will be provided by the ISD Health Center. If a student is transferred to ISD, parents will be notified by telephone. There is no cost to parents for the nursing care provided there.
6. All students will be given a T.B. Skin Test annually.
7. If a student needs extended nursing or medical care, the parents will be required to take him/her home for that care. A student must be free of fever for a minimum of 24 hours before returning to campus.
8. Emergency care for injuries and/or serious illnesses will be provided at Passavant Hospital in Jacksonville. Parents will be notified promptly by telephone of this occurrence.
9. Students that are hospitalized will be discharged to their family and may not return to campus for a minimum of forty-eight hours after discharge.
10. Students need to bring eyeglasses and any other visual aids with them to school.
11. Each student should care for his/her own prosthesis, when possible. (A prosthesis is an artificial device to replace a missing body part.)
12. Routine lab tests, health care, and dental care are to be conducted at home and scheduled during breaks if possible. This is to minimize interruption of the student's class schedule.
13. If necessary, lab tests, minor repairs of eyeglasses, and prescription refills can be handled in Jacksonville. Parents will be notified if any of these services occur and will be responsible for costs via the student's insurance and/or trust fund.
14. The results of any laboratory tests, X-rays, doctor visits, or surgery from home medical care should be forwarded to ISVI Health Center as soon as possible.
15. Current Public Aid medical cards or a copy are to be mailed to ISVI on a monthly basis. Updated insurance cards or copies need to be given to the Health Center. Direction for use needs to be clearly indicated, such as "co-payment" criteria. All Co-payments will be deducted from student's trust fund.
16. A prescription is needed for any alteration in a student's diet or for special diet needs. The ISVI Physician will write appropriate diet orders if not obtained from the child's physician after being discussed or requested by the parent.
17. Vitamins, health food supplements, and/or herbs will not be administered by the Health Center without a physician order. In addition, administration of unusual or mega doses of the above supplements will require approval of the ISVI Physician.

MEDICATIONS

It is the intent of the Health Center of the school to provide students with the proper medication to maintain their health needs. To ensure medications are handled appropriately and correctly, the Health Center procures and administers all student medications and maintains necessary records. In addition to prescribed medications (Rx), the nursing staff oversees the administration of over-the-counter medications as authorized by the ISVI Physician.

Students are responsible for:

1. Reporting to the Health Center at the appropriate time to take medication(s).
2. Taking all medication at the appropriate time.
3. Reporting any irregularities in their medication to the Health Center.
4. Reporting and immediately turning in to staff, any medication found on campus.
5. Adhering, if appropriate and applicable, to the guidelines established for students in the Independent Living Program.

Parents are responsible for:

1. Providing the Health Center with written orders and prescriptions for all medications (prescription and non prescription) ordered by a home physician upon entering/returning to school as needed
2. Maintaining a supply of medication at home to cover breaks and short-term illnesses that may impact weekend home visits, breaks, etc.
3. Signing medications in/out of dormitory or Health Center.
4. Transferring all medication to the escort when their children are returning to school on chartered buses, signing "back to school" forms, and giving both medication and forms to the escort to return

HEAD LICE PROCEDURE

ASSESSMENT

A verification will be made by the School Physician or Nurse whether or not a student has head lice or nits (whitish material firmly attached to the hair shafts within one-half (2) inch of the scalp, lice eggs). Bite wounds may be present on the scalp, especially on the back of the head, neck and ears. Once a student is identified to have the louse or nit present, classmates and dorm student's roommates will be evaluated by the School Nurse.

Treatment Product: NIX Cream Rinse or the most current product that is available on the market, approved by the Local Health Department or the Medical Director,

Procedure: The recommended product will be used as directed by the manufacturer.

Residential Students

A phone call will be made or letter sent to the parents advising them their child is being treated for head lice. Students are re-treated in 7-10 days. Roommates of the identified student will also receive treatment for head lice after notification of the parent/guardian.

Non-residential Students

A phone call will be made informing parents/guardians their child has head lice. The student will be removed from the classroom immediately. The parents will be requested to pick up their child and seek medical care from a physician. It will be suggested that all household members be checked and treated for head lice as soon as possible. In the event parents of a non-residential student cannot be contacted in a timely manner, the school nurse will treat the student to facilitate returning the student to the classroom until the parents are contacted. Treatment will be consistent with that administered to residential students. If the clothing of non-residential students is infested, clothing will be loaned to the students while their own clothing is being laundered.

RETURN TO SCHOOL

Residential Student

After the student has been treated by the nursing staff the student may return to school.

Non-Residential Student

A student found to be infested may only be re-admitted to the school upon presentation of proof of appropriate treatment (e.g., note from physician, copy of prescription, proof of purchase of an over the counter product). Upon return to school the student will be re-examined by the School Nurse. The School Nurse will re-examine the student in 7-10 days.

PREVENTION SUGGESTIONS

Suggestions that may help prevent head lice transmission in a group setting:

1. Store all hats, scarves, and coats separately.
2. Avoid all games that include contact with the head.
3. Vacuum all carpeted areas daily.
4. Eliminate items from the environment that might harbor nits (e.g. overstuffed furniture)
5. Discourage sharing of personal items (combs, bath towels, etc.).
6. Store mats, pillows or similar items used for rest periods separately or in plastic bags assigned to each child.
7. Vacuum frequently.

VIII. RULES AND RESPONSIBILITIES

BULLYING POLICY

Bullying has three common features; it is deliberate and hurtful; it is repeated often over a period of time; and it is difficult for those being bullied to defend themselves.

All staff has a responsibility to recognize, report and take action against bullying.

There are four types of bullying: physical - hitting, kicking and taking belongings; verbal/signing - name-calling, insulting and racist remarks; and indirect - spreading hurtful stories and excluding from groups; and cyber - name-calling, insulting and racist remark, spreading nasty rumors, threatening, etc. via the Internet or other communication technology.

Staff will report any instance of bullying to the appropriate supervisor. Staff will work with the bullying student(s) to change inappropriate behavior and will provide support to the student(s) who have been harassed. Consequences for bullying behavior will depend upon the severity of the incident. Bullying will not be tolerated.

STUDENT CELL PHONE POLICY

The school realizes the role of cell phones in every day communication. However, because of the concern of the misuse of cell phones, ISVI has taken a pro-active role in developing the following policy.

All student cell phones used on the ISVI campus must be registered and the number provided to the education office. Only one cell phone per student is allowed.

Absolutely no student cell phone use is allowed during the academic school day. Cell phones may be used during lunch period, after students have eaten and returned their tray to the kitchen.

Elementary and Middle School: Cell phone calls may be monitored by RCW staff when necessary. Cell phones will be turned in to the RCW at lights-out time or 10:00 p.m. whichever is later, for the duration of the overnight. Cell phones will be returned to the students no earlier than 6:30 a.m. If a parent calls the cell phone during the night, the phone will be taken to the student by the RCW on duty. Callers other than family will be asked to call back at a later time, if they are calling between 10:00 p.m. and 6:30 a.m. The RCW staff will use the students' chargers to charge the phone in the living room or office area during the night if students request.

High School/5th Year Program: During school hours, cell phones must be turned OFF and OUT OF SIGHT and kept in either the students' dorm rooms or lockers. Phones may be kept in the student's possession during the night unless calls are interrupting sleep (of individual student or disrupting any peers) or are determined to be unnecessarily frequent in nature, by callers other than family.

CELL PHONES INFRACTIONS - Consequences of misuse (as stated in Handbook on Rights, Responsibilities and Procedures, Behavior Guidelines infraction #16):

1st infraction – Meeting with Principal, and/or 1 day detention,. Parents will be contacted. *Phone will be taken away for a 24-hour period. The phone will be given back at the end of the day by the principal or dorm supervisor if infraction was in the dorm.

2nd infraction - Phone will be confiscated and given to parents in person.

3rd infraction - Phone confiscated for remainder of school year.

DRESS CODE POLICY

Students are expected to be clean and neat in appearance and the clothing worn should be appropriate to the school setting. Clothing and accessories should not interfere with, disrupt or distract from the educational environment. The administration reserves the right to send any student home or back to the dorm to change if that student is wearing any clothing or accessories deemed inappropriate for the education environment. Any time away will be unexcused.

1. Shoes must be worn at all times

2. Shirts that cover the torso of the body are required. No mid-riff or low cut revealing shirts are permitted. Backless sundresses and tops with spaghetti straps are not permitted. Shirts must be free of any inscriptions that may be interpreted as vulgar or suggestive. No advertisements for alcohol, tobacco or any controlled substance are permitted.
3. Shorts/skirts/dresses must be fingertip length or longer.

Students are to wear clean, neat clothes while on campus, as well as off campus. ISVI favors students wearing appropriate dress, make-up and hair styles according to the students' and parents' taste as long as such dress and grooming do not present health problems or safety hazards, substantially disrupt the educational process, or are offensive in nature.

HARASSMENT POLICY (INCLUDING SEXUAL HARASSMENT)

In the ISVI Behavior Intervention Guidelines, sexual harassment is defined as "words, signs, body movements, vocalization, inappropriate touching, and or gestures that make someone feel nervous or uncomfortable." Physical, verbal, or sexual harassment of students will result in disciplinary action which may be as severe as suspension and possible notification of a juvenile officer.

MUSIC POLICY

Students may bring radios, cassettes, CD players, etc. to ISVI for personal use in the dorms and after school hours only. While students are not restricted on what types of music they may listen to, the volume level and the lyrics of the music must not disturb nor be offensive to others. ISVI is an educational environment. Loud and profane music is not conducive to a learning atmosphere. All students should have headphones for their own personal use.

If it is found that a student is playing his/her music too loud, he/she will be asked to lower it. If the student resists lowering the volume, that student will be subject to disciplinary procedures.

ORIENTATION & MOBILITY - CANES & TRAVEL

The ISVI provides Orientation and Mobility (O&M) instruction to assist students in learning transferable multi-sensory ways to organize space and travel safely through it.

Some students will require the added information gathering, protecting, and identification offered by a long cane. With these tools comes responsibility in proper use that maximizes their own safety while not compromising the safety of those around them. Inappropriate use of these safety tools (width or height that endangers others or use other than its intended purpose) will result in disciplinary measures and, if continued, the use of alternate device (AMD - Assisted Mobility Device - a rectangular, PVC, pre-cane tool) will be substituted for a cane.

The cane is a safety tool. The student is solely responsible for its care. Improper use of this tool, by the student, or anyone they loan it to, could result in its being damaged or broken. ISVI does not replace broken canes but O&M staff will assist students in the ordering process. The price of a new cane would be deducted from the student's trust fund account. ISVI will replace standard sleeve or marshmallow tips at no cost to the student during the school year. See Appendix B- Orientation and Mobility Agreement form.

ROLLER BLADE/ROLLER SKATE POLICY

Residential students may bring roller blades/skates to ISVI for recreational purposes provided they:

1. Have safe and appropriate equipment, including a helmet, elbow pads, and kneepads
2. Operate in designated areas on ISVI campus only
3. Operate under adult supervision at specified times
4. Have parental permission
5. Do not borrow/loan blades or skates or safety equipment from/to other students
6. Do not use specially made ramps or apparatus for recreational purposes

Roller blading/skating is confined to designated areas on campus. Those who are roller blading/skating in non-designated areas or are not following the above rules are subject to the following disciplinary action:

First time - loss of roller blading/skating privileges for one week

Second time- loss of roller blading/skating privileges for one month

Third time - loss of roller blading/skating privileges for the remainder of the year

SMOKING POLICY

By state law, smoking is not allowed on campus.

STUDENT DISCIPLINE AND CODE OF CONDUCT

The basic discipline policy of ISVI is based on positive reinforcement and acceptable behavior. The staff attempts to meet classroom and dormitory disruptions with understanding and positive communication. Parents will be contacted regarding behavioral issues. If a student's behavior warrants a detention, it is served on campus in the education building from 3:30 to 4:15 PM, unless other arrangements are made.

For further information regarding discipline and parent/student rights, please refer to the Handbook On: Rights, Responsibilities, Procedures.

Additional information regarding discipline is contained in the "Guidelines for Behavioral Intervention" manual that is issued to all students upon being placed at ISVI and as requested.

STUDENTS RIGHTS AND RESPONSIBILITIES

Each student who attends ISVI has certain responsibilities. These students also have a certain set of rights that are not to be infringed upon. These rights and responsibilities are listed in the Handbook On: Rights, Responsibilities, Procedures, which is issued to all students annually.

IX. COMPUTERS, ELECTRONIC MAIL AND INTERNET

State of the art computer equipment is installed throughout the education and residential settings of ISVI. Therefore NO personal computers, software or any peripheral equipment are allowed on campus.

The use of ISVI's computers, network, electronic mail, and Internet resources is a privilege, not a right. Electronic mail and Internet activities are monitored by the ISVI Technology Specialist with reports of student activities on the Internet and e-mail made available to the ISVI Superintendent, Principal, and Dean of Education. Inappropriate use will result in revocation of those privileges.

In addition, the school Principal, Dean of Education or dormitory Supervisor may request the suspension of e-mail and Internet privileges based on performance or behavior displayed at school or in the dormitory.

Acceptable Use School hours

During the school day, students may use the Internet under the direct supervision of the classroom teacher. Furthermore, a student may use the Internet independently if the student and the student's parent or guardian has completed the Student Technology System Use Agreement. Internet use during school hours is limited to teacher assigned research. School hours are not to be used for personal or recreational uses of the Internet.

E-mail during school hours is not permitted unless under the direct supervision of the teacher for class-related reasons such as a class pen pal or a request for information.

Acceptable Use After School hours:

After school, students may use the Internet for research or non-school related activities.

See Appendix A - Student Technology System Use Agreement. For more information on Computers, Electronic Mail, and Internet see the Handbook On: Rights, Responsibilities, Procedures.

DISCIPLINARY PROCEDURES FOR AN INFRACTIONS OF THE "STUDENT TECHNOLOGY SYSTEM USE AGREEMENT"

In order to monitor student use of e-mail and the Internet, ISVI utilizes two specialized programs. The program known as "GWAVA" is used to filter and monitor the content of student e-mail messages for inappropriate language or

attachments having specific file formats that are blocked. The program called "Web Trends" is used to monitor every single website that each student goes to while she/he is logged on to ISVI's server and using the browser of an ISVI computer. Reports from both programs are run every twenty-four hours so school administrators will know immediately if there are any infractions of the ISVI "Student Technology System Use Agreement" and as a result, will invoke the appropriate discipline for such infractions as spelled out in the Agreement.

If it has been determined that a student has committed an infraction of the "Student Technology System Use Agreement," the following procedures will take place as a result.

1. From the daily e-mail and Internet reports, the Technology Specialist will notify the Dean of Education about specific details of a student's infraction of the Agreement, and whether the infraction is the first or secondary infraction(s) during the current school year.
2. The Dean of Education will then hold a meeting with the student to inform and discuss with him/her the specific infraction(s) of the computer usage agreement, the disciplinary action that will be implemented as a result of the infraction(s), when the disciplinary action will begin and when it will end. The Dean of Education will also determine if it is or is not necessary for the Technology Specialist to also attend the meeting with the student.
3. As a result of the meeting, letters will be sent to both of the student's parent(s)/guardian and the Local Education Agency (LEA) informing them of the student's infraction of the computer usage agreement, the resulting disciplinary action and the time parameters involved. The letters become a part of the student record.
4. The Dean of Education will then notify the educational staff of the student's specific loss of access privileges so they will be able to plan accordingly in the classroom setting and will notify the Residential Care Staff so they will be able to monitor the student's computer restrictions each evening in the dormitory setting.
5. When time parameters of the disciplinary action have been completed, the student's privilege for full e-mail and/or Internet access will be returned to normal.

If it is determined that a student has committed a secondary infraction of the computer usage agreement during the course of the same school year, then the next and more progressive level of discipline will be implemented following this same procedure.

ROOM FOR ASSISTIVE TECHNOLOGY EQUIPMENT (RATE)

ISVI's inventory of assistive technology (AT) equipment is housed in a central location and will be available for students to check out. It should be recognized that it is a privilege for a student to be permitted to have an ISVI AT device being assigned for their individual use outside of the classroom. Equally important, it must be clearly explained and understood that the students should never take the AT equipment off campus for any reason. This includes home-going breaks, weekend traveling, school sporting events, etc. Doing so can be grounds for the student to lose their privilege of being allowed to use any AT equipment for the remainder of the current school year.

Student Guidelines:

1. If it is determined by an educator that a student could benefit by the use of an assistive technology device outside of their classroom:
 - a. The AT Educator or Low-Vision Specialist will read aloud for the student and discuss the Student Guidelines section of the "Guidelines for the Room for Assistive Technology Equipment (RATE)" answering all questions for the student to make certain the student understands each of the included guidelines.
 - b. The AT educator or Low-Vision Specialist will then print out and have the student sign the "Student Contract for Use of ISVI's AT Equipment" and will also sign the contract.
 - c. The Low-Vision Specialist or AT Educator will notify the school principal who will in turn send a letter to the student's parent(s)/legal guardian, informing them of their student's assigned piece of ISVI's AT equipment.
 - d. The Low-Vision Specialist or AT Educator will then prepare a "RATE Student Request Form," presenting the student with the top portion of the form and retaining the lower portion of the form for their own records.
2. The student understands, acknowledges and can demonstrate by their correct usage of the device that being

assigned any AT device from the RATE is clearly a privilege that requires the student to follow all guidelines for ISVI's AT equipment. The student must acknowledge that failure on their part to comply with all items in the Student Guidelines section of the "Guidelines for the Room for Assistive Technology Equipment (RATE)" is reasonable grounds for the student to forfeit the privilege of using any other AT devices for the remainder of the current school year.

3. When a student has been issued any AT equipment, the student must agree to bring the device to his/her assigned classes on a regular basis in order to use the device(s) for classroom lessons and assignments.
4. The student must agree to use ISVI's AT equipment for school-related functions and NOT for personal activities.
5. The student must agree to properly use ISVI's AT equipment and to transport the device in the assigned travel case provided for the device (if applicable).
6. The student must agree to demonstrate proper care for the use, maintenance and safe keeping of the device at all times that the device is in their possession.
7. The student must agree to use any assigned AT device only on the ISVI campus and will not take the equipment off campus for any reason unless required to do so for an off-campus school/class function, i.e. JHS or Lincoln Land class, TLC assigned shopping trip, class field trips, etc.
8. If the student should need to use the assigned AT device for ANY class/school-related function held anywhere off the ISVI campus, then the student should immediately inform an educator of this need so the teacher can inform the Low-Vision Specialist or AT Educator who will prepare the proper documentation in a timely manner.
9. In the event a device is not functioning properly or the device becomes lost or is stolen, the student must agree to immediately report the matter to an educator who will make proper report.
10. If an AT device becomes lost, stolen or damaged due to negligence or misuse of the device by the assigned student, the student must recognize and acknowledge that they may be expected to pay all or a portion of the replacement or repair costs that would otherwise be incurred by ISVI.
11. The student must agree to turn in any assigned AT device to a designated educator prior to ALL home-going breaks and travel weekends. Absolutely NO ISVI AT devices are to go home with a student for any reason including emergencies, illness or other unexpected events. Doing so can be grounds for the cancellation of a student's privilege to use any other AT equipment for the remainder of the current school year.
12. If a student who has AT equipment assigned to them must travel home for any reason such as family emergency, illness or any other sort of unexpected departure then prior to leaving ISVI the student must turn in all ISVI AT devices and related components to their RCW or dormitory supervisor who will return the equipment to AT Educator or Low-Vision Specialist until such time that the student returns to school.
13. The student must agree to turn in all assigned AT devices, including all related parts and components (i.e. case, power cords, adapters, etc.) to the RATE by the designated ending date of their assigned usage. At that time, the student must initial the Check-Out and Check-In form in the proper location to signify all pieces and the AT device have been turned back in to the appropriate staff person of the RATE.
14. The student must agree that all ISVI AT equipment and related components must be turned in to the RATE by the last full day of school of the current school year.

X. RESIDENTIAL

SCHEDULE - TYPICAL SCHOOL DAY

Students that are ill and spend one-half day or more in the Health Center will not participate in evening activities.

6:30 A. M.

Students arise and prepare for the day.

7:40 A. M. - 8:00 A.M.	Students eat Breakfast and remain in the dining hall or TLC unless they need to go to the Health Center.
8:05 A. M. - 3:30 P.M. 2:50 P.M. - 3:30 P.M.	Students are in school Mondays and Wednesdays - Study Hall Tuesdays and Thursdays - Student Activities Fridays - Students return to the dormitory
5:00 P.M.	Dinner
5:45 - 6:15 PM	Middle school students study period
5:45 - 6:45 PM	High school students study period
After study period, learning activities, recreation, or free time	
8:00 P.M.	Elementary students prepare for bed.
9:00 P.M.	Middle school students prepare for bed.
9:30 P.M. -10:30 P.M.	High school students prepare for bed, depending on level system. See pages 35-36 for level system.

DAY STUDENTS

Any child who lives in the Jacksonville area will be a day student and not be permitted to live in the dormitory unless there are special circumstances which would warrant residential placement and this is documented in the IEP.

Any day student arriving prior to the 1st period bell must report directly to the dining hall for breakfast.

The weekly calendar will be made available on Fridays so that students may discuss with their families which activities they would like to attend the following week. On Monday mornings the students should bring a note stating which days they will stay at school and which activities they will attend. The Duty Officer will be notified when the students stay on campus so that the dorm can be notified.

On the days when students are expected to stay on campus, they should report to their assigned dorm right after school. The dietary department will be given a notice by the dorm of which days the students will be here for dinner.

Day Students are to sign out from their assigned residential quad when returning home for the day. Whenever a day student returns to campus during after school hours, they are to report to the Duty Officer.

DORMITORY LEVEL SYSTEM

AREAS OF STUDENT EVALUATION

AREA	SKILL/ITEM	POINTS
Daily Living Skills	Demonstrates skills in personal hygiene by participating in daily routine	1
	Independently takes a bath or shower	1
	Operates washer and dryer appropriately	1
	Stores clothing in closets and dressers in an organized manner	2
Housekeeping	Drops trash in wastebasket	1
	Straightens a bed that has been slept in	1
	Straightens a bed that has been slept in - at least 5 times per week	1
	Can use a vacuum cleaner - does so at least one time during grading period –	1
	household items and personal belongings in a neat and well-organized manner	1
Eating Skills	Demonstrates ability to feed self independently	1
	Uses a fork, spoon, or fingers for eating foods as appropriate	1
	Uses a knife for spreading foods	1
	Demonstrates skill in eating unusual or hard-to-handle foods	1
Behavior	Uses a tone of voice appropriate to the setting	1
	Responds to someone initiating a conversation	1
	Apologizes to others when appropriate	1
	Gives compliments to others	1
	Has zero (0) SIRs written related to behavior infractions	4
	Has less than five (5) SIRs written related to behavior infractions #1 - #15 in the Behavior Intervention Guidelines.	2
Time Concepts	Identifies the current day of the week	1
	Uses a watch or clock	1
	Uses an alarm clock to awaken independently	1
	Demonstrates skills for keeping appointments	1
Recreation/Leisure	Engages in activities with peers	1
	Participates as a member of a club or organization (including extra-curricular athletics)	1
	Engages in physical / fitness activities	1
Interactions with Family, Peers, and Others	Complies with simple directions and limits from adults	1
	Shares toys or other items with peers	1
	Maintains contact with parents, guardians, family members	1
	Interacts positively with friends	1
	Demonstrates various aspects of planning and carrying out social activities with friends	1
Self-Concept	Demonstrates a strong desire to perform tasks independently	1
	Shows pride in accomplishing tasks	1
	States basic information about self including social security number	1

MIDDLE SCHOOL LEVEL SYSTEM PRIVILEGES SHEET

Level & Points	Hours On Campus with Permission	Hours Off Campus with Permission	Room Time	Lights Out
1A 1 - 12	In view of dorm no later than 7:30	Only with permission of Duty Officer	Sun-Thurs 9:30	In view of dorm. No later than 7:30
			Fri-Sat 10:30	
2A 13 - 25	No later than 8:00	Wed. & Fri. 3:00-4:30	Sun-Thurs 9:30	Sun-Thurs 10:00
		Sat-Sun With permission	Fri-Sat 11:00	Fri-Sat 11:30
3A 26 - 39	No later than 8:30	Mon, Wed, Fri 3:00-4:30	Sun-Thurs 9:30	Sun-Thurs 10:30
		Fri-Sat With permission	Fri-Sat 11:00	Fri-Sat 11:30

HIGH SCHOOL LEVEL SYSTEM PRIVILEGES SHEET

All high school students are scored on the level system. Lowering of a student's level for a determined length of time may be used as a means of discipline.

Level & Points	Hours on Campus/ Campus Boundaries		Hours Off Campus		Late Permission (by RCW)	Room Time		Lights Out	
	1 1-13	In view of dorm - Daylight hours only		NONE		NONE	Sun-Thu	9:30	Sun-Thu
						Fri-Sat	10:30	Fri-Sat	11:00
2 14-20	No later than 8 PM		Only with permission of Duty Officer		NONE	Sun-Thu	9:30	Sun-Thu	10:30
						Fri-Sat	11:00	Fri-Sat	11:30
3 21-26	Sun-Thu	No later than 8 PM	Sun-Thu	3-5 PM	NONE	Sun-Thu	10 :00	Sun-Thu	10:30
	Fri-Sat	No later than 9 PM	Fri-Sat	Only with permission of Duty Officer		Fri-Sat	11:30	Fri-Sat	12:00 AM
4 27-32	No later than 9 PM		Sun-Thu	3-5	Fri-Sat 9:30 PM	Sun-Thu	10:30 PM	Sun-Thu	11:00
			Fri-Sat	No later than 8 PM		Fri-Sat	12:00 AM	Fri-Sat	12:30 AM
5 33-39	Sun-Thu	No later than 9 PM	Sun-Thu	3 - 5 PM	Fri-Sat 10:30 PM	Sun-Thu	10:30 PM	Sun-Thu	11:30
	Fri-Sat:	No later than 10 PM	Fri-Sat	No later than 9 PM		Fri-Sat	1:00 AM	Fri-Sat	1:00 AM

HONORS LEVEL

Those students who are in the Senior class will be eligible to earn Honor Status in the dorms and receive the same privileges as those students residing in the TLC. These students will reside in either the girls or boys dorm, however will receive the Honors Level. Scoring criteria will be at the same level as those residing in the Transitional Learning Center. Seniors who reach the Honors Level will meet the dorm criteria as well as academic criteria of being on the honor roll, being absent no more than 4 days per quarter, and having not more than three discipline infractions at 16 or below and no infractions at the 17+ level in the BIG Manual. Students will remain on Honor Status for the entire quarter with that status being reviewed at the end of each quarter. ISVI administration reserves the right to review this status at any time if significant discipline, academic or medical issues arise.

HOURS ON CAMPUS/ CAMPUS BOUNDARIES	HOURS OFF CAMPUS	LATE PERMISSION (by RCW)	ROOM TIME	LIGHTS OUT
Sun-Thur: No later than 9:30 PM Fri-Sat: No later than 10 PM	Sun-Thur: 3 - 5 PM Fri-Sat: No later than 10 PM	Fri-Sat: 11:00 PM	Sun-Thur: 10:30 PM Fri-Sat: 1:00 AM	N/A

LAUNDRY

Students who demonstrate the ability to launder their own clothing are encouraged to use the washer and dryer located in the respective residential unit or to use the student Laundromat on campus. A weekly laundry schedule is developed by RCWs and the students to allow ample time and training in order to complete laundry.

RECREATION PROGRAM

The recreation program at the ISVI is designed to provide students with the opportunity for exposure to a wide variety of recreational activities and provide leisure education which aids students in making personal choices for their leisure time. Students, therefore, are provided with the opportunity for input as to which activities interest them. Each activity provides the opportunity for enjoyment and the release of tension as well as providing the opportunity for learning social, daily living, and/or physical skills.

Students are given a choice of which activities to attend to further develop their decision-making, money management, time management, and social skills. In addition to activities, the Recreation Department provides toys, games, cards, and crafts for each dorm. Special events are mandatory or set up on a sign-up basis.

Recreation activities offered are: Physical activities including gym (basketball, weight lifting, tumbling), skating, swimming, walks, bike riding, exercise classes and intramural goal ball and beeper ball. Social activities may include dances, socials, bingo, movies, games, crafts, cooking, shopping trips, and clubs. Special events may include concerts, circus, mall trips, holiday parties, and amusement park trips.

STUDENT RESIDENTIAL COMMITTEE

The Student Residential Committee is designed to provide a forum in which students participating in the residential program at ISVI can articulate concerns, solutions, recreational suggestions, and seek assistance in a variety of issues pertaining to the residential program. The Student Residential Committee is comprised of four students from the Transitional Living Center and two students from each of the living areas in Unit 2 and Unit 18. The Residential Committee meets twice per month with the Director of Support Services or other ISVI administrative staff.

TRANSITIONAL LIVING CENTER

EMERGENCIES IN TLC

The student should contact the RCW on duty when there is suspicious or inappropriate behavior in the immediate area or in the event of an emergency.

PRIVACY

It is recognized that every individual has the right to privacy in his/her living area. However, because the TLC is an integral part of ISVI, and the TLC residents are the responsibility of ISVI staff, RCW staff are assigned to the TLC. Duty Officers will visit TLC residents; night watchmen will check the TLC every hour; and TLC tours will be conducted for selected visitors to ISVI. Every effort will be made by ISVI staff to protect the privacy of TLC residents.

LEASE AND BEHAVIOR CONTRACT

A deposit of \$50.00 is secured prior to students moving into the Transitional Living Center. The students will also be required to agree to and sign the TLC Lease and Behavior Contract. See APPENDIX D.



ILLINOIS SCHOOL FOR THE VISUALLY IMPAIRED
JACKSONVILLE, IL 62650

STUDENT TECHNOLOGY SYSTEM USE AGREEMENT

T-1

Student Name: _____

Office Use

User ID #: _____

PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible world wide web server.

_____ My child's work and photograph may be published on the ISVI Web page.

_____ My child's work and photograph may NOT be published on the ISVI Web page.

Parent Name (print) _____

Parent Signature _____ Date: _____

PARENT PERMISSION FORM

As a parent or guardian of a student at the Illinois School for the Visually Impaired, I have read the attached *Technology Systems Use and Internet Safety Policy* and *ISVI Unacceptable Use and Consequences For Computer, Electronic Mail (E-mail) and Internet Use*. I understand violations of the regulations can result in suspension of or loss of the student's network privileges, and disciplinary action as defined by the *Behavior Intervention Guidelines (BIG)* and the attached rules. I understand this agreement will be kept on file.

_____ My child may use e-mail and the Internet while at school according to the rules outlined above.

Parent Name (print) _____

Parent Signature _____ Date: _____

STUDENT'S AGREEMENT

I have read the attached *Technology Systems Use and Internet Safety Policy* and *ISVI Unacceptable Use and Consequences For Computer, Electronic Mail (E-mail) and Internet Use* and agree to comply with the stated rules. I understand the consequences and realize that any violation of the policy or agreement can result in suspension or loss of network privileges, and disciplinary action.

Student Name (print) _____

_____ Date: _____

Student Signature _____
Witness: _____

TECHNOLOGY SYSTEM USE AND INTERNET SAFETY POLICY

Student Use Agreement: Unacceptable Use and Consequences For Computer, Electronic Mail (E-mail) and Internet Use	Name: _____ DHS ID: _____ Date: _____		
UNACCEPTABLE USE	CONSEQUENCES*		Initials
	First Consequence	Subsequent Consequences	
1a. Using the Internet/e-mail inappropriately in the classroom.	<ul style="list-style-type: none"> • Loss of computer network privileges for 3 weeks. ** • Review of Acceptable Use/Consequences 	<ul style="list-style-type: none"> • Loss of computer network privileges for 3 months. ** • Review of Acceptable Use/Consequences • Counseling 	
1b. Using the System during any time period considered unacceptable by the school.			
2a. Accessing social networks (e.g. myspace.com), message boards, or live journal sites			
2b. Entering chat rooms or using instant messaging. (I.e. AIM, AOL, ICQ, etc.)			
2c. Signing up for listservs, newsgroups, or other automated newsletters (e.g. <i>Joke of the Day</i>).			
3. Using an Internet/e-mail system (e.g. hotmail, t-mobile) other than the DHS system. Using an Internet/e-mail system to access two-way paging accounts. (e.g. Wyndtell, Sidekick, Blackberry)			
4. Unauthorized disclosure, use and dissemination of any material in violation of federal or state laws or School policy or rules. Including copyrighted materials, personal identification information, etc.			
5a. Engaging in commercial ventures, (e.g. signing up for or logging into any account (e.g. Ebay) other than a DHS account without specific, authorized permission.)			
5b. Entering any credit card numbers or purchasing anything through the Internet/e-mail.			
6. Attempting to or accessing any abusive, obscene, profane, sexually-oriented, threatening, racially offensive, illegal or other inappropriate matter on the school's or any other network. Accessing through the Internet/e-mail <i>Adult-Only</i> or pornographic sites, dating services, or personal ads.			
7a. Send nuisance electronic mail or other online messages			
7b. Send chain letters, pyramid schemes, or other unwelcome messages.			

7c. Send Messages which include inappropriate language or profanity.			
8. Send mass electronic mail to multiple users (using the Internet/e-mail for any illegal activity, product advertisement, or political lobbying.			
9a. Using or tampering with another person's account or password.			
9b. Sharing your password with another user.			
9c. Disclosing another person's password.			
9d. Forging or improperly altering electronic mail messages.			
9e. Conceal or misrepresent the user's identity while using the System.			
10. Invading privacy laws regarding disclosure of student records.			
11. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.			
12. Posting materials on the School's web site without proper authorization			
13. Attempting to or bypassing computer or computer-related security systems. Tampering with anti-virus or Internet filtering software.			
14. Attempting to or downloading, installing or uninstalling any software including but not limited to programs, videos and music files			
15. Unauthorized or attempted access to unauthorized to programs, resources, or entities including hacking and other unlawful online activities such as gambling.	<ul style="list-style-type: none"> • Immediate suspension of network computer privileges for 6 months. *** • Review of Acceptable Use/Consequences • Counseling 		
16. Tampering with or destruction of computer hardware.			
17. (ISVI only) Bring any type of personally owned or loaned unauthorized software, hardware, computer-attachable media storage devices or media readers is not permitted nor will it be tolerated. Such equipment will be immediately confiscated, sent home at the individual's expense, with disciplinary consequences commensurate with the infraction to be duly enforced.			

***Consequences may be extended depending on individual circumstances and may include loss of ALL computer privileges.**

** at ISD and ICRE the loss of computer is outside of school hours. At ISVI it includes school hours.

*** at ISD and ICRE the suspension of network privileges is outside of school hours. At ISVI it includes school hours.



ILLINOIS SCHOOL FOR THE VISUALLY IMPAIRED
 JACKSONVILLE, IL 62650

ORIENTATION AND MOBILITY AGREEMENT

Student Name: _____

**ISVI CANE POLICY
 PARENT PERMISSION**

Many students at the ISVI benefit from the added information gathering, protection, and identification afforded by the long cane. O&M staff work with students in selecting and ordering the cane that best suits their needs and the proper technique to assure their safety and the safety of those around them. In order to maximize cane durability and minimize student expenses, students are shown how to care for their canes and are reminded not to loan their canes to others.

As a parent or guardian of a student at the Illinois School for the Visually Impaired, I have read the above and understand that students are responsible for care of their canes and replacement when canes can not be repaired. If my child needs to replace his/her cane, he/she will deduct the needed funds from the trust fund account at the ISVI business office.

Parent Name (print) _____

Parent Signature _____ Date: _____

**ISVI TRAVEL PASS POLICY
 PARENT PERMISSION**

O&M staff work with students off campus as much as possible. Students who demonstrate consistent safety on certain routes can earn independent travel "passes" to these objectives.

I give permission for my child to travel specific routes off campus after being instructed, evaluated and approved by a certified orientation and mobility instructor.

Parent Name (print) _____

Parent Signature _____ Date: _____

STUDENT'S AGREEMENT

I am aware that ISVI does not replace long canes. If my cane is lost or damaged beyond repair, or if I am found responsible for such damage to another person's cane, I will be required to purchase a replacement cane.

I am aware that my cane skills also affect the safety of those around me. I will follow safety skills presented to me regarding cane width and height in arc motion and extension in crowds.

Student Name (print) _____

Student Signature _____ Date: _____

Witness: _____

APPENDIX C

Pre-Arranged Absence Form

(To be turned in to Education Office **BEFORE** school, one (1) full day before your scheduled absence from school.)

Student's Name: _____

Current Date: _____

Scheduled date(s) of absence: _____

Date form must be turned in to Education Office: _____

Initialed by Education Office when form is returned: _____

This form is to be filled out by each of your teachers—to include: 1) What **assignments** you are to do during your absence, 2) The **date assignments are due** and **make-up tests are scheduled** to be taken, 3) **If a cassette tape has yet been received by your teacher to record class for you during your absence**, etc.

1st Hour Teacher: _____

2nd Hour Teacher: _____

3rd Hour Teacher: _____

4th Hour Teacher: _____

5th Hour Teacher: _____

7th Hour Teacher: _____

8th Hour Teacher: _____

9th Hour Teacher: _____

I have already gathered assignments from all my teachers to complete during my absence from school. I know when the assignments will be due to turn in upon my return. If I am not responsible about completing this work by the due date(s), any negative consequences are the results I will have chosen for myself.

Student's Signature _____

APPENDIX D

State of Illinois
Pat Quinn, Governor

Department of Human Services
Carol L. Adams, Ph.D., Secretary



Illinois School for the Visually Impaired

**Transitional Living Center Lease
Behavioral Expectations Contract for 5th and 6th year Seniors**

Term of Agreement: _____

Security Deposit: \$50.00 - Refundable at the end of the school year provided living area and appliances are clean and no damage has occurred.

Transition Living Coordinator: Paul Drake

Student: _____

I do hereby agree to follow the rules and regulations as outlined in the TLC Guidelines, "Parent/Student Handbook", "Behavioral Interventions Guidelines (BIG)" and "The Handbook on: Rights and Responsibilities".

I agree to participate in TLC education classes as scheduled.

I agree to be a participant in and make a commitment to the Work Program for a minimum of one quarter of the school year.

I understand that the TLC building/Transition Living Program is not a college dorm and that I need to be committed to following the policies set forth by the ISVI regarding my participation in the program. Along with the added privileges and less structured learning environment in the TLC come added responsibilities and a need to be dedicated to the program.

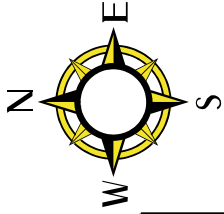
I understand that if I accumulate more than 5 Student Incident Reports (SIRs) of BIG infraction number 15 or below or a single SIR of above 15, the TLC administrative team will evaluate and review the circumstances of the infraction(s) and may determine that I will be moved to the appropriate residential dorm for not less than 2 weeks. At the end of the 2 week period if there are no further behavior incidents and I show a pattern of responsibility, I will be allowed to return to the TLC apartment. If there are additional incidents, at the discretion of the ISVI administration, a meeting will be held to determine if ISVI continues to be an appropriate educational placement for me.

Signed: _____
Student

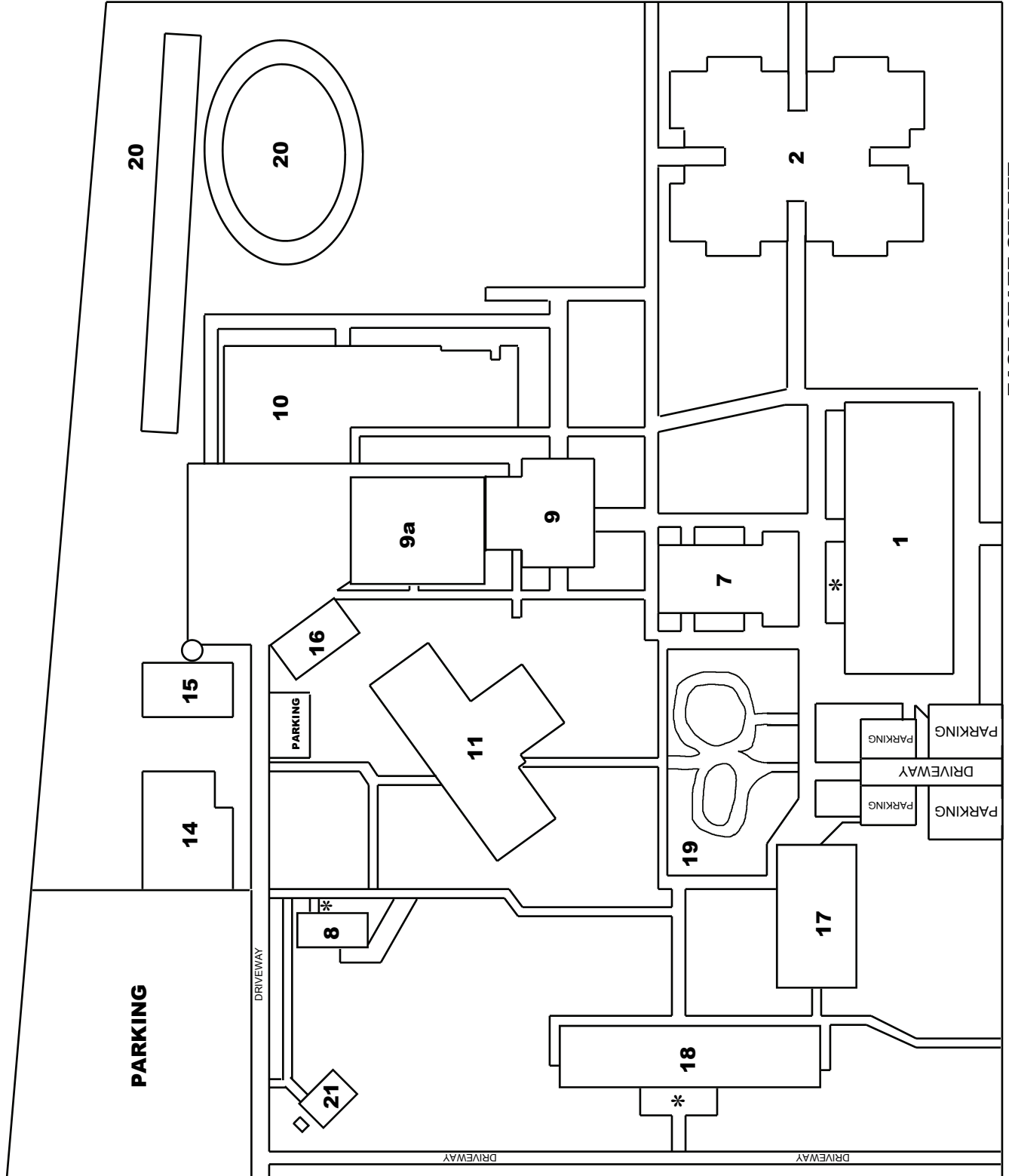
Signed: _____
Parent

Date: _____

ILLINOIS SCHOOL FOR THE VISUALLY IMPAIRED CAMPUS MAP



- 1. Frank Hall Bldg.
- 2. Unit #2—Dorm
- 7. Joshua Rhoads Auditorium
- 8. Mobile Home
- 9. Dietary
- 9a. Laundry/Store
- 10. Greenhouse
- 10. Gymnasium & Pool
- 11. Transitional Living Center (TLC)
- 14. Mechanical Bldg.
- 15. Power House
- 16. Garage
- 17. Media Center Bldg.
- 18. Unit #18—Dorm
- 19. Orientation and Mobility Garden
- 20. Athletic Track
- 21. Pavilion
- * RAMP



APPENDIX F
ILLINOIS SCHOOL FOR THE VISUALLY IMPAIRED
2009-2010 SCHOOL YEAR

August	16	Student Registration Day
	17	First day of school
September	4	Students depart @ 1:00 PM with ISD
	8	Students return to campus with ISD
	9	Classes resume
	25	Students depart @ 1:00 PM (ISVI only)
	27	Students return (ISVI only)
	28	Classes resume
October	8	Students depart @ 1:00 PM (ISVI only)
	12	Students return with ISD
	13	Classes resume
	23	End of 1 st Quarter
	30	Students depart @ 1:00 PM (ISVI only)
November	1	Students return with ISD
	2	Classes resume
	13	Students depart @ 1:00 PM (ISVI only)
	15	Students return (ISVI only)
	16	Classes resume
	25	Students depart @ 1:00 PM with ISD
	29	Students return with ISD
	30	Classes resume
December	23	Students depart @ 12:00 (ISVI only)
January	3	Students return with ISD
	4	Classes resume
	8	End of 2 nd Quarter/1 st Semester
	15	Students depart @ 1:00 PM (ISVI only)
	17	Students return (ISVI only)
	18	Classes resume (M L King Holiday)
	29	Students depart @ 1:00 PM (ISVI only)
	31	Students return with ISD
February	1	Classes resume
	12	Students depart @ 1:00 PM with ISD
	21	Students return (ISVI only)
	22	Classes resume
March	19	Students depart @ 1:00 PM with ISD – End of 3 rd Quarter
	21	Students return with ISD
	22	Classes resume
April	2	Students depart @ 1:00 PM with ISD
	11	Students return with ISD
	12	Classes resume
	23	Students depart @ 1:00 PM (ISVI only)
	25	Students return (ISVI only)
	26	Classes resume
May	7	Students depart @ 1:00 PM with ISD
	10	Students return with ISD
	11	Classes resume
	21	Last day of School - Graduation

WHO TO CONTACT

Switchboard-217.479.4400

Fax-217.479.4412

E-Mail: ISVI@dhs.state.il.us

Web Site: www.isvi.net

Superintendent - 217.479.4401

Director of Support Services - 217.479.4455

School Principal - 217.479.4437

Education Office - 217.479.4436

Dean of Education - 217.479.4447

Office of Dean of Education - 217.479-4446

Student Records - 217.479.4411

Athletic Office - 217.479.4456

Library - 217.479.4471

Director of Residential Program - 217.479.4408

Unit 2 Dormitory Supervisor - 217.479.4512

Unit 18 Dormitory Supervisor - 217.479.4484

Transitional Living Center - 217.479.4483

Business Office/Trust Fund - 217.479.4492

Dining Hall - 217.479.4495

Security - 217.479.4499

Parent Infant Institute Program - 217.479.4437

Technology/Summer Camps - 217.479.4447

Out Reach - Parents and Infants - 217.479.4478