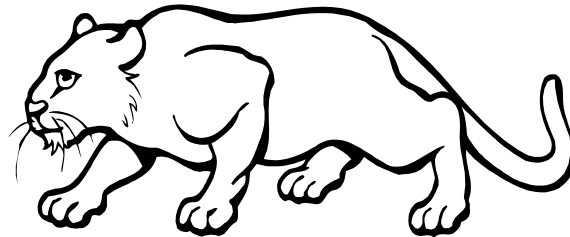


Benjamin L. Braun Educational Center

**Parent/Guardian & Student Handbook**

**2011-2012**

# **The Braun Basics**



Principal: Mrs. Judith Boyens

Southwest Cook County Cooperative  
Association for Special Education  
August 15, 2011

# THE BRAUN BASICS

**Respect yourself**

**Respect others**

**Respect learning**

Dear Parents and Students:

We are looking forward to the coming school year at Braun Educational Center. This handbook has been prepared to help you understand the program, procedures, and activities of our school. Please read it carefully.

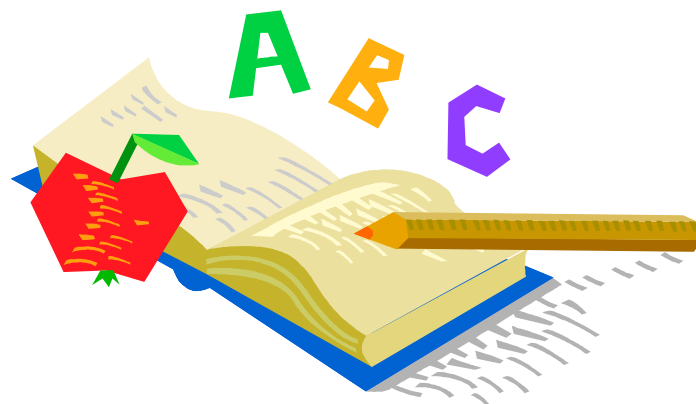
We hold that parents play a key role in their children's success at Braun. Students do better when their parents show interest in their education and support the efforts of staff. We welcome parents as team members in working with us in creating and implementing their students' Individual Education Plan.

We work very hard to create an environment that supports learning. Of course, the physical and emotional safety of all is tantamount. We expect and teach students to take responsibility for their actions and exercise self-control. We also expect everyone at Braun, staff and students alike, to respect each other.

Finally, we ask parents to share with teachers or social workers any information that will help us meet their children's needs. Communication among parents, students and school staff is critical for insuring student success.

If you have any questions or concerns regarding Braun Educational Center, please feel free to call us.

With great expectations!  
*The Braun Staff*



Braun Educational Center is the alternative therapeutic school of Southwest Cook County Cooperative Association for Special Education (SWCCCASE). The program provides quality educational services for students with social/emotional needs. Braun is located on the campus of the Southwest Cooperative's Administrative offices in Oak Forest. SWCCCASE's Executive Director is Dr. Gineen O'Neil. The Assistant Director is Mrs. Christina Sepiol. The administrative offices phone number is (708) 687-0900, and the website address is [www.swcccase.org](http://www.swcccase.org). Information about Braun, including this handbook and all forms, can be found on the website.

**Braun Educational Center**

6020 West 151<sup>st</sup> Street

Oak Forest, IL 60452

Phone: (708) 687-4971

Fax: (708) 687-6495

**Hours of Operation**

Office Hours: 8:00 a.m. – 4:00 p.m.

Student Hours: 9:15 a.m. – 3:15 p.m.

Staff Hours: 8:15 a.m. – 3:30 p.m.

Staff Phone: (708) 687 – 4971

**Braun Administrative/Support Staff**

Principal	Judith Boyens	x284
Secretary	Shiren Cannon	x 280
Secretary/Front Desk	Rita Svane	x 301

## BRAUN\* 2011-12 SCHOOL\* CALENDAR

August	15	FIRST DAY for students
September	5	<b>No school</b> - Labor Day Holiday
	16	1 <sup>st</sup> quarter's Progress Report
	23	<b>Noon dismissal</b> for students - School Improvement Day
October	7	<b>No school</b> for students - Teacher Institutes
	10	<b>No school</b> - Columbus Day
	21	<b>Noon dismissal</b> for students - School Improvement Day
	21	End of 1 <sup>st</sup> quarter
November	10	<b>No School</b> for students - <b>Parent/Teacher Conference Day</b> • 12:30-6:30 pm
	11	<b>No School</b> - Veterans Day
	22	2 <sup>nd</sup> quarter's Progress Report
	23-25	<b>No School</b> - Thanksgiving Holiday
December	21	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
	22	<b>Winter Break Begins</b>
January 2012	5	Classes Resume
	16	<b>No School</b> - Martin Luther King's Birthday Observed
	23	<b>No School</b> - Teachers Institute
February	8	3 <sup>rd</sup> Quarter's Progress Report
	9	<b>No School</b> for students - <b>Parent/Teacher Conference Day</b> • 12:30-6:30 pm
	10	<b>No School</b> - Lincoln's Birthday
	17	<b>Noon dismissal</b> for students - School Improvement Day
March	5	<b>No School</b> - Casimir Pulaski Day
	16	End of the 3 <sup>rd</sup> Quarter/2 <sup>nd</sup> Semester
	23	<b>Noon dismissal</b> for students - School Improvement Day
	26	Spring Break begins
April	2	Classes Resume
	6	<b>No School</b>
	9	<b>No School</b>
	20	4 <sup>th</sup> Quarter's Progress Report
	24	<b>Noon dismissal</b> for students – In-service half day
	25	<b>Noon dismissal</b> for students - School Improvement Day
May	18	Graduation Ceremony for graduating seniors and eighth graders
	25	<b>Last Day of School/</b> End of the 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
	28	Memorial Day
	29-31	Emergency Days
June	1-4	Emergency Days

**Braun Educational Center – Ph: 708-687-4971 Fax: 708-687-6495**

## **PROGRAM INFORMATION**

### Program Description

Braun Educational Center offers an alternative school placement for kindergarten through high school age students whose social/emotional/behavioral disability interferes with their ability to adequately benefit from the educational opportunities provided within their home school. Based on research and aligned with state standards, we strive to implement a curriculum that meets the individual needs of students with the goal of enabling them to become productive members of society. We employ differentiated instruction, vocational education and technology in our classrooms. Our social workers, art therapist and speech & language pathologist integrate therapies within the classroom as well as serve students on an individual basis. Other therapies are offered to meet the needs of individual students and programs. Our team of highly qualified professionals is committed to providing a safe and supportive learning environment for all members of our learning community.

### Mission Statement

Braun Educational Center, with the cooperation and support of parents and the community, is committed to providing an engaging learning environment for our students. In this environment, students will have the opportunity to develop the academic, social, and thinking skills necessary to become productive citizens, who accept challenge, take responsibility for personal choices, and value themselves and others in a diverse world.

### Strategies

We will:

- provide an emotionally and physically safe setting for our students and staff
- develop a school community that celebrates diversity and fosters belonging
- nurture the unique character and self-esteem of each student
- address the educational needs of all students through use of the state standards
- recognize unique learning styles and use multiple intelligences and techniques
- build and promote a partnership with parents, students, and community members
- integrate expressive therapies into the curriculum
- maintain small class size
- Mainstream students back to their resident district school whenever appropriate.

### Program Evaluation

Evaluation is an integral part of programming at Braun Educational Center. The evaluation process may consist of many different methods of information collection, including but not limited to: questionnaires, scales, observations, tasks, and interviews. All collected data is completely confidential. Individual student data is not identified or analyzed. The information gathered is not used for planning for individual students, but rather for information regarding general groups of students who attend the school. The data collected may be used to:

- evaluate the effectiveness of the current program and practices
- understand student, family, and staff characteristics and needs
- further research knowledge of children and families with special needs
- plan new program components to meet the identified needs of our students, families, and staff

### Eligibility Criteria

Before considering a referral to Braun, the student must be eligible for special education services and exhibit one or more of the following characteristics over an extended period of time and to a marked degree, which adversely affects educational performance:

- inability to learn which cannot be explained by intellect, sensory or health factors
- inability to develop or maintain satisfactory interpersonal relationships with peers and teachers
- inappropriate types of behavior or feelings under normal circumstances
- general pervasive mood of anxiety, unhappiness and/or depression
- a tendency to develop physical symptoms or fears associated with personal or school problems

Best practices dictate that school personnel should consider using a school-based problem solving process to produce a plan for managing a student's behavior within the regular education setting. A functional analysis and behavioral intervention plan should be written and implemented to address the problem areas.

### Intake IEP Conference

After a review of the referral packet, the IEP team (including a representative from Braun) will decide at an IEP meeting the appropriateness of a placement at Braun. Parents/guardians must complete the enrollment forms. A parent and student visit may be scheduled prior to this meeting.

### Behavioral Assessments

The *Behavioral Assessment System for Children (BASC)* is an instrument used by educational professionals and other clinicians to learn about the behavior and feelings of children and adolescents. It helps identify strengths as well as problem areas in a student's ability to function in school. Information from the *BASC* may be gathered from teachers, parents and students.

The *BASC* will be administered when a student is first placed at Braun, and may be re-administered when recommended by the student's team. Social workers will use the information to write and revise IEP behavioral goals and behavioral intervention plans. Other assessment instruments may be used to help clarify suspected problem areas such as depression, anxiety or ADHD.

The results of assessments will always be shared with parents. Parents may choose to give the information obtained from the assessment instruments to their child's private doctor or therapist to aid in treatment.

### Exit Criteria

A student will be given the opportunity to return to the district home school when he/she demonstrates the academic and behavioral skills necessary to be successful there. In general, this readiness is shown when the student maintains the highest level in the Braun level system for eight to ten weeks. Other criteria may be specified in the student's IEP. The IEP team is responsible for making the final decision on transition back to the home school. Whereas primary students may return at any time during the school year, high school students usually return at the beginning of a semester.

### What Parents/Guardians, Students and Staff Can Expect

Parents/guardians can expect:

- to be treated with courtesy and respect at all times
- that their child will attend school in a safe and well-controlled setting
- an instructional program planned by competent and qualified teachers, clinicians, and administrators
- regular communications regarding the progress of their child
- administration involvement when more severe problems arise
- prompt communication relative to program, policy and rule changes

Students can expect:

- a safe and supportive learning environment
- to be taught by competent and highly qualified teachers and staff
- individualized instruction based on Illinois Learning Standards, Braun curriculum, and student's unique needs
- individual and group guidance/counseling services and activities provided competent and qualified staff
- field trips and other community educational experiences
- vocational classes and career exploration activities
- to earn a diploma or certificate of attendance
- assistance with college and job applications

Parental Involvement:

It must be noted that there is a high correlation between active parent involvement in the school setting and success of a student. We, therefore, strongly encourage all parents to take an active part in their child's education.

## **BEHAVIOR MANAGEMENT SYSTEM**

Students are expected to exhibit behavior that supports learning in the classroom and throughout the school. Progress in maintaining self-control and acting appropriately is measured through a level system. The level system serves as documentation of the success students achieve in acquiring and using the social/emotional skills and knowledge required for them to be successful in school. There are five (5) levels in Braun's behavior management system. All incoming students begin on Level One.

Movement up or down the five (5) levels in the level system is based on "time-in-class". "Time-in-class" is the amount of time a student maintains self-control and acts appropriately through the school week. Subtracted from "time in class" is the amount of time a student is removed from the classroom and other settings for disruptive behaviors that keep other students from learning. A student can earn up to 360 minutes per day and 1800 minutes per week of "time-in-class." The number of minutes a student earns each week, along with other relevant information is recorded on the student's weekly Level Sheet. The Level Sheet is sent home at the end of each Level Sheet week for the student's parents or guardians to review.

Students are offered incentives and privileges to motivate them to climb to the next level. Students have the greatest number of incentives and privileges on Level Five (5).

### **Behavioral Interventions**

Braun Educational Center uses both individualized and school-wide interventions and supports to help students acquire the knowledge and skills they need to maintain self-control and display behavior that leads to success in school, home and community. Every student has an individualized Behavior Intervention Plan (BIP) based on a Functional Analysis (FA) that is a part of his/her Individual Education Plan (IEP). As a Positive Behavioral Interventions and Systems (PBIS) school, it is our goal to keep our behavior management system aligned with research based practices and Illinois State standards.

### Self-Care Centers

Self-care centers are designated areas in each classroom that provide resources for students to meet their own emotional needs in stressful situations without disrupting others and taking staff time. *Time spent in self-care centers counts as time-in-class.*

### I.R. (Isolation & Reflection rooms)

A student may be directed to leave the classroom, accompanied by a staff member, and go to an I.R. room outside of the classroom when he/she becomes disruptive and prevents others from learning. At this time, the interventions and supports offered the student in the classroom are not enough to help him/her maintain self-control and exhibit good classroom behavior. The purpose of I.R. is to give the student an opportunity to regain his/her composure in a quiet, safe and

private area. The student is to return to class when he/she demonstrates to the supervising staff member that he/she is ready to act appropriately in the classroom. Isolation & reflection are shown on the student's Level Sheet when they occur. *Time spent in I.R. does not count as time-in-class.*

### Crisis Room

The Crisis Room is an isolated classroom that is used when extended removal from the classroom is warranted. A student may be sent to the Crisis Room for severe behaviors such as ones that:

- result in injury to self or others
- put self and others at risk for injury

A student may also be sent to the Crisis Room when the I.R. and other interventions do not work.

Unless the behavior requires further therapeutic or disciplinary intervention, the student returns to class when he/she demonstrates to his/her supervising staff that he/she is ready to act appropriately in the classroom. To demonstrate readiness to return to class, a student may be required to complete a written assignment, meet with a social worker or perform some other therapeutic task as well as have a reflective conversation with the staff involved in the incident that led to placement in the Crisis Room. *Time spent in the Crisis Room does not count as time-in-class.*

### Detention

A detention is assigned for the hour before the school day begins. Rules for detention include:

- A student must be present at Braun at 8:15 a.m. to serve a detention. Parents/guardians are responsible for transporting the student to the detention by 8:15 a.m.
- If the student does not arrive in time to serve the detention, he/she will serve it during school hours.
- A student must display appropriate behavior during detention to return to the classroom at the start of school.

A detention may be assigned for:

- leaving an area without supervision
- misbehavior on the bus
- extended time in the Crisis Room
- threatening to fight another student

A detention may also be assigned at the discretion of the building administrator.

### Out of School Suspensions

Threats and/or physical aggression to Braun staff, along with acts that cause injury to students, may result in an out-of-school suspension. A parent/guardian conference may be requested after a suspension to review the incident and look for remedies. This meeting will be scheduled at a mutually convenient time and will include the student, parent/guardian, and Braun's principal and relevant Braun staff.

An IEP meeting must be convened after a student's tenth suspension in the school year to discuss whether Braun continues to be an appropriate educational setting for the student. Every attempt will be made to remediate problem behaviors that lead to suspensions. A student cannot be on school grounds during a suspension.

### Crisis Management

The administration has the right to take appropriate medical and/or legal action when a student demonstrates or verbalizes that he/she is a physical threat to self or others.

### Physical Management (Use of Restraints)

The staff at Braun Educational Center believes in keeping students safe at all times. All Braun staff members will be trained annually in *The Menta Method*:

The **Menta Method** provides educators with an effective continuum of responses to successfully intervene in a crisis situation, to safely use physical management techniques to resolve a crisis situation, to properly document incidents and to gather and analyze data to measure progress toward student and programmatic goals. The Menta Method places a great deal of emphasis on the use of the least restrictive intervention procedure, yet provides the educator with more restrictive tools should the situation warrant such escalation. The goal of training is to provide not only the tools, but also the confidence that comes from being able to use the tools proficiently and effectively. This level of confidence increases the likelihood that crisis situations can be handled calmly and safely.

### Bullying

Bullying per the Illinois State Board of Education is defined as physical, verbal, written, social or implied conduct, by one or more students, which serves to harass, demean, humiliate, abuse, victimize, deny, or exclude one or more students, from or in connection with the pursuit of, participation in, and/or enjoyment of any program or activity, including academic and nonacademic classes and extracurricular activities, offered or sponsored by the school or in any facility operated by the SWCCCASE. Bullying usually involves a perceived inequity in power between the bully and the victim. The school has the right to investigate and discipline any student involved in bullying activities, whether on school property, at school bus stops, on school buses, at extra-curricular activities and while on route to or from school.

Possible consequences for bullying are:

- counseling
- mediation
- isolated lunch
- detention
- crisis room
- parent conference
- change of placement
- suspension

### Sexual Harassment

Sexual harassment is strictly prohibited at Braun Educational Center for staff members, students and visitors. While any comments or acts of a sexual nature do not belong in a school, sexual harassment includes comments and acts that are unwelcome and cause discomfort. They impede the ability of a student to benefit from the educational and social opportunities offered him/her.

Some examples of sexual harassment are:

- sexually-oriented comments that embarrass another
- touching when specifically requested not to touch
- demanding or suggesting sexual involvement after it was made clear that the other person has no interest
- expressions of humor or jokes referencing sex, gender specific traits or sexual orientation that another finds distasteful
- exclusion from activities based on sexual orientation

Students can report incidences of sexual harassment to any staff member. They can choose to speak directly to the principal about an incident. Appropriate action will be taken to end the harassment.

### Gangs

No student on or about school property or at any school activity shall:

- Wear, possess, use, draw, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang, including wearing certain colors or combinations of colors. Students wearing color combinations that are gang related will be required to change into tee shirts provided by Braun.
- Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in a gang.
- Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:

- soliciting others for membership in any gangs
- requesting any person to pay protection or otherwise intimidating or threatening any person
- committing any other illegal act or violation of school policies
- inciting other students to act with physical violence upon any person

### Destruction/Defacing of School Property

Students who destroy or deface school property will be required to make full restitution. In addition, appropriate disciplinary action will be determined, per administration. Parents/guardians will be billed for the damages.

### Searches

All students are required to walk through a metal detector and be searched by Braun staff daily. The following items, including but not limited to, are prohibited: cell phones, iTouches, drug paraphernalia, pornographic materials, weapons, cigarettes, matches, lighters, whiteout, glue, firecrackers, and laser pointers. Gum, candy, movies, cameras, CDs, toys and other non-school items are **not** allowed on campus without prior permission. If a student is in possession of these items, they will be confiscated. They may not be returned. If at any time a student is suspected of having contraband items, staff will conduct a search. In the event that a student refuses a search, and staff believes the student is in possession of prohibited items, the student will not be allowed to go to class. The parent/guardian may be called to assist with the search or pick up the student.

The Oak Forest Police Department will be called when a student is in possession of items, such as drugs or weapons, which require that police be notified. An IEP meeting may be called to determine the appropriateness of Braun as the educational placement of the student in such cases.

### Leaving school without permission

Students are expected to remain on campus for the duration of the school day. The Oak Forest Police will be notified of any student's departure. A truancy ticket may be issued by the Oak Forest Police Department. Parents/guardians will be contacted as soon as possible, and appropriate disciplinary action will be taken.

### Dress Code

Students are expected to wear proper attire while attending school and participating in all school activities. Students are expected to dress in a manner that does not disrupt the educational process, constitute a safety or health hazard or violate civil law. Students may not enter his/her classroom dressed inappropriately. Dress code guidelines include, but are not limited to:

- Outside clothing, such as coats, jackets, hats, scarves, bandanas, sweatbands, gloves, sunglasses and purses, are to be placed in a designated area immediately upon entering the classroom.

- Headwear is not allowed and must be removed prior to entering the building or the items will be confiscated. They may not be returned.
- No drug, alcohol, sexually suggestive or obscene, satanic, or gang-related insignias will be allowed. Students are expected to cover, turn inside-out, or change into appropriate clothing
- No short-shorts, tank tops, camisole tops, halters, or half shirts for male or females.
- No clothes that have holes or tears that expose skin.
- Rubber bands may not be worn around the cuffs of pants.
- Skirts and shorts cannot be shorter than 2 inches above the knee. This includes slits.
- Shoes are to be worn at all times. No bedroom slippers.
- Shirts must be buttoned or zipped at all times.
- No undergarments showing (including tank top style undershirts).
- No hooded sweatshirts with hoods up.
- Offensive and/or gang related tattoos must be covered at all times.
- Pants must be worn and belted at the waist.
- Medallions must be worn inside shirts.
- No sleeveless shirts.
- No metal chains, studs, etc. may be attached to clothing.

#### Smoking/Tobacco

No smoking or tobacco use of any kind will be allowed anywhere on school property. Smoking is not permitted on the school bus. As previously noted, lighters, matches, cigarettes and tobacco products will be confiscated and not returned.

#### Substance Abuse

All addictive disorders, including substance abuse, are considered a very serious matter at Braun Educational Center. Students suspected of being under the influence will be assessed by Braun's clinical team consisting of a licensed clinical social worker with training in chemical dependency, the school nurse, and a liaison police officer. The School Nurse may perform a saliva alcohol test, and the liaison police officer may perform a field sobriety test. Parents/guardians will be notified whenever a student has been assessed for suspicion of use, whether or not the assessment results are deemed positive or negative.

If a school administrator has reason to believe, following the procedure described above, that a student is under the influence, he/she will recommend to parents/guardians that the student be taken immediately for further evaluation by a professional of the parents/guardians choice. Parents/guardians will be provided information regarding a professional chemical dependency evaluation and local treatment programs.

The student's district home school will be notified any time a student is deemed to be under the influence while attending Braun.

## Transportation

Students must use the transportation services provided by their districts for transportation to and from school unless their parents/guardians provide their own.

## Bus Rules

- All school disciplinary policies apply to the bus.
- Seat belts must be worn.
- Smoking is NOT allowed.
- Students are only picked up and dropped off at his/her pre-arranged site.
- Students may only ride his/her assigned bus.
- Students must remain on the bus until they arrive at school or home.
- Students must remain seated while on the bus.
- Only appropriate language is allowed.
- Food or beverages may not be consumed on the bus.
- Students must follow other bus company and school district rules.

Violation of bus rules may result in a detention or other consequence in the Braun behavior management system. A student may be suspended from bus transportation by his/her school district for disruptive and unsafe behavior.

## Valuables/Money

Students may not bring valuables or large amounts of money to school. Any amount of money over \$10 will be confiscated and, on the first offense, be returned to the student at the end of the day. A second offense will require that the money be picked up by the parent or guardian (not the student). Parents/guardians will be notified when a student is in possession of more than \$10.

## **GENERAL INFORMATION**

### **Attendance Procedures**

All students are expected to attend each class and be on time. Absenteeism is a prominent cause of failure and dropout. Success in school depends on regular attendance and punctuality.

### Reporting an Absence

When calling in an absence, dial **(708) 687-4971** and ask for the school secretary. Parents or legal guardians must call before the day of the absence or by 10 a.m. on the day of an absence. If the secretary is not available, a message should be left on the school's voice mail. Voice mail is available at all times and checked regularly. To insure accuracy, speak slowly and clearly providing the following information: **THE STUDENT'S NAME, DATE(S) OF ABSENCE, AND REASON FOR THE ABSENCE.**

### Excused Absences

The *School Code of Illinois* identifies student illness or death in the immediate family as “valid cause” for absences. Car problems, oversleeping, missing one’s bus, and personal reasons are not valid and are unexcused. Medical documentation (doctor’s note on prescription pad or stationery) may be required to excuse extended absences of more than three consecutive days, or for more than ten nonconsecutive days per semester. It is the parent’s responsibility to maintain a copy of all documentation.

Absences will be unexcused if a call is not received before the day of the absence or by 10 a.m. the day of the absence. When a student is absent and no call has been received by the parent, the school secretary will notify the home that the student is absent. In emergency situations, excused status will be given consideration when parental notification is received within 24 hours of the absence and proper documentation is provided to school staff.

### Prearranged Absences

Extended absences for reasons other than illness are discouraged. The official school calendar is available prior to the school year. Family vacations that are not planned to coincide with scheduled school breaks adversely affect student learning and grades. Prearranged absences may be valid for the following reasons: religious holidays, college visitation (maximum of 2 visits per year, before May 1), job interview, and/or district approved activities. Planned absences must be approved in advance, and may not exceed five school days. A planned absence or early dismissal may be granted for other reasons deemed appropriate by the principal or his designee.

### Tardiness

All students are expected to come to school and be in class on time. Frequent tardiness results in loss of instructional time and opportunity for learning. A student will be dropped a level for two or more tardies in a Level Sheet week.

### Excessive Absences

The district home school will be notified of an excessive number of absences, including ones for valid reasons such as prolonged illness, hospitalization and court appearances. The IEP team may be convened to review absences and determine if the student will receive an **FA (Failure due to attendance)**. No credit is earned for all classes that semester when a student receives an FA.

### Make-up Work

One school day for each day of absence will be allowed for the completion of make-up work. For example, if a student is absent three days, he or she will be given three school days to complete and return the missed work. Students with excessive absences may not be allowed to make up missed work.

It is the student's responsibility to request all missed work, assignments, and tests within the allotted time. Parents or guardians of any student who is absent due to hospitalization or extended illness should inform the school and contact the student's social worker. A 24-hour notice is required to obtain make-up work.

### Truancy

Students who are absent without valid cause may be issued a truancy ticket through the Oak Forest Police Department.

### **Medical**

If a student presents any signs or symptoms of a contagious disease and/or meets the requirements that would deem possible contagiousness, the parent/guardian will be contacted. The student must be picked up and will not be permitted to return to school until proof from a licensed medical professional is presented stating that the student is no longer contagious to others.

### Vision and Hearing Screenings

Vision and hearing screenings will be conducted in accordance with the rules and regulations of the Department of Public Health and by individuals whom the Department of Public Health has certified, (i.e. School Nurse). A vision screening is not a substitute for a complete eye/vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating an examination has been administered within the previous 12 months.

### **Other**

#### Classroom Birthday Parties

Any food that is sent to school for birthdays/holidays/etc. must be approved by Braun staff prior to the occasion, be store-bought, and in the original unopened package.

#### Eighteen Year Old Students

Eighteen year-old (and older) students are subject to all school policies, rules and standards with the following exceptions:

- Communication from the school that was previously sent to parents/guardians are now mailed directly to the student, including report cards, progress reports, IEP meeting notices and other reports. However, any student 18 years of age or older may choose to give the parent/guardian permission to be party to any verbal or written communication from the school.

- While parents still have the right to receive notice of the Annual IEP Meeting and attend and receive a copy of the report, students who are eighteen years of age or older must give permission for parents to participate and share in the decision making at the Annual Review. They must also give permission for parents to attend and participate in other IEP meetings.
- Students age 18 and older do not require parent permission to attend field trips or make other decisions previously delegated to parents/guardians.

### Emergency School Closings

In case of bad weather or dangerous road conditions, Braun and SWCCCASE officials may deem it necessary to close schools or dismiss students early. Parents are encouraged to tune their radios to one of several local stations that typically broadcast school closings. Braun/SWCCCASE uses the following radio stations to inform parents of emergency closings: **WMAQ – 670 AM** and **WGN-720 AM**. The SWCCCASE website, [www.swcccase.org](http://www.swcccase.org), may also be accessed for information regarding any school closing due to weather or other problems.

### Grading Scale

- A: 90 -100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69

### Library

The Braun Library is a resource for students that can be used as an academic, therapeutic or intervention setting. Students have access to the Library with their classroom staff. Students may check out two books for personal use in the classroom or at home. The circulation period for a book is three weeks. Any student that has lost or damaged a book will be fined the cost of the book. The student and/or parents/guardians will be held responsible for paying any Library fines. The Library also supplies Braun students with all novels required by Reading teachers. Parents/guardians will be billed the cost of replacing textbooks and related items lost or destroyed by their children.

### Lunch

Braun Educational Center provides a light breakfast and lunch for students without cost that meets state nutritional standards. Students may supplement or substitute the school lunch with one of their own. Students may bring into the building sandwiches, salads, fruits or vegetables along with factory sealed containers of fruit juice or water. Junk foods will be confiscated at the door and thrown away.

### Student Records

Parents/guardians have the right to review their student's files/records held at Braun unless prohibited by a court order. Copies may also be requested. Please make requests for access to files/records to the principal or assistant principal.

The content of student files/records is confidential. No records may be made available to individuals, agencies or organizations without the written consent of parents/guardians or students over the age of 18 except when required by law.

### Telephone

Students are permitted to make phone calls only in special circumstances with the approval of administration. The nurse or her designate will call to inform a parent/guardian of an illness or injury.