



# LFI Schools Handbook



## About Little Friends, Inc.



Little Friends has been serving our friends and neighbors for over 58 years, empowering children and adults with autism, mental health needs and/or developmental disabilities to live, learn, work and participate in the community.

Based in Warrenville, Little Friends operates school programs for individuals ages 3 - 22, vocational training programs for adults, community-based residential services, the Little Friends Center for Autism & Respite Services. Founded in 1965, Little Friends serves more than 400 people each year from ten counties and over fifty school districts.

All LFI Schools employees are expected to maintain high professional standards and appropriate school relationships, with students, parents and other staff members. They are to be considerate and cooperative and demonstrate integrity and honesty. Furthermore, LFI Schools employees have adopted and enforce the Illinois Educator Code of Ethics and a Professional Code of Conduct in accordance with Faith's Law (105 ILCS 5/22-855) as stated in the LFI Staff Handbook and on the Little Friends website.

Little Friends, Inc (LFI) has two schools; Krejci Academy and Mansion High School. Krejci Academy has programs for Early Childhood, Elementary, Middle School, High School & Transition age students. Mansion High School has programs for grades 9-12 and Transition.

LFI Schools are licensed/approved by:

Illinois State Board of Education  
Department of Public Health  
Department of Human Services  
Department of Children and Family Services

Little Friends Inc. Schools

27555 Diehl Rd | Warrenville, IL 60555  
630.355.6870 | fax 630.281.6937

follow us on



Revised June 2023

**Please keep a copy of this handbook for your reference.**



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## Student Enrollment Requirements

1. Each year parents/guardians are required to register their child in their home school district and Krejci Academy or Mansion High School.
2. Each year, parents/guardians of returning students will receive a registration packet and a student handbook through email in July. Paperwork must be completed and returned by August 1st.
3. **For new students, your child's start date is contingent upon the completion of both the registration paperwork and LFI Schools Handbook and Policy sign off sheet.**
4. New & Returning Students cannot attend Krejci Academy or Mansion High School until **both** home district and our schools registrations and policy sign offs are completed and returned.

If a family plans to move, they must inform their current home school district and register in their new district as soon as possible. Placement at Krejci Academy or Mansion High School is contingent on the new district's approval and completion of registration.

## Sharing Student Information

Staff members may not assist students with the activity of sharing, among themselves, personal information and data such as phone numbers, although independent sharing of such information among students capable of doing so is not expressly prohibited.

School staff are not allowed to release information about other student/classmates to inquiring parents.

For confidentiality reasons, students are not permitted to use personal cameras, including smartphone or iPad cameras, in school. We appreciate your cooperation and support in this regard.



## Attendance Policy

If a student is ill, or will be absent, a parent/guardian is expected to **input the information in School Pass OR contact the front office** at Little Friends School Programs at 630-355-6870 by 8:30 a.m., the absence report must include an explanation for the absence.

1. After three (3) consecutive days of absence due to illness a doctor's note is required.
2. Students are considered absent for a full day if they leave school at or before 11:30 a.m.
3. When students are absent for five (5) days, school staff will notify the student's parent(s)/guardian(s) in writing, and a copy of the letter will also be sent to the school district.
4. Students may need to complete missed assignments when they have been absent.
5. Vacations during the school year are strongly discouraged since progress on goals is dependent on consistent school attendance. If missing school for an extended absence is required, parent (s)/guardian(s) must email the principal and the teacher. Procedures for completing make-up work will be established as appropriate.
6. Student attendance has a significant impact on student performance, ability to meet IEP goals and earn required credits for graduation. If attendance becomes an issue, parents will be contacted.
7. During summer school, if a student misses more than two (2) days, the student may not receive credit.

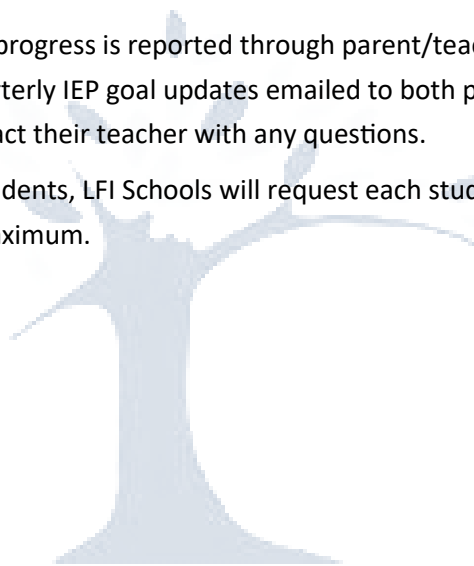
## Homework Policy

Students may be given homework as determined by classroom teachers. Homework at LFI Schools is meant to promote independence and responsibility. Please contact your student's teacher if you have any concerns.

## Progress Reporting

Throughout the school year, student progress is reported through parent/teacher conferences, your child's Annual Review/IEP meeting, and quarterly IEP goal updates emailed to both parents and the school district. Parents are encouraged to contact their teacher with any questions.

To maximize service delivery to all students, LFI Schools will request each student's IEP/AR be kept to one hour and EDC/AR's to a 90 minute maximum.



## Student Transportation

Students are transported to LFI Schools by a transportation carrier provided by your child's local school district. It is the parents responsibility to notify the bus company to suspend transportation services due to student illness or early pickup by parents. If your student is going to be absent, parents must first, contact the bus company to cancel service for the day or days student will be missing. Then call the front office at 630-355-6870 to report your student's absence. If you are driving your child to and from school for a late arrival / early pickup, you must call the bus company to cancel or modify service for that given day.

If a student is absent for three (3) days or longer, it will be necessary for the parent to contact the transportation service provider in order for transportation service to be resumed.

**IMPORTANT:** Parents transporting their child to school in the morning for any reason, must contact the transportation provider in order to arrange afternoon pickup at school. Otherwise, transportation services will assume the student is absent and will not dispatch a vehicle to transport the student home that afternoon.

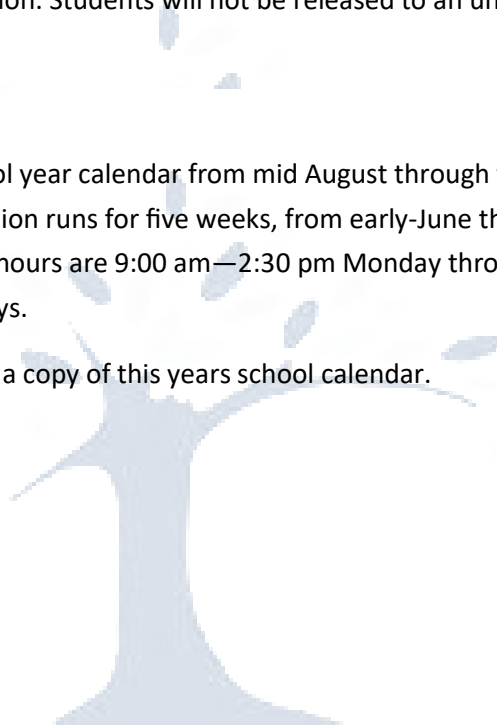
Parents dropping off children after school begins or picking up students before the end of the day must come into the school and sign their child in or out. Parents must notify the school if someone other than a parent/legal guardian will be picking up their child and the person must be able to show identification.

Parental written permission via email or School Pass note is required for a student to be transport-ed from the school building with someone other than the parent/s. Parents must directly inform LFI School's front office of the name of the person who will pick up the student, a description of the vehicle, and when the pick-up is set to occur. Upon arrival at school, the designated person/driver will be asked to provide photo identification. Students will not be released to an unknown or unidentified party under any circumstance.

## School Schedule

LFI Schools follows a regular school year calendar from mid August through the end of May. After a one-week break, the summer session runs for five weeks, from early-June through mid July. Krejci Academy & Mansion High School hours are 9:00 am—2:30 pm Monday through Friday. Students leave at 12:00 pm on Early Dismissal Days.

See last page of the handbook for a copy of this years school calendar.



## Building Safety and Crisis Management

LFI Schools comply with the required Illinois Drill Scheduling Requirements that includes three fire and severe weather evacuation drills, one bus evacuation drill and one law enforcement drill. Fire Marshall building inspections are conducted according to ISBE (Illinois State Board of Education) requirements. Evacuation procedures are posted throughout the school building.

## Severe Weather and School Closing/Remote Learning

We strive to keep our schools open every day of the school year. In the event of an emergency closing, LFI Schools will revert to an e-Learning Day. An e-Learning Day may occur when very severe weather conditions or other unforeseen emergency forces the cancellation of bus service and/or school. In the event of an e-Learning Day/s, information will be available on our website, <https://www.littlefriendsinc.org/>. Parents and students may access the dedicated school phone line at 630-281-6949.

Parents may also phone school or message via Talking Points with any questions.

Student Online attendance is required during e-Learning Days.

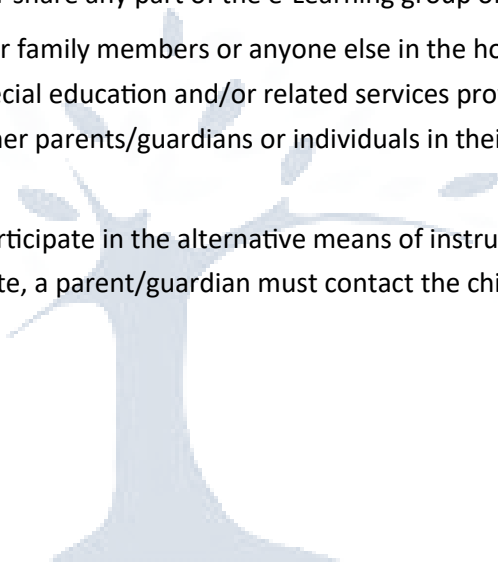
## Agreement to Provision of Group Special Education and/or Related Services Through Alternative Means

In the event of an e-Learning Day, any student's IEP special education classroom and/or related services will be provided through alternative means (i.e., Google Classroom, Zoom, or Accelerate Ed.) The delivery of group service poses unique confidentiality issues for children and their families.

When a family member or trained service provider is needed to support the participation of your child in e-Learning, that support person will maintain confidentiality of all students present. The support person may not record, take pictures, screenshot, copy or share any part of the e-Learning group or related service session.

Little Friends cannot guarantee that other family members or anyone else in the home will refrain from listening to, observing, or recording any group special education and/or related services provided to your child. Little Friends will not be held responsible if other parents/guardians or individuals in their homes violate this agreement.

It is highly encouraged that your child participate in the alternative means of instruction during e-learning. If at any time your child is unable to participate, a parent/guardian must contact the child's classroom teacher or related service provider.





## Waiver of Financial Responsibility for Property

Each year, we have families that purchase an augmentative communication device, iPads, electronic game systems or other device for their child to be used at school. These devices may be used across the school day in all settings, including, but not limited to, the classroom, therapy rooms and in the community. We appreciate the importance of these devices for a variety of purposes, most importantly communication. Little Friends, Inc. is unable to be financially responsible for maintaining these devices, for repairing them or for replacing them in the event they are lost, stolen, or damaged by your child, damaged by another child or damaged for another reason when they are brought to school. To that end, we are requiring that families who do provide a device for their child to sign a waiver of financial responsibility. **Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet.** We appreciate your cooperation and assure you that every care will be taken to make sure that your child's device is protected to the best of our ability.

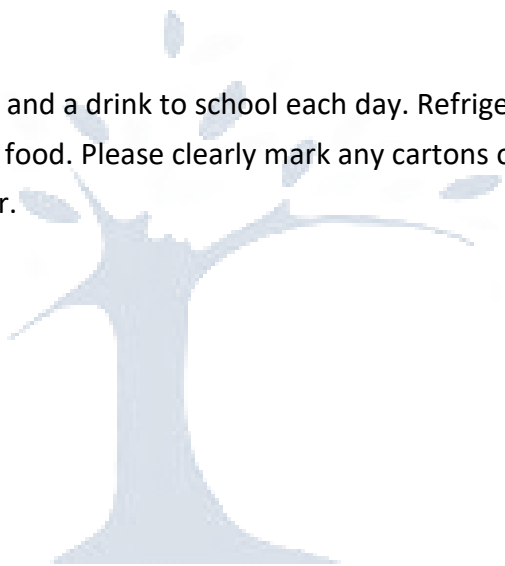
## Dress Code

Students are expected to wear modest clothing suitable for a school setting. If a student arrives at school inappropriately dressed, he/she will be asked to change or cover the inappropriate article, and parents will be notified. Some general guidelines for apparel:

- Shirts must have short sleeves, long sleeves or at least a 2 inch strap and must cover chest and midriff
- T-Shirts and other clothing must be free from drug/alcohol symbols and references, profanity references inappropriate for school
- Closed-toe shoes (no "flip flops") are strongly recommended for safety
- Gym shoes are recommended for PE class
- Knee length shorts, capris or full length pants

## Lunch

Students need to bring a lunch and a drink to school each day. Refrigerators and microwaves are available to store and heat food. Please clearly mark any cartons or containers with your child's name and room number.



## Media Consent Release

Photos and/or video are not taken or released for publicity or fund raising without express written permission from Parent / Legal Guardian. **Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet to grant or deny consent for your student's picture or videos to be used on Little Friends publications, website, social media or promotional materials.** Consent is valid for the duration of student placement.

## AAC Device Consent

Each of the students at Krejci Academy are working towards improving their social and communication skills daily. Whether they work on these skills in the classrooms or in a speech or counseling session, the students are encouraged to talk with their peers and staff. Many of our students have access to augmentative and alternative communication devices (AAC) that help them with their communication skills. In order for these students to communicate to the best of their ability it would be beneficial for the students to have the names and photos of their classmates stored in their individual device. This will allow students to address their peers during social activities. In order for Krejci Academy staff to store information regarding your child on these AAC devices we need your written permission. Parent/Guardians have a right to revoke consent at anytime. **Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet to grant or deny consent for your child.** Permission is valid for 1 year and is to be given at the beginning of each new school year.

## Lost and Found

We discourage students from bringing items of significant value to school. At the same time, we recognize that students enjoy listening to music, playing video games and so forth, especially during the ride to and from school. We recommend that all such items be clearly labeled so they may be easier to identify if they are lost. Upon arrival at school all students must place personal items in their personal cubbies, in their backpacks or purses. This includes personal cell phones or other electronic devices, which must be turned off during school hours. Permission to access these items during break time or P.E. may be given by teachers.

All unidentified personal items will be placed in the "lost and found" box located in the school's office.

## Fees and Supplies

Although there are no annual fees for the students at LFI Schools, there may be requests for money for field trips and community training programs. Teachers will send parents a supply list during the first week of school. Please direct specific questions regarding appropriate supplies to your child's individual teacher.

## Technology Property Damage Agreement

I understand my child is being assigned one device for instructional use during in-school instruction, and for eLearning, use at home, as appropriate. My child will transport their assigned device to and from school as needed/assigned. I will be responsible to have my child's device and charger returned with them when returning to school. The school staff will remind their students to take their devices home, in the event there is a need to switch to eLearning due to school closure or emergency circumstances. I also understand that if the device, for my child, their peers or staff, is damaged, broken or lost, as a result of an incident with my child; I will be responsible for reimbursing the school for market price for device and/or charger that is lost or damaged. **Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet.**

## Parent Participation

To maximize the potential for growth, school and home must work together toward the same goals and objectives. LFI Schools offers parent support groups and individual opportunities for parents and school personnel to work together in support of the student. Parents are encouraged to seek the family support services that are available through LFI Schools. Services can be arranged by contacting the LFI Schools Program Coordinator.

## Parent Communication

Our team strives to develop positive relationships and communication with parents/guardians, so that we may work together productively and effectively. LFI School staff welcome collaboration with families. Communication with families is welcomed by phone, email, and Talking Points. Talking Points will be used to communicate schoolwide announcements including school closures. Another great way to keep up-to-date is to visit us Online at [www.littlefriendsinc.org](http://www.littlefriendsinc.org), where you can sign up to receive the latest news from Little Friends.

## Visitor Procedures

In order to ensure confidentiality of our students and to maintain the integrity of the program, parents and/or professional staff involved with families requesting to observe a students classroom are limited to two hours of observation during a school year period.

**Staff cannot accommodate visitors that have not made prior appointments.**

1. Please make sure to contact an appropriate staff member to schedule an appointment.
2. All observations will be scheduled through the main office with Coordinator approval.
3. All visitors must check in at the front desk.

## Rights of Students and Confidentiality

LFI Schools operates in compliance with the Civil Rights Act of 1964, in a manner that prohibits discrimination in providing services to students without regard for race, color, religion, sex, national origin or disability.

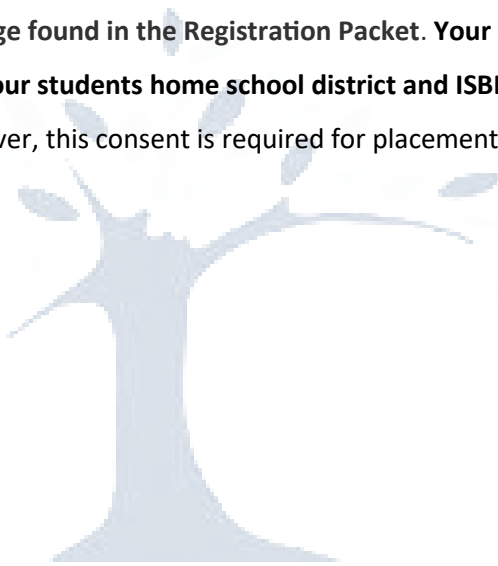
All students have the right to confidentiality as governed by the Department of Mental Health (DMH). LFI Schools protects and assists students in exercising their rights as guaranteed by the State of Illinois Mental Health and Developmental Disabilities Code of 1979.

Both Krejci Academy and Mansion High School conduct individual and peer group therapeutic sessions when and where appropriate. Anything discussed during individual and/or peer groups sessions is confidential.

There are occasions whereby confidentiality may be broken. In cases where the therapist/clinical staff believes the client may be a harm to themselves or others due to the way the student presents physically or based on what is shared verbally, the appropriate persons will be notified, including parent/guardian and home school district. Aside from notifying a parent, this could also include notifying outside professionals working with the student where release of information documentation is in place, local emergency services staff, and/or the individual the harm is intended toward.

### **Illinois School Student Records Act Agreement:**

Parent/Guardian(s) authorization is required for Little Friends Schools to access progress notes, report cards, credits, reports, and all IEP information reported to/from the student's home school district and to the Illinois State Board of Education's (ISBE) Student Information System (SIS) for the sole purpose of sharing pertinent information regarding progress of the student. Your student's home school district and ISBE have the right to inspect and copy the information disclosed to them from LFI Schools. **Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet. Your consent for exchange of the information between LFI Schools, your students home school district and ISBE.** Parent/Guardian(s) may revoke this consent at any time. However, this consent is required for placement at Krejci Academy or Mansion High School.



## Bullying and Cyber-Bullying Policy

Bullying, cyberbullying, provoking, and harassment diminish a student's ability to learn and LFI Schools ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal. LFI School staff strive to create a safe environment for all students to meet their learning potential by employing the following definition and policy for Bullying and Cyber-bullying.

### **Bullying and/or Cyberbullying Definition:**

“Bullying” and/or “Cyberbullying” is any severe or pervasive physical, verbal, or non-verbal act or conduct, including communications made in writing or electronically, directed toward a student/s that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s/students’ person or property,
2. Causing a substantially detrimental effect on the student’s/students’ physical or mental health,
3. Substantially interfering with the student’s/students’ academic performance, or
4. Substantially interfering with the student’s/students’ ability to participate in or benefit from the services, activities, or privileges by the school.

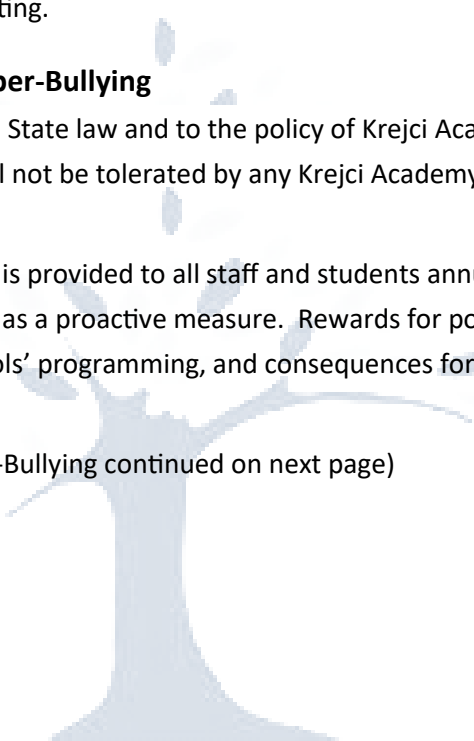
Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, coercion, persecution, taunting, frightening, dominating, terrorizing, tormenting, sexual harassment, sexual violence, theft, public humiliation, destruction of property, retaliation, or similarly harming or mistreating.

### **Intervention for Bullying and Cyber-Bullying**

Bullying/Cyberbullying is contrary to State law and to the policy of Krejci Academy and Mansion High School. Bullying, in any form and will not be tolerated by any Krejci Academy and/or Mansion High School staff or student/s.

Anti-bullying education and training is provided to all staff and students annually, focusing on the consistent use of positive programming as a proactive measure. Rewards for positive social behaviors and interactions are integral to LFI Schools’ programming, and consequences for bullying are immediately and consistently enforced.

(Intervention for Bullying and Cyber-Bullying continued on next page)



## **Policy and Intervention for Bullying and Cyber-Bullying - Continued**

Staff are trained to utilize proactive, prosocial strategies for bullying prevention and intervention including, but not limited to:

- Ongoing discussions with student/s regarding opportunities for learning, accessing, and utilizing coping skills and behavior management strategies relative to managing conflicting viewpoints and/or any issues that may arise.
- Peace Tables as a mediation tool between two parties.
- Close monitoring of students known to have engaged in bullying.
- Individual counseling for victim(s) as well as to the one(s) doing the bullying.
- Facilitating positive peer monitoring and supports wherever possible.
- Weekly Social Groups to promote positive peer interaction, along with bullying awareness activities.
- Social Emotional Learning curriculum reviewed and updated at a minimum of annually.

Any report or observance of bullying will be taken seriously and will be immediately brought forth and investigated by responsible Krejci Academy/Mansion High School staff within 10 days or less from the date the incident report was received.

The student's Counselor, the Clinical Coordinator and Principal (all trained and knowledgeable in bullying prevention) will be informed of the bullying/cyberbullying activity and persons involved and/or effected.

Disciplinary action may include, but is not limited to the following:

### **Student/s will be required to:**

- Take a break from the classroom environment to complete reorientation and discuss alternative/appropriate behaviors,
- Write an apology letter to peers and/or staff member,
- Actively participate in a personal conference with a counselor and person(s) involved as appropriate, and
- Participate in Bullying Prevention Training.

Parents/Guardians and the home school district contact will be notified of the incident/s, actions taken, investigation findings and be provided an opportunity to meet with the Principal or designee to discuss the matter. If a situation persists, consideration will be given to placing the student/s in an appropriate alternate setting.

## Acceptable Use Policy for Internet and Related Technology Use

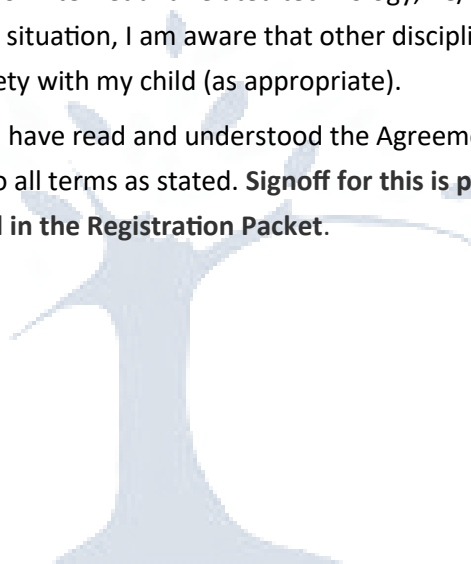
Little Friends Inc. supports the use of technology in the instructional program through individual workstations and the Internet as means to facilitate academic and vocational learning. All uses of the Internet and related technologies shall be for educational and/or vocational purposes only.

Use of the Internet is a privilege, not a right; verified inappropriate use will result in cancellation of this privilege and/or disciplinary action. The following policy guidelines are in effect:

- The supervision and control of a student's access to the Internet in the school setting is the responsibility of the teachers, and the Coordinators. The Internet contains much information frequently considered inappropriate for minors and will be closely monitored. Use of the internet will be school and program related. This may include academic, vocational or positive programming internet sites.
- Parents are advised to have a discussion about safe and appropriate Internet use with their children, which would include guidance about use of electronic mail, chat rooms, social network sites and other forms of direct electronic communications. Parents should stress that no child should share personal identifying information over the Internet.
- All students under the age of 18 must have a signed parent permission form that allows a student to have access to the Internet during the school day.
- The school staff reserves the right to determine if an individual's use of the Internet constitutes an inappropriate use of Internet resources, and may restrict the individual's use accordingly.
- The student, parent, guardian agrees to indemnify the school/agency for any financial obligation incurred through the use of the network that is contrary to the terms of this agreement.

I understand that using the computer and other technology equipment as well as the internet at school is a privilege; that my child is responsible (as appropriate) for using the internet safely and appropriately. And that the internet is to be used for academic, vocational and positive programming purposes only; and if my child does not follow the guidelines for internet and related technology, he/she may lose this privilege. Depending on the seriousness of the situation, I am aware that other disciplinary measures may be required. I have discussed internet safety with my child (as appropriate).

By signing off on policy, I agree that I have read and understood the Agreement for Internet Access and Related Technology Use and agree to all terms as stated. **Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet.**



## AGREEMENT, WAIVER AND RELEASE (Part One)

In consideration of being permitted by Little Friends, Inc. ("Little Friends), to participate in activities at Little Friends facilities or those a part of a planned Little Friends activity, including work spaces, recreation and education, and transportation (e.g. buckling either student and/or specialized equipment (car seat, safety vest, etc.). I hereby waive, release, and discharge any and all claims for damage for personal injury, death or property damage which I may have, or which may hereafter accrue to me, as a result of participation in activities at said facilities.

This release is intended to discharge in advance Little Friends, its officers, employees and agents from any and all liability arising out of or connected in any way with; my participation in activities at this or any other Little Friends facility. It is understood that activities such as the ones my child will be participating may in involve an element of risk and danger of accidents and knowing those risks, I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold harmless, Little Friends, its officers, employees and agents from any loss, liability, damage, cost or expense which they may incur as the result of my death or injury or property damage that I may sustain while participating in any activity at this or any other Little Friends facility. **Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet.** Refusal to consent may result in the inability of Little Friends to provide access to these activities. You have the right to request to inspect or copy the information to be disclosed. You have the right to revoke this consent at any time. This consent is valid for one year.

## CONSENT OF PARENT/GUARDIAN (Part Two)

(If Participant is a minor or under a disability such that a parent or guardian must provide consent) I am the parent or legal guardian of the participant listed above, and I represent and warrant that I am authorized to and have the authority to execute this Agreement, Waiver and Release, on behalf of the participant. I hereby consent that the participant may participate in activities and that staff may assist with buckling or unbuckling my child's seatbelt, car seat and/or safety vest for transportation purposes, at this, or any other Little Friends facility and I hereby execute the Agreement, Waiver and Release on their behalf. I hereby affirmatively state that the said Participant is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost or expense that they may incur as result of the death or any injury or property damage that said participant may sustain while participating in activities at any such Little Friends facility.

I have carefully read both part one and part two of this agreement, waiver and release and fully understand its contents. I am aware that this is a release of liability and contract between myself and Little Friends, Inc. and I sign it of my own free will. **Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet.** Refusal to consent may result in the inability of Little Friends to provide access to these activities. You have the right to request to inspect or copy the information to be disclosed. You have the right to revoke this consent at any time. This consent is valid for one year.



## School Health Policies

A student should remain home if they have a fever that causes chills, sweating or muscle aches, loss of taste or smell, nausea/vomiting, diarrhea or a temperature of 100.4 degrees or more. Students must be fever free for 24 hours without taking fever reducing medication, before returning to school.

- A student should remain home if they show any signs of upper respiratory infection (cold symptoms) serious enough to interfere with their ability to learn, sleep, eat or play. Signs of infection include runny nose with yellow or green mucus, and/or harsh congested cough with breathing difficulty and/or fever. If a child has an infection that needs to be treated with an antibiotic, it is required they stay out of school for 24 hours after starting the antibiotic.
- If a student tests positive for Covid-19, they are to notify the LFI Schools Nurse to receive further instruction.
- Children shall remain at home for 24 hours after any vomiting or diarrhea. Parents will be asked to pick up children who come to school with any of these ailments.
- Children with open drainage wounds, sore or ear drainage that is yellow or green should not be sent to school because of danger of infection. This also includes any undiagnosed rash or skin condition. A statement from your physician is required stating that the child is not contagious. Please always consult your physician for appropriate treatment while your child is at home.
- If a child has any red or pink eyes, or drainage from eyes, a note from the physician be necessary for a student to return to school unless the condition has resolved. If the child is being treated with an antibiotic, they must stay out of school for 24 hours after starting the antibiotic.
- Any child who has a communicable disease (e.g. Chicken pox, measles, mumps and impetigo) must have a statement from a physician stating the child is able to return to school.
- Children with head lice and/or nits need to be treated. Please consult your physician about treatment. All nits must be removed before your child returns to school.

It is important that each and every parent conform to these rules so that we can insure the health of all our students.

**If called to pick up your child due to illness, we request your child be picked up within 90 minutes of the call home.**

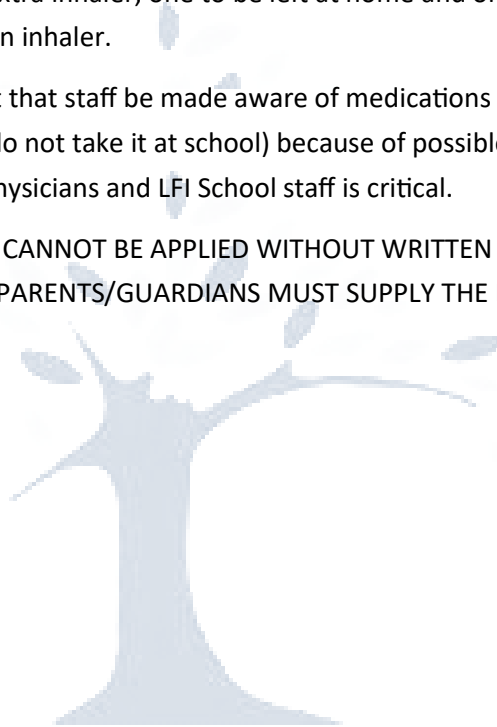
## Medication Policy

The following procedures must be followed when a student takes medications during school hours.

These procedures are strictly enforced, and no exceptions will be made.

- No medications can be given without a written physician authorization and written parental permission. Included are over the counter medications such as aspirin, Tylenol, cold remedy medications, asthma inhalers, etc. The parent must report immediately any change in prescription or dosage with medications being taken at home or at school, and new permission forms must be signed by the physician and parent. Students are prohibited from bringing or carrying such medications to school.
- All medications need to be brought in a current pharmacy container clearly marked with the student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name and pharmacy address and phone number. Over the counter medication shall be in the original container and the child's name affixed to the container.
- Verbal orders by the doctor will be accepted, but if a written order is not received within one (1) day, administration of the medication at school will be discontinued. A phone call to notify the parent will be made.
- If a student is in need of carrying an inhaler bronchodilator for asthma symptoms, or an epi-pen for allergies, it will need to be added to the medication authorization form under the list of medications to be given at school. It will be necessary for the student to have an extra inhaler, one to be left at home and one for school. Students must self-report use of an inhaler.
- It is extremely important that staff be made aware of medications that students are taking (even if they do not take it at school) because of possible side effect. Communication between parents, physicians and LFI School staff is critical.

BUG SPRAY AND SUN TAN LOTION CANNOT BE APPLIED WITHOUT WRITTEN PERMISSION FROM A PARENT OR GUARDIAN. IN ADDITION, PARENTS/GUARDIANS MUST SUPPLY THE LOTION/BUG SPRAY TO BE USED.



## Medication Policy (continued)

### Transporting Medication

Parents are notified whenever medication needs to be replenished or when the bottle needs to be sent home for any reason.

Whenever a student is bringing prescribed medication to school, the parent must notify the school. Medication bottle(s) must be in a sealed envelope with the student's name on it. Upon arrival at school, the student will need to go directly to the school nurse's office to deliver the medication so it can be put in a locked medication box.

### PRN and Over-the-Counter Medication

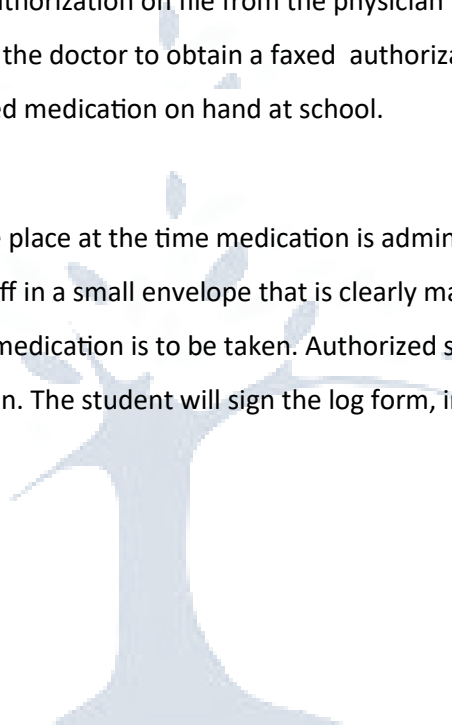
In accordance with Little Friends Personnel Policies, Krejci Academy may not administer prescription or non-prescription medication to students on an "as needed basis." Staff may not dispense aspirin, Tylenol or any other over-the-counter medication without written orders from the prescribing physician. Students are prohibited from bringing or carrying such medications to school.

### "Missed" Home Medications

If staff learn that a student has "missed" a dose of medication at home, i.e., earlier that morning, the parents will be contacted. If it is deemed necessary for the student to have the medication, the parent will come to school to administer the missed dose. Parents may not "drop off" the medication for staff to administer, and staff members are prohibited from administering the missed dose from medication on hand in school, since there is no written authorization on file from the physician to do so. In some cases it may be possible for the parent to contact the doctor to obtain a faxed authorization for the missed dose, if there is already a supply of the missed medication on hand at school.

### Medication in the Community

For all community activities that take place at the time medication is administered, a single prescribed dose will be placed by authorized staff in a small envelope that is clearly marked with the student's first name, last initial, date and time the medication is to be taken. Authorized staff will initial the medication log form when the medication is given. The student will sign the log form, indicating that the medication was taken, upon return to school.



## Vision and Hearing

Little Friends Schools can administer vision and hearing tests of my child, in conjunction with DuPage County Health Department. The student's name, address, age and grade level will be released for the purpose of the tests. I understand that I may revoke this consent at any time, and that DuPage County Health Department is authorized to receive this information has the right to inspect and copy the information to be disclosed. In addition, it has been explained to me that, if I refuse to consent to this release of information, We understand that we are not to share any information regarding test results without parents direct consent information to be shared.

**Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet.** Consent is valid for the duration of student's placement.

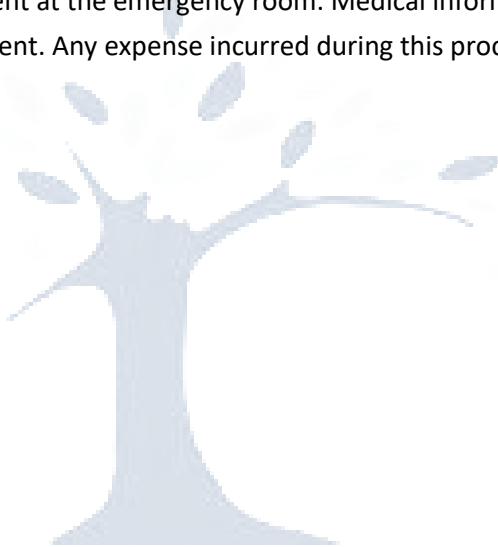
## Blood Borne Pathogens Policy

Little Friends, Inc. maintains a blood borne pathogens policy. If any injury occurs to staff or students involving exposure, this policy will be followed.

## Medical Emergency Policy

In case of severe illness or accident during school hours, a school staff member should be notified immediately. The staff member will consult with the school nurse to determine how to proceed. If needed, the school nurse will notify the family to make arrangements for the student to be transported home. In the event that they cannot be reached, school personnel will seek the closest medical attention available.

If emergency room treatment is needed, an ambulance will be called, parents will be notified and a staff member will meet the student at the emergency room. Medical information on file at the school will be transported with the student. Any expense incurred during this procedure will be the responsibility of the parents/guardians.



## Psychiatric Emergency

When it is believed that a student is potentially dangerous to self or to others, a responsible staff member is to isolate the student from all other students. The School Counselor and/or School Social Worker will be notified immediately, they will access the student and determine the most appropriate plan of action. If the student appears to be calming down, the School Counselor and/or School Social Worker will make arrangements with the parent/guardian to pick up the student from school and require that an outside assessment be done by a medical professional before the student is able to return to school. If the parent/guardian is unable to pick up the student or the student has not calmed down with the support from the School Counselor, School Social Worker and/or Mansion High School staff; 911 will be called to determine next steps. If an ambulance needs to transport the student to the hospital; a School Staff member will remain with the student until the parent/guardian arrives to meet their student.

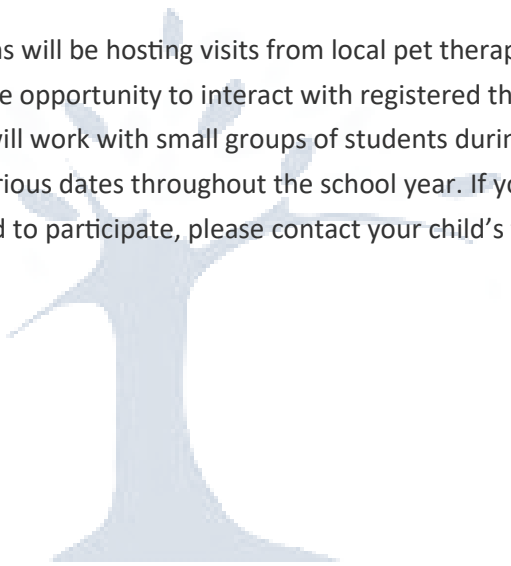
If at any time it appears that the student is an imminent threat to themselves or others, the local police or paramedics may be requested to assist in keeping the student safe.

## Community Learning Experiences

We are fortunate to have access to a variety of learning opportunities in the local community. In order to ensure the safety of students, staff, and members of the community, students must be able to demonstrate appropriate and responsible behavior both in the school setting and on the outing. Each student's access to community learning experiences will depend on his/her readiness to participate in the planned learning activity.

## Pet Therapy

Little Friends, Inc. school programs will be hosting visits from local pet therapy organizations. This volunteer program gives students the opportunity to interact with registered therapy dogs while at school. Handlers and their dogs will work with small groups of students during school hours for approximately 10-15 minutes on various dates throughout the school year. If your child has severe allergies or you do not want your child to participate, please contact your child's teacher.



## Behavior Intervention Policy

Krejci Academy maintains a positive programming policy. In keeping with the ISBE mandates and best practice programming, we will continue to use time out and/or restraints only in the event that a student becomes a danger to self or others and all other less restrictive measures have been attempted. If the student poses a safety concern, we will make the determination if it is necessary to call the parent to pick up their child. If the student, other students or staff is in imminent danger, we will make the determination to call 911/police as well as the parents. A staffing may be called to determine the appropriateness of the placement in meeting the student's needs based on repetitive instances of calling parents and/or 911.

## Individual Programming

Individual Programming is available to students if/when their behavior warrants. During this time, the student will work on classwork activities in preparation to return to the classroom. Where appropriate, Individual Programming culminates in an opportunity for the student to engage in problem solving, processing and rehearsal techniques with staff members to prepare for better managing such situations in the future.

## Health / Sex Education

Krejci Academy offers a human development curriculum, centering on the use of appropriate boundaries in relationships and self-esteem. Your child has the opportunity to participate in the lessons within this unit of instruction as part of the school's personal, social and health education curriculum, as required by the Illinois State Board of Education. The information in the human development curriculum includes healthy relationships, boundaries, sexual health, and personal safety. Due to the learning needs of our students, the material will be presented through the use of instructionally appropriate visuals. The skills for communicating and maintaining appropriate relationships will be reinforced in the classroom and throughout the school. It is presented in a developmentally appropriate manner, focusing on self-esteem. We believe it is critical for our students to have this information. It will allow them to better understand their gender, what to expect as they mature, the difference between public and private behaviors, and what behaviors are appropriate to different types of relationships. The information will be offered at different times of the year as part of your child's classroom and/or social skills groups. Please review and respond regarding permission for your child's participation. **Signoff for this is policy is on the LFI Schools Handbook Policy Signoff page found in the Registration Packet.** Permission will remain in effect for the duration of your child's education at Krejci Academy. If you have any questions, please feel free to contact your child's counselor or the principal.

## Custody and Guardianship

In cases of legal matters regarding custody, divorce or restraining orders, it is imperative that LFI Schools maintains a copy of the custody decree or relevant legal documents in the student's file. Staff will rely on these documents to direct actions with regard to communications and access to school records.

Students at 18 become their own legal guardian unless guardianship or power of attorney (POA) arrangements have been made. It is imperative that LFI School staff be informed of the status of guardianship and any legal documents pertaining to guardianship, POA, and educational rights be provided to LFI Schools to be maintained in the student's file. Guardianship matters will be discussed at your child's annual review during the year they turn 17.

## Staff and Student Contact

Due to the varied needs, unpredictable behavior, and confidentiality requirements student to student contact outside of the school setting is discouraged. If families wish to facilitate contact between students, they are strongly encouraged to maintain close, ongoing supervision. In addition, students may not have contact with staff outside of the school environment.

## Donations

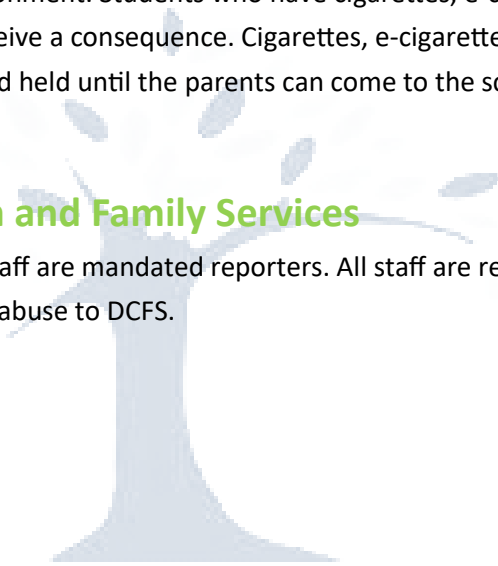
Anyone interested in making a donation to LFI Schools should contact the Vice President of Agency Advancement at (630) 355-6533.

## Smoking

LFI Schools are a smoke-free environment. Students who have cigarettes, e-cigarettes, vapes and/or lighters in their possession will receive a consequence. Cigarettes, e-cigarettes, vapes and/or lighters will be taken by a staff member and held until the parents can come to the school, or destroyed if the parents request this action.

## Department of Children and Family Services

All Little Friends School program staff are mandated reporters. All staff are required by law to report any suspected issues of neglect or abuse to DCFS.





**Additional Policies & Procedures  
specific to Krejci Academy**





## Welcome!

Welcome to Krejci Academy. This program has been chosen by you and the referring school district to provide an intensive educational/treatment program for your child.

## Important Names and Numbers

Krejci Academy front office, (630) 355-6870; fax, (630) 281-6937.

Staff are available between 8:30 a.m. and 4 p.m.

Principal - Liz Cochiaro, lcochiaro@lilfriends.com

Program Coordinator - Gracia Nosewicz, gnosewicz@lilfriends.com

Educational Coordinator - Jennifer Reed, jreed@lilfriends.com

Educational Coordinator - Scott Erickson, serickson@lilfriends.com

Educational Coordinator - Hailey Kissane, hkissane@lilfriends.com

Transitional Specialist - Andrea Boll, aboll@lilfriends.com

Clinical Coordinator - Ariana Lueder, alueder@lilfriends.com

OT Coordinator - Wambui Ojo, wojo@lilfriends.com

Speech Coordinator - Lyndsey Sanderson, lsanderson@lilfriends.com

Behavior Coordinator - Alyson Sibley, asibley@lilfriends.com

Behavior Coordinator - Sarah Shams, sshams@lilfriends.com

The optimal times to call classroom teachers and other direct services staff is between 8:30 to 8:50 a.m. and 2:45 to 4:00 p.m.



## Services Provided

The following services are available to students attending Krejci Academy. These services are provided based on recommendations for each student according to their individual education plan.

- Speech and Language Therapy
- Occupational Therapy
- Individual and Group Counseling
- Recreational Therapy
- Positive Behavior Programming (based on the Collaborative and Proactive Solutions and Applied Behavior Analysis models)

In addition to these services, students at Krejci Academy participate in music instruction and adaptive physical education.

We also have Family Services available at no charge to families enrolled at Krejci Academy. Parent training and support as well as resource linkage and referral services are available to families. Sibling support groups and parent support groups are scheduled based on interest and need.

## High School Program

Students who are in the high school program and are seeking credit will receive grades on a quarterly and semester basis. These grades are sent to the local school district and then placed in the student's official transcript. This transcript is held at the local referring high school district. Each district maintains a list of requirements toward graduation. Krejci uses these requirements as a guide for curriculum in the high school program. Parents will receive a notice of failing grades at any time the student is in danger of failure during the quarter.



## Little Friends, Inc. Behavior Management Procedures

Little Friends Inc. uses a variety of behavior management procedures. The use of these procedures is under the supervision of the Board Certified Behavior Analyst (BCBA), Principal, and Behavior Specialist.

### **A. Not Needing Behavior Management Approval**

1. Positive reinforcement (DRI)
2. Differential reinforcement of alternative behaviors (DRA)
3. Differential reinforcements of low rates of behavior (DRL)
4. Differential reinforcements of other or zero behaviors (DRO)
5. Token Economy /Tab System
6. Visual Schedules
7. Reduced Rate of Demand
8. First / Then schedule
9. Blocking & Redirection
10. Chunking, chaining, shaping or fading tasks, and/or reinforcements

### **B. Needing Behavioral Management Approval**

1. Timeout (Isolated / Under supervision)
2. Restraints
3. Restriction
4. Extinction

## Physical Management

Krejci Academy maintains a positive programming policy. All staff members of LFI Schools are certified in Safety Care training to support behavior management needs. Safety Care approved, hands-free, de-escalation strategies, specifically Help, Prompt, Wait are used to manage challenging behavior in the least restrictive manner. Safety Care approved holds/restraint is only used when all proactive program supports have been attempted and the student poses a threat of physical risk to self or others. If the student remains escalated and poses a threat to themselves and/or others, the Behavior Coordinator, Clinical Coordinator, Principal or Vice President of Educational Services will make the determination to call 911/police as well as the parents. This would only occur after all other interventions have been explored and the behavior plan is reviewed. Parents will be invited to participate in a parent meeting following any need for restraint.

## Birthday Celebrations

1. Birthday celebrations may be held at school in cooperation with the classroom teacher.
2. Parents are invited to either send treats in with their child, or drop the treats off at the school's main office, Entrance C/D.
3. No parties may be held outside of school at public sites or private homes. If parents would like to send in extra money for the class to have lunch out, we would accommodate this as a community outing, but must ask that parents not expect to attend the function.
4. We cannot distribute parent-generated invitations to private parties after school hours. Nor can we give out student addresses or phone numbers.

## Prioritization of Urgency of Need for Services Database for Illinois

All families are strongly encouraged to register their child on the PUNS database. **PUNS (Prioritization of Urgency of Need for Services Database for Illinois)** is a database for the state of Illinois that helps the state of Illinois identify and plan for the immediate and future needs of all children under the age of 21 with disabilities. Completion of PUNS does not guarantee eligibility for services nor does it mean that you must utilize the services.

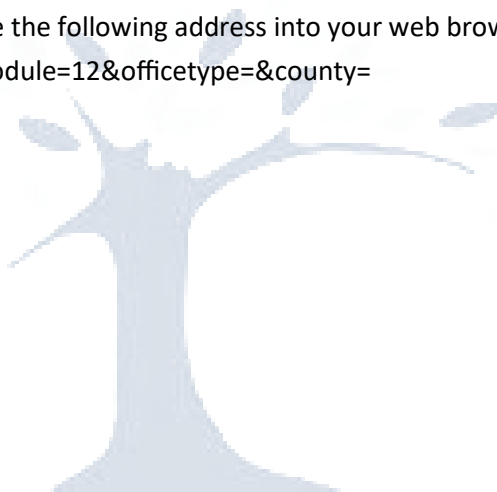
**It does make sure that Illinois is aware of the need for services that may include in-home supports, respite care, job coaches, residential living arrangements and adaptive equipment.**

Illinois uses the PUNS list to develop proposals and materials for the annual budgeting process as well as to plan for the future needs of these individuals.

**It is extremely important to understand that when the state has more accurate numbers of how many children are in need or may have future needs, they will hopefully provide more funding.**

For general information about PUNS, cut and paste the following address into your web browser, <https://www.dhs.state.il.us/page.aspx?item=85196>.

To register your child in the PUNS database, you must contact and meet with a pre-admission screener at your local service coordination agency to fill out the necessary forms. To find your local service coordination agency, cut and paste the following address into your web browser, <https://www.dhs.state.il.us/page.aspx?module=12&officetype=&county=>





# Vocational Skills Program

## Addendum



## Vision of Learning

Krejci Academy Vocational Skills Program is committed to the provision of programs and services that promote critical learning, adaptive skills and broad independence, and which maximize the capacity of students with pervasive challenges to transition successfully to adulthood.

## Services Provided

Instructional services are comprised special education classes and applied learning experiences aligned with Illinois high school standards and core curriculum requirements. Course administration has been designed to meet individual school districts' course and credit requirements for earning the high school diploma

- Related services include speech language therapy, social emotional learning, individual counseling, music therapy and occupational therapy consultation.
- Vocational services are provided in school as well as in the community. The in school vocational provides training for necessary work behaviors, or soft skills. The Vocational Skills Program also provides community vocational exploration and beginning pre-employment skills training, on-the-job evaluation and limited job placement services. Job development and job coaching are provided.
- Transition planning begins at age 14 1/2 years old and includes the development of measurable goals and outcomes for employment, education/training and independent living skills.
- Integrated behavior management services & counseling and group programming models ensure the development and implementation of positive and proactive approaches to behavior intervention.



## Student Work Incentives and Banking

For work experiences in school and in the community, students may receive a small work incentive/reinforcer. This is not considered a wage, as these are educational work experiences and not employment. Incentives/reinforcers are provided based upon the student's behavior and effort. They may be given in various forms (gift cards, tokens, snacks, etc.)

Students who are hired and employed by places of business outside of school receive a paycheck from the employer. These funds are paid directly to the students and are not used for school purposes. It will be necessary for you to save the pay stubs and bank statements, as you will likely need them for conducting business with the Social Security Administration.

## Dress Code and Work Attire

The Krejci Academy Vocational Skills Program students are expected to observe good personal hygiene and dress appropriately for a casual work setting. Students are not permitted to wear shorts to any workplace outside school. Please plan to have your child keep a set of work clothes, shoes and long pants at school for use during work activities.

In general, students are expected to wear relatively modest clothing suitable for a school/work setting. See page 9 for dress code guidelines.

## High School Program

Students who are in the high school program and are seeking credit will receive grades on a quarterly and semester basis. These grades are sent to the local school district and then placed in the student's official transcript. This transcript is held at the local referring high school district. Each district maintains a list of requirements toward graduation. Krejci uses these requirements as a guide for curriculum in the high school program. Parents will receive a notice of failing grades at any time the student is in danger of failure during the quarter.

## Student Cell Phone Policy

***Cell phones are to be turned in at the beginning of each day.***

Phones will be kept secure and returned to students upon dismissal at 2:30 pm.



**Additional Policies & Procedures  
specific to  
Mansion High School**





## History

In April 1975, The Mansion High School was initiated by Little Friends, Inc. The Mansion High School was designed to offer both academic and therapeutic help to high school students. This program was instituted at the request of local school districts that felt there was a lack of programs available for high school students who needed special assistance with behavioral and emotional problems.

## Location

The Mansion High School is located at 27555 Diehl Road in Warrenville, Illinois.

## Important Names and Numbers

Mansion High School main office, (630) 355-6870; fax, (630) 281-6937.

Principal - Liz Cochiaro, lcochiaro@lilfriends.com

Program Coordinator - Hailey Kissane, hkissane@lilfriends.com

School Counselor / Educational Coordinator - Kristin Szczesny, kszczesny@lilfriends.com

Front office staff available between 8:30 a.m. and 4:00 p.m.

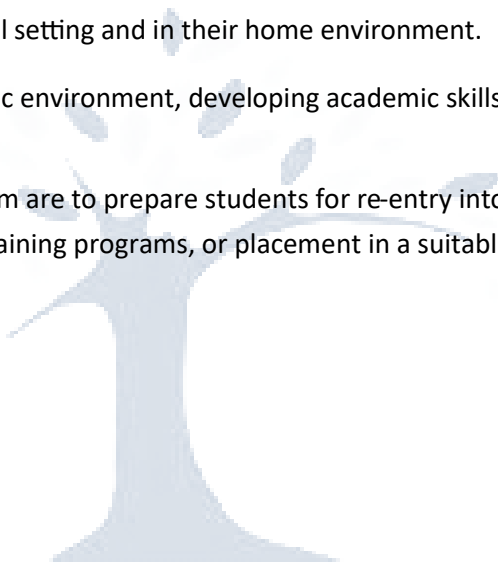
## Objectives

The Mansion High School offers students an alternative educational program. More specifically, it is the goal of the program to assist students in dealing with issues preventing success at the home school, and to facilitate a return to that environment as soon as possible.

The two primary objectives for Mansion High School students:

1. Develop acceptable strategies for managing mental health needs such that the student will be able to function effectively in the school setting and in their home environment.
2. Build success within an academic environment, developing academic skills and self awareness of learning abilities.

The ultimate objectives of this program are to prepare students for re-entry into the public school system, entry into advanced educational or training programs, or placement in a suitable vocational position.



## Program Description

The Mansion offers students both academic and therapeutic programming. The therapeutic component consists of utilizing the Solution Focused Brief Therapy (SFBT) Model. It is a model that involves check-ins, processing of needs and arising issues, determining the first step/s toward a solution and then checking back with the clinical staff or fellow group members. Formal group sessions, one to one direct services, and therapeutic interventions are conducted weekly by Masters level clinicians.

Therapeutic sessions take place three times per week following the Solutions Focused Brief Therapy (SFBT) model. In addition to student's individual and group meetings, clinicians will meet with students on a routine basis for check-ins or crisis situations. MHS Team Members reach out to parents on a routine basis or whenever a situation arises to inform parents of progress or areas of growth that need to be addressed, keeping in mind the student's confidentiality.

Clinical staff is also versed in various therapeutic interventions such as Cognitive Based Therapy (CBT), Mindfulness, Trauma informed care, and Anxiety reduction.

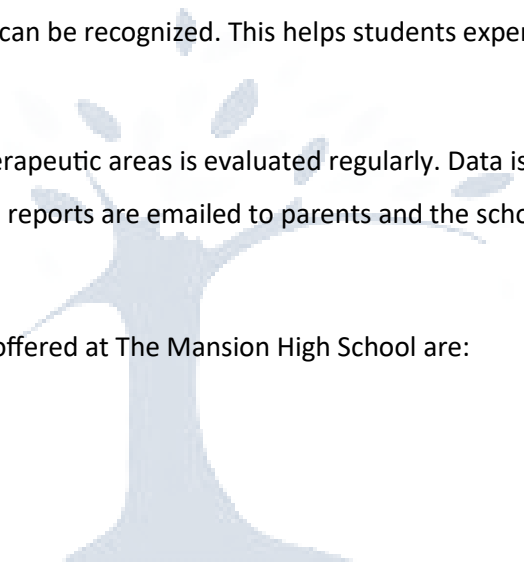
The academic portion of the program is supervised by certified special education teachers. Academic instruction is provided in the four core contents areas; English/Language Arts, Math, Science and Social Science. Additional elective courses, PE and Health are also offered each semester. Students are enrolled in Mansion High School courses that will fulfill the student's home high school graduation requirements. Due to the small size of the class (10 students maximum), differences in individual needs and levels of achievements can be recognized. This helps students experience success with their school work.

Progress in both academic and therapeutic areas is evaluated regularly. Data is collected regularly by teachers and clinical staff and goal reports are emailed to parents and the school district quarterly.

## Therapeutic Services

The types of therapeutic services offered at The Mansion High School are:

1. Group therapy
2. Individual therapy
3. Family consultation



## Admissions

The Mansion only accepts students who are referred by a public school district. The district sends the following written materials: psychological report, social history, academic assessment, transcript and medical records. After reviewing the referral information, The Mansion will contact the family to schedule a tour and half-day visit. After these steps, if the Mansion staff, the student, and family are in agreement that the placement is appropriate, an intake meeting is scheduled.

After Mansion High School registration paperwork is completed by the family, and transportation is arranged by the school district, students will be notified of their first day of class. Transportation is the responsibility of the school district. Students are on a thirty-day probationary period to evaluate whether the Mansion is an appropriate placement.

## Academic & Program Expectations

### Prompt and Prepared

By Start of First Period:

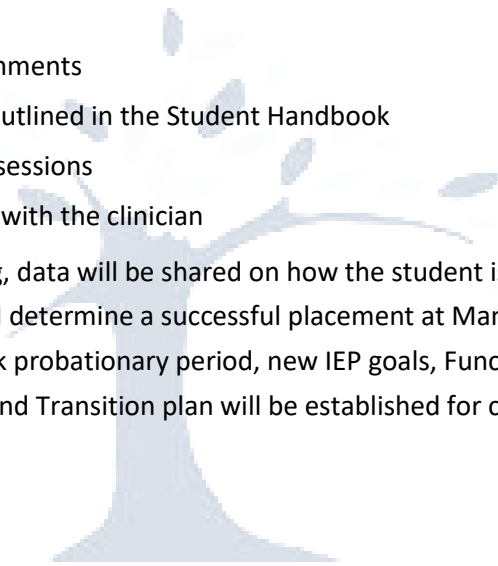
- Computer
- Headphones
- Writing utensil
- Class Materials

## Adoption of Goals

Each student's current IEP goals will be adopted by The Mansion High School Staff. Data will be collected on these goals during the six week adjustment period. During the six week adjustment period, the following are expected of students attending Mansion High School:

- Regular attendance
- Completion of classroom assignments
- Follow program guidelines as outlined in the Student Handbook
- Participate during therapeutic sessions
- Identify social-emotional goals with the clinician

At the six-week staffing/IEP meeting, data will be shared on how the student is performing in relation to program expectations. This data will determine a successful placement at Mansion High School. If placement is continued after the six-week probationary period, new IEP goals, Functional Behavioral Assessments, Behavior Intervention Plan and Transition plan will be established for continued placement.



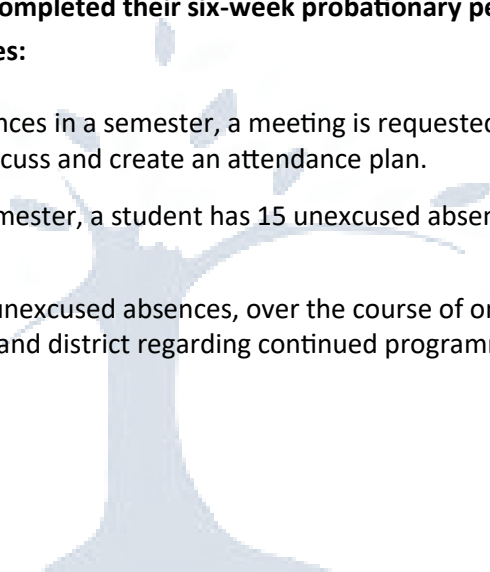
## Absence & Attendance Policy

If a student is ill, or will be absent, a parent/guardian is expected to input the information in School Pass OR contact the front office at Little Friends School Programs at 630-355-6870 by 8:30 a.m. The absence report must include an explanation for the absence. Only with parent/guardian contact can a determination be made by a Coordinator/Principal whether the absence is excused or unexcused.

- Students will be encouraged & reminded of the need to complete missed assignments when they have been absent.
- After three consecutive days of absence due to illness, a doctor's note WILL be required for excusal.
- Students are considered absent for a full day if they leave school prior to 11:30 am OR arrive after 12pm.
- When students are absent for five consecutive days, Mansion High School Staff will notify the student's parent(s)/guardian(s) in writing and a copy of the letter will also be sent to the school district.
- Vacations during the school year are strongly discouraged since academic and therapeutic progress is dependent on consistent school attendance. If missing school for an extended absence is required, parents/guardians must notify Mansion High School Staff in writing five (5) days prior to the absence. Procedures for completing make-up work will be established at that time. Failure to notify the school in advance will result in the absences being unexcused.
- During Extended School Year (ESY), if a student misses more than two (2) days, the student will not be able to receive credit, and ESY programming may be discontinued.

**For students who have successfully completed their six-week probationary period and are officially enrolled at MHS, the following applies:**

1. If a student reaches 10 absences in a semester, a meeting is requested with the student, parent, district, MHS Staff to discuss and create an attendance plan.
2. If, over the course of one semester, a student has 15 unexcused absences, their semester grade will be lowered 10%
3. If a student has 15 or more unexcused absences, over the course of one semester, a determination will be made by staff and district regarding continued programming and school placement.



## Dress Code

The Mansion High School staff maintains final discretion regarding the appropriateness of any article of clothing, jewelry, and/or other accessories. All Mansion students are required to comply with the Dress Code Guidelines on page 9 of this student handbook, including additional details below.

1. Students must wear shoes in the building as regulated by the Health Department.
2. No article of clothing, jewelry, and/or accessory may have any symbol or representation of drugs, alcohol, gang relation, pornography, Satanism, weapons, or violent themes.
3. Clothing which does not adequately cover the front, back, sides, shoulders, legs or midriff is prohibited. Clothing should cover from shoulder to fingertips. Only outer clothing may be visible, with no under garments showing. Crop tops are prohibited.
4. Jeans and/or shorts with excessive or large holes that reveal skin are prohibited.
5. Strapless, spaghetti strap and sheer shirts or bottoms are prohibited.

Students dressed inappropriately will be required to put on more appropriate clothing which will be provided to them.

## Privileges

Phone use by students is limited to necessary or emergency calls only. These would include calling a parent/guardian if you are ill, talking with a clinical staff if appropriate, setting up a medical appointment if a student is unable to do it at another time, etc. Students may not use the phone to call friends, call parent(s)/guardian(s) to ask them to bring a lunch, or any other personal reason.

## Student Cell Phone & Electronics Policy

**Cell phones and other personal electronics (e.g. iPads) are to be turned in at the beginning of each day or kept at home.** Personal devices will be kept secure and returned to students upon dismissal at 2:30 pm. Use of personal iPads may be allowed as a calming strategy during the school day as long as internet access is turned off.

## Leaving Property

Students are expected to remain in school and on Little Friends property during the school day. If at any time a student leaves the property, parent(s)/guardian(s) and police will be notified.

## Classwork Expectations

- Acceptable, high quality work, Plagiarism is prohibited. This involves, but not limited to, Googling and taking exact answers or copying and pasting is considered to be plagiarism.
- Legible handwriting/type written
- Proofread for punctuation, capitalization, spelling and complete thoughts
- Follow teachers directions
- Computers are to be used for academic purposes only.

## Grading Policy / Grading Scale

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 0-59% an 'F' and is zero credit for that class towards graduation requirements

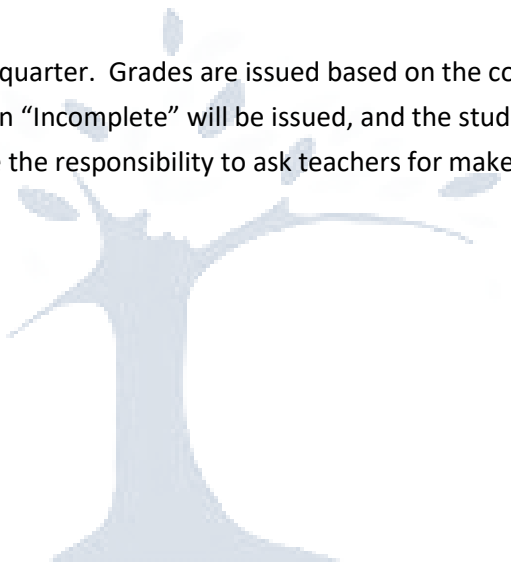
Grading consists of 75% Overall Grade + 25% attendance.

## Questions or Appeals to Grades

- Schedule a time with the teacher to discuss
- Schedule a time with the School Counselor to discuss
- Class time is valuable to you and your peers. It is not appropriate to dispute a graded assignment during academic class time.
- If another attempt is needed on a quiz, test, or exam, students are to advocate for themselves by asking the teacher for another attempt.

## Report Cards

Report cards are issued after each quarter. Grades are issued based on the completion of class work. If a student's work is not completed, an "Incomplete" will be issued, and the student will have two weeks to complete the work. Students have the responsibility to ask teachers for make-up work. Report cards are emailed to the student's home.



## Drug and Substance Abuse Policy Offenses and Consequences

### **General Statement**

The policy of The Mansion High School provides that students who buy, sell, use, possess, and/or are under the influence of illegal drugs, look-alike drugs, controlled substances and/or alcoholic beverages are subject to disciplinary action.

\*\*\*This policy specifically *excludes* any student who possesses a Medical Cannabis ID Card for medical reasons.

### **Incidents that would result in drug offense to the policy and subject to disciplinary action.**

- Coming to school under the influence of drugs, legal or illegal, or alcohol may result in a drug offense.
- Using look-alike drugs or controlled substances may result in a drug offense.
- Glorifying, discussions of buying, selling, or arrangements, drawings, apparel, or jewelry depicting drugs or alcohol is considered symptomatic of drug involvement and may result in drug offense.
- Possession of paraphernalia will result in a drug offense.

### **What would result in drug offense and the policy being notified**

- Possession of drugs, legal or illegal, will result in a drug offense.
- Buying, selling or distributing drugs, legal or illegal, will result in expulsion.

### **Discipline Procedures / Offenses/Consequences**

\*\*For any offense, students Parent(s)/Guardian(s) and the school district will be notified

#### First Offense

- Student will receive either an in-school or out of school suspension as determined by the team.

#### Second Offense

- Student will receive either an in-school or out of school suspension as determined by the team
- Student will only be able to return to school with a parent for a meeting regarding the offense.
- If applicable, student will be advised to speak to outside provider(s) (i.e. therapist, psychiatrist, doctor), regarding incident that took place; contact with outside provider(s) and Clinical Coordinator should both be done with student following either occurrence.
- Parents may be given the option to explore drug/alcohol prevention programs.\*

*\*The Mansion, nor the home school district, will assume any financial or program responsibilities for the prevention program or approved agency's recommendations.*

#### Third Offense

- Student will receive either an in-school or out of school suspension as determined by the team
- A meeting will be called with the parent and the school district where educational placement will be reviewed/discussed through the IEP process.

## Consequences

The Mansion High School utilizes a system of consequences to help students identify problems, gain self-control, and help reduce the frequency of inappropriate behaviors. The following “consequences” may be assigned to students by a staff member if students are not in compliance with policies:

- Processing Time to be made up (during P.E. or lunch, where students may eat, but are isolated from others)
- In or Out-of-school suspension
- Notification to home district. Determination of best placement that will lead to a 20 day notification for placement.
- If a student’s behavior reaches a point where it is felt that he/she is a danger to himself/herself and/or others, and staff interventions are disrespected, then the police may be notified, and their intervention requested.

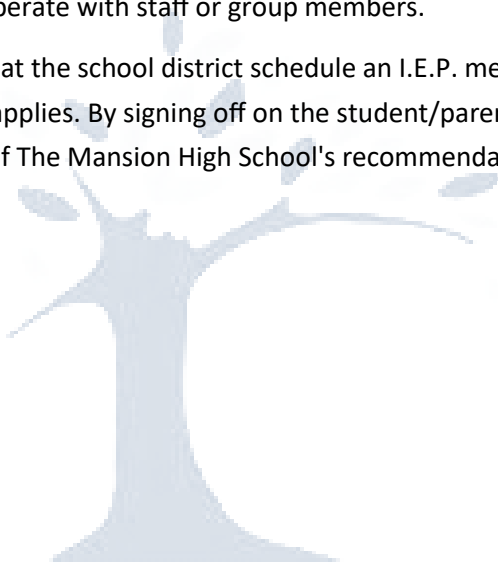
These are examples of consequences that may be used by The Mansion High School staff in order to help students gain better self-control. Not all consequences that might be used are included in this list. Staff will assess each situation, and will issue consequences which fit each individual situation.

## Recommendation of Alternative Placement

Students may be recommended for alternative placement from The Mansion High School for any of the following reasons:

1. Physically touching anyone in The Mansion High School in a negative, aggressive fashion with the intent to harm.
2. Selling or possessing any illegal substance.
3. Absolutely refusing to cooperate with staff or group members.

Mansion High School will request that the school district schedule an I.E.P. meeting to discuss alternative placement for students whom this applies. By signing off on the student/parent handbook, I understand and agree to the above statement of The Mansion High School's recommendation of alternative placement policy.





**KREJCI ACADEMY & MANSION HIGH SCHOOL 2023-2024**

**School Hours: 9:00 - 2:30**

**HOLIDAYS / NO SCHOOL**

- Aug 10 - 11 Safety Care Training - New Staff
- Aug 14 - 17 Professional Development & Planning
- Aug 18 - First Day of Classes/Early Dismissal
- Sep 4 - Labor Day Holiday
- Oct 9 - Indigenous Peoples' Day
- Oct 20 - Inservice Day - No Students
- Oct 20 - End 1st Qtr
- Oct 31 - Early Dismissal/Staff Inservice (12 - 4 pm)
- Nov 17 - P/T Conferences - No Students
- Nov 22- 24 - Thanksgiving Break
- Dec 21 - Early Dismissal/Staff Inservice (12 - 4 pm)
- Dec 22 - Jan 5 - Winter Break
- Jan 12 - End 2nd Qtr
- Jan 15 - M.L. King Day Holiday
- Jan 18 - Early Dismissal/Staff Inservice (12 - 4 pm)
- Feb 18 - Inservice Day - No Students
- Feb 19 - Presidents' Day Holiday
- Mar 15 - End 3rd Qtr
- Mar 20 - Early Dismissal/Staff Inservice (12 - 4 pm)
- Mar 25 - Apr 1 - Spring Break
- Apr 12 - Early Dismissal/Parent-Teacher Conferences
- May 17 - End of 4th Qtr
- May 27 - Memorial Day Holiday
- May 23 MHS High School Graduation
- May 24 Krejci High School/Age Out Celebration
- May 28 Krejci 8th Grade Graduation
- May 29 - Early Dismissal/Staff Inservice (12 - 4 pm)
- (May 30 & 31 Emergency Days)
- ESY DATES: Jun 5 - Jul 12, 2024**
- Jun 3 & 4 - Safety Care Training - New Staff
- Jun 4 - All Staff Start ESY
- Jun 5 - First Day of ESY
- Jun 19 - Juneteenth Holiday
- Jul 4 & 5 - Independence Day Holiday
- Jul 12 - Last Day of ESY

**August '23**

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**September '23**

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**October '23**

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**December '23**

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**January '24**

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**February '24**

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**March '24**

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**April '24**

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**May '24**

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**June '24**

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**July '24**

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