

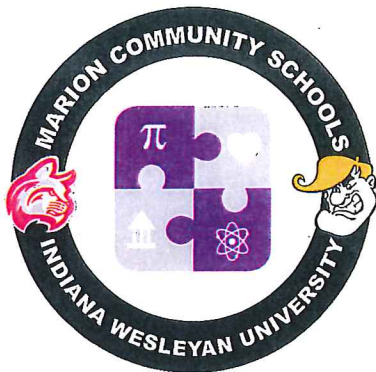
Student/Parent Handbook
Indiana Wesleyan University

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Mission Statement:

All students serviced by Special Services, Grant County, and Surrounding Schools will reach their full potential for independence as they strive to successfully complete high school and transition into adult life.

Philosophy:

Together we can develop knowledgeable, confident, and responsible citizens who function as independently as possible in vocational, community and social areas by providing learning experiences relevant to their interests and capabilities.

Programs and Activities:

Not all students in the GWA program will require all of these activities. Students will participate in activities that meet their needs as specified in the Individual Transition Program.

- 1. Job Site Assistance** – Students will have job coaches and/or assistants with them on community job sites.

2. **On Campus Jobs** – Students will participate in jobs sites on campus that meet their needs and skills.
3. **College Classes** – Students will have the opportunity to participate in some classes. These classes will fit the interest and needs of students. Students will be expected to participate in class with necessary accommodations to the best of their abilities.
4. **Community Training** – Students will participate in the community. Trips will include locations that provide experiences that assist students in becoming as independent as possible when participating in their community.
5. **Group Social/Independent Living Skills** – During these times students will work on an activity specifically designed to meet their individual needs. These activities will assist students in becoming as independent as possible.

Program Session Times:

Program Session times will be individualized based on each students needs and goals.

Behavioral Expectations:

1. Comply with any request that is made by a school staff member, teacher, paraprofessional, custodian, administrator, counselor, bus driver, or clerical staff member the first time.
2. Protect and care for all school property and personal property within the school boundaries.
3. Do not display any behavior, physical or verbal, which could be considered abusive, harmful, demeaning, or injurious to you or any other person. Bullying and sexual harassment is illegal and is strictly prohibited.
“Bullying,” means overt, repeated acts or gestures, including:

1. (1) Verbal, electronic, or written communications transmitted;
2. (2) Physical acts committed;
3. (3) Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
4. Move from area to area within the building or community in such a manner that no disruption to the educational or building functions occurs.
5. Display appropriate behaviors to school staff and other students at all times.
6. Do not bring valuable or personal property to school without prior approval from your teacher.
7. Stay within your assigned area unless accompanied by a staff member.
8. Use or possession of alcohol, tobacco or other drugs not prescribed by a physician is strictly prohibited.
9. Carrying of lighters, matches, firecrackers or any other explosives is strictly prohibited.
10. Possession of weapons, including pocketknives, is strictly prohibited.

Transportation:

Students are expected to ride Marion Public Transportation . Marion Public Transportation training is critical preparation for students, is required, and will take place in partnership with high school personnel.

Dress Code:

Students, both male and female, will not be allowed to wear halter-tops, tops with spaghetti straps, muscle shirts, or tank tops. Pants must be worn at the waist and underwear should not be visible. No shirts, jeans, or slacks will be allowed to have holes for skin to show. Clothing shall not advertise or contain references to alcohol, cigarettes, drugs, hate groups, gangs, or to use/display profanity, nudity or political preferences. Shorts, skirts, and dresses shall be no shorter than three inches above the knee. No bare midriffs, low-cut blouses, tops, pants, or clothing that would interfere with learning will be allowed, nor should underclothing be visible. Students will

not wear hats, bandanas, hoods, or heavy coats inside the classroom. Students will not wear dog collars, pocket chains, or other jewelry that would interfere with learning or safety. Tattoos that contain inappropriate pictures or words will need to be covered.

Attendance Information:

- School Day - the school day for students begins when students are picked up by the school bus, and ends when the students arrive back at his or her home.
- Early Dismissals - Parents should make all efforts to communicate at their earliest convenience their intent to pick their student up early on a given day. Parents are encouraged to make medical appointments after school hours. Classroom teachers will contact parents in the event the need to dismiss students early.
- School Closing - The following radio and television stations will announce the Indiana Wesleyan University delays or closings due to inclement weather.
- TV Channels: WISH TV 8
- Web sites: <http://www.wishtv.com>

Attendance Regulation:

GWA Indiana Wesleyan University students will follow IWU school schedule. The student's daily attendance will be reported to the home school. If the home school is delayed or canceled due to weather, those absences will not count. GWA students will have 3 days a semester for unexcused absences. Extenuating circumstances will be discussed on an individual basis. If a student exhibits excessive absences, a Case Conference will be reconvened to discuss options.

Procedures for Administering Medications to Students:

1. Signed parental/guardian written consent must be on file with GWA staff before prescription medications can be administered.

2. The GWA teacher or job coach, may administer the medication.
3. Prescription medication must have the original label on the container with the student's name.
4. All medication will be kept in a locked container in the office area.
5. Unclaimed medication will be discarded when the prescription expires or at the end of the school year.

Internet Policy:

Students must follow IWU policies. See in IWU Internet policy attached to GWA handbook.

Emergency/Enrollment Form

Date: _____
Name: _____
Birthdate: _____
Address: _____
Street: _____
City: _____ Zip: _____
Phone: H: () _____
 C: () _____

School _____ Home School Teacher: _____

Parent(s) Email Address:

Which parent should be called first: **Mother** _____ **Father** _____
Father's Name: _____ Business Name: _____
Phone: _____
Mother's Name: _____ Business Name: _____
Phone: _____

Persons to be notified if parents cannot be reached:

Name/Relationship _____
Address _____
Phone _____

Name/Relationship _____

Address _____

Phone _____

MEDICAL INFORMATION:

Please update any immunizations received since the last school year:

CURRENT MEDICATION REGIMENT				
Allergies:				
MEDICATION	Dosage	Take at Home?	Take at School?	CONDITION / BRIEF NOTES
		YN	YN	
		YN	YN	
		YN	YN	
		YN	YN	
		YN	YN	
PAST MEDICAL CONDITIONS				

Physicians Name: _____ Phone: _____

_____ Town: _____

***Updates are required from the parent as necessary. Please contact the Inspire Teacher with any changes.**



Lisa Graham, Director of Special Services 765-662-2546 / FAX 765-651-2079

Equipment Loan Agreement

This Agreement is between the Special Services Office and

The Special Services Office of Marion Community Schools will loan the following equipment

You are responsible for our equipment all the time it is on loan to you. You must take proper care to protect it from theft, damage and other risks. This includes making sure you never leave it unattended or in an unsafe place, even in school. In signing this form, the family or student will return the equipment in its original condition. If, during the loan period, the equipment is broken or in need of repair, the student or family will contact his/her Teacher of Record and determine the best process for getting the equipment repaired. In some instances (such as purposeful breakage or negligence), the family or student will be responsible for the cost of repair.

In signing this form, the student and family are agreeing to the terms listed above.

I have read the above rules and understand them. I agree to abide by the rules and indicate my agreement by signing and dating this form.

Student Signature

Date

Parent Signature

Date

For Office Use Only

Equipment inventory number: _____

Date equipment was returned _____

TOR loaning equipment _____

Signature Page for Student/Parent Handbook and Policies & Procedures

Parent/Guardian Signature:

Initial the box acknowledging your acceptance of the policy or procedure.

___ Student/Parent Handbook

___ Internet Use Policy

___ Community Based Instruction

___ Dress Code Acceptance Policy

___ Emergency Enrollment Form/Permission for Medicine Distribution

___ Equipment Loan Form

Parent/Guardian Signature: _____

Date: _____

Student Signature _____

Date: _____

Community Based Instruction:

I, as parent/legal guardian, understand that my son/daughter will participate in learning instructional activities scheduled to meet the GWA program goals and objectives stated in his/her Individualized Education Transition Plan during their time at IWU. I understand that at times it may be necessary for my son/daughter to leave campus on the Marion City Bus, IWU bus or van, or if site is close to campus, it may be necessary for them to walk with or without GWA staff.

Parent or guardian signature

date

Giant Wildcat Academy (GWA)

Safety Plan and Procedures

This plan provides procedures for student and staff to follow in the event of an emergency or safety related situation on the Indiana Wesleyan campus, while in route to the university campus, or community job site. This plan does **NOT** account for every possible situation, therefore, the GWA program teachers and staff should use professional judgment when emergency situations arise and call appropriate emergency personnel immediately following the situation.

Please seek first aid assistance at the IWU Health Center, located in the Barnes Student Center.

Students in the GWA program will participate in a Campus Safety Training to address emergency and safety procedures on the University campus, job sites, and while using transportation.

In the event of an emergency there are three designated safety locations where students and staff can report:

- **Barnes Student Center at the McConn's Coffee Shop**
- **College Wesleyan Church in the Main Office**
- **Marathon/Circle K at the corner of 38th Street and Washington St.**

Safety Plans

Bomb Threat

In the event of a bomb threat, students and staff should evacuate the building and follow emergency, campus, and/or job site personnel directions.

Staff will...

- *Assist students in evacuating the building (Unless directions from emergency personnel and/or campus personnel are different)*
- *Move students as far away from threat area as possible*
- *Get to safety location off campus if route not blocked (Marathon/Circle K at the corner of 38th Street and Washington St., or College Wesleyan Church)*
- *Contact appropriate MCS emergency personnel/administration immediately following the situation*

Student will...

- *Follow directions of emergency personnel, IWU, and GWA faculty and staff.*
- *Evacuate building (unless directions from emergency personnel and/or campus personnel are different)*
- *Get to safety location off campus if route not blocked (Marathon/Circle K at the corner of 38th Street and Washington St., or College Wesleyan Church)*
- *If not with a GWA teacher/staff member, use your cell phone to call a GWA teacher/staff member.*
- *Stay at the safety location until the "All Clear" is given and/or GWA staff give you directions*
- *If you are by yourself, call appropriate GWA emergency personnel immediately following the situation.*

Earthquake

During an earthquake the ground will shake and there may be a low rumbling sound. If indoors, items from shelves or walls may fall to the ground. Students and staff need to seek shelter under a desk or table. If students and staff have access to a hard covered book, please use the book to protect your head. If outdoors, DO NOT run into a building! Remain outside and away from any falling debris.

Staff will...

- *Assist GWA students and others to seek cover under sturdy furniture or against a wall away from windows/glass.*
- *After tremors have stopped, assist students in evacuating the building.*
- *Do NOT re-enter buildings.*
- *If outside, advise all students to move away from buildings, gas or electrical lines, or anything that may fall.*
- *Contact appropriate MCS emergency personnel/administration immediately following the situation*

Student will...

- *If indoors seek cover under sturdy furniture or against a wall away for windows or glass*
- *After tremors have stopped evacuate the building*
- *Do not reenter buildings*
- *Do use open flames such as candles due to possible gas leaks in the area*
- *If outside move away from buildings, gas or electrical lines, or anything that might fall*
- *If you are by yourself, call appropriate GWA emergency personnel immediately following the situation.*

Emotional or Mental Health Incident of Student

In the event of a GWA student becoming extremely upset/angry staff should assess the situation to determine what is upsetting the student. The GWA staff should follow individual behavior plans and provide services identified in the student's IEP. If the student is able and willing, request that the student move to a private location to talk/resolve the issue or concern with GWA staff.

In the event of an IWU student become extremely upset or angry, GWA students and staff should assess the situation by identifying the available exits to the room or building, text emergency contacts for help, follow the demands of the IWU student until you can exit the room/building.

Staff will...

- *Follow IEP and Behavior Plan for Student*
- *Try to talk to student in an area away from other people and determine the antecedents or issues related to the incident*
- *Contact appropriate MCS emergency personnel/administration immediately following the situation*

Student will...

- *Take responsibility for your actions/behaviors and 1) recognize that you are upset/angry, 2) talk with a GWA staff member to talk through your frustrations, 3) work with the GWA staff to resolve the issue and make a plan to continue your day.*
- *If you are by yourself in the case of an emergency, call the appropriate GWA emergency personnel.*

Fire

In case of a fire students and staff need to safely exit the building as quickly and safely as possible. Students will know the appropriate exits and follow the directions of GWA and IWU faculty and staff. Once students and staff have exited the building, continue to walk to a safe distance away from the burning building and out of the way of the fire department and emergency personnel.

Staff will...

- *Escort students to the nearest exit*
- *Follow directions and assist GWA students in following directions of campus and/or emergency personnel*
- *Text all students to identify each student's current location*
- *Contact appropriate MCS emergency personnel/administration immediately following the situation*
-

Student will...

- *Follow directions of GWA and IWU faculty and staff and all emergency personnel*
- *Evacuate building*
- *Stay outside building until "All Clear" is given and/or GWA staff give you other directions*
- *If you are by yourself, call appropriate GWA emergency personnel immediately following the situation.*
-

Sickness or Injury to Student or Staff

If a student or another staff person becomes ill or injured other staff should assess the condition of the sick or injured person and determine the appropriate level of response.

Staff will...

- *Call 911, if needed.*
- *Contact IWU Health Center*
- *Provide first aid if needed*
- *Contact appropriate MCS emergency personnel/administration immediately following the situation*
- *Contact parent immediately following the situation.*

Student will...

- *If someone is severely sick or injured and cannot talk with you get help immediately...call 911*
- *If you are by yourself, call appropriate GWA emergency personnel immediately following the situation.*

Suspicious Person

A suspicious person is someone who is making a student or staff person feel uncomfortable or an individual who does not have a legitimate reason for being where they are.

On College Campus or Job Site

Staff will...

- *Call 911 if person is intimidating, following, or doing anything else that cause a safety risk to students or staff.*
- *Gather GWA students, move them to a secure area away from the identified person*
- *Do not allow GWA students to leave secure area until teacher gives an all clear*
- *Contact Campus Security or inform student's employer*
- *Be prepared to switch to another emergency procedure if situation deems necessary*
- *Contact appropriate MCS emergency personnel/administration immediately following the situation*

Student will...

- *Stay in a public area*
- *Go to the GWA staff member on campus or a supervisor at job site*
- *Follow any directions given by trusted adult (GWA or Supervisor)*
- *Be prepared to switch to another emergency procedure if situation deems necessary*
- *If you are by yourself, call appropriate GWA emergency personnel immediately following the situation.*

Tornado Warning

Staff and students should always follow given instructions for severe weather. These instructions may be different based on the student's location. Please be aware of the Tornado Shelters locations within the different buildings of the IWU campus. Staff and students are required to register for the Campus Alert System at IWU. This system will send all emergency and weather alerts to the students and staff phones.

Staff will...

- *If outside, move all students inside nearest building*
- *Follow procedure for that building on reporting to tornado shelter location*
- *Contact teacher of school report to*
- *Stay in shelter location with students until all clear is given*
- *Contact appropriate MCS emergency personnel/administration immediately following the situation*

Student will...

- *Follow directions of GWA staff*
- *If outside go into the lowest level of the nearest building and report to the tornado shelter location*
- *Stay in shelter location until the GWA staff or emergency personnel gives further directions or provides the "All Clear."*
- *If you are by yourself, call appropriate GWA emergency personnel immediately following the situation.*



District Administration
phone: 765-662-2546
fax: 765-651-2043

District Offices, Marion High School, 750 W. 26th St., Marion, IN 46953

PUBLIC MEDIA RELEASE OPT-OUT NOTICE

Occasionally students attending Marion Community Schools may be photographed and/or quoted for the corporation's use in newspaper stories, school publications, and/or the corporation's web page (www.marion.k12.in.us).

If you DO NOT wish for your child to be photographed and/or quoted please contact your child's principal.

Allen Elementary
664-7355

Justice Marshall Intermediate School
664-0507

Tucker Career & Tech
Center
664-9091

Frances Slocum Elementary
664-0589

McCulloch Junior High School
674-6917

Kendall Elementary
662-7364

Marion High School
664-9051

Riverview Elementary
662-2427

Little Giants Preschool
(Title I and Head Start)
651-2080

Contact Lisa Graham, special services office, 765-662-2546 ext 117

[www www.marion.k12.in.us](http://www.marion.k12.in.us)

Emergency and Other Relevant Contact Numbers

Emergency

911

IWU Campus Security

661-0545

Jamie Westgate – GWA Instructor

618-8142

Renee' Arenibar - Campus Liaison

618-4144

Special Services Office

662-2546