



# ***Itaskin Education Center Handbook***

Revised 2016-2017

## • **Schedule**

Classes are in session from 9:00 to 12:00 and 12:30 to 3:00. During the morning session each class rotates on the hour. The three afternoon sessions are 50 minutes each. On Wednesday of every week the students are released at 2:30.

IEC is part of the Grand Rapids ISD #318, therefore IEC follows the ISD #318 school calendar.

## • **Classroom Expectations**

Our classrooms are like any other classroom in the district. We expect students to demonstrate appropriate behavior at all times. The following are the expectations in the classroom at IEC.

### **Classroom Expectations**

#### **WORK means....**

- ✓ **On Task**
- ✓ **Best Effort**
- ✓ **Avoid others negative behavior**
- ✓ **Find something positive to keep you occupied**
- ✓ **Participate in classroom activities**

#### **RESPECT means....**

- ✓ **Value yourself and others**
- ✓ **Control inappropriate language**
- ✓ **Allow others to learn**
- ✓ **Allow the teacher to teach**
- ✓ **Take good care of school property**
- ✓ **Think of others personal boundaries**
- ✓ **Listening to others**
- ✓ **Helping others**

## **BELONG means....**

- ✓ **Follow line expectations**
- ✓ **Working in classroom desk**
- ✓ **Staying behind the Red Line**
- ✓ **Asking for permission to use the restroom**
- ✓ **Line up when staff asks you to**
- ✓ **Be ON-TIME for class**

## ● **Discipline**

IEC has a variety of students with different types of plans. Because of this, consequences are determined on an individual bases in some situations. These rules have been created to ensure that every student that attends IEC gets the education that they deserve and are in a safe learning environment. Students are expected to follow all classroom rules. Please keep in mind that it is impossible to list every behavior that would be unacceptable. Positive behavior, RESPECT for school staff, and other students is what is expected. Listed below are some violations of school rules and the consequences that shall be imposed. Again, these are not set in stone. **These consequences can/will be different depending on the situation and individuals involved.**

**Direct verbal profanity towards a staff** – Out of school for the rest of the day.

**Fighting/Assault** – Suspension (1-3 days)

**Threats** – Depends on the situation. Could be until the next hour or the rest of the day.

**Vandalism** – Suspension and/or Restitution

**Theft** – Suspension and/or Restitution

**Misuse of Technology** – After a student has been given a WARNING, they will lose computer privileges for one week. If needed a student can lose all computer privileges.

**Insubordination** – Depends on the situation. Could be until the next hour or the rest of the day.

- **Grades and Exit Reports**

Exit reports are sent to the student's next educational placement and home district upon their discharge. Students are given hours of credit and a Pass/Fail status. Students will earn only the hours that they are in school participating.

- **Behavior Modification Plan**

Students at IEC do not have individual point sheets, but instead staff members take attendance and record student behaviors on the classroom splits for each group. On Friday or the last day of the week, the staff review each student's attendance and behavior for the week. Students who do not achieve 50% or above are unable to participate in Friday afternoon Activities.

- **Procedure for Classroom Splits**

Each morning the school staff discusses the placement of students into the 3 classrooms. In certain circumstances, these can change during the day. Not all recommendations or requests of class switches are granted, but considered.

- **Apparel**

Students need to wear appropriate clothes to school, not what they wore to bed. Students must wear shoes, no slippers. Staff have the right to refuse to allow a student in school who is wearing disruptive or unacceptable clothing by community standards. An example would include saggy clothing.

- **School Materials**

All classroom materials are provided in each classroom. Students are not allowed to bring in any school supplies (backpack, notebooks, pens, etc.) All school materials stay in the classrooms. Any inappropriate writing, such as gang symbols or graffiti, will be brought to the staff for review. If a student is allowed to take something out of the classroom it will be given to North Homes staff at the end of the school day.

- **Other Agency Personnel**

Other Agency Personnel are seen only before school, lunch and after school. Exceptions are made if they come to the classroom to see the student. Students may write a note to other Agency Personnel if it is urgent. School staff will then get the note to the appropriate person.



<http://www.isd318.org/>

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