

# ESU #1 Tower School

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## Student Handbook

2022-23 Edition



## **Educational Service Unit One**

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### **Mission Statement**

**Providing innovation, leadership and service**

### **Vision Statement**

**ESU #1 will model excellence by helping schools increase educators' effectiveness and student learning as a result of expert services.**

**Dr. Bill Heimann, Administrator**  
**Stuart Clark, Director of Special Education**  
**Sarah Hansen, Assistant Director of Special Education**

### **Absences**

It is imperative that parents/guardians notify the school when a child will be absent to ensure the safety of each child. When a child is absent:

- Parent/Guardian should notify the school prior to 8:45 a.m. if a student will be late or absent in order that we may exclude the child from the lunch count. Lunch count is taken and called in at 8:45 a.m. After 8:45 a.m., students will not be able to receive a hot lunch and will be counted absent.
- All providers of transportation services must be notified by parent/guardian in the event of student absence.

### **Dress**

It is important that your child dress properly for school (e.g., hats, mittens and boots are appropriate in cold and wet weather).

Shorts are allowed in school only when the temperature is projected to be higher than 60°. For the comfort of your child, only walking length shorts will be allowed. Shorts should be long enough to protect the child when seated on varnished or plastic seats. Girls should wear shorts/tights under dresses due to floor-type activities.

Improper logos on shirts will not be allowed in school. Examples include but are not limited to: tobacco, alcohol, drugs, and gang affiliation.

Footwear must be safe and appropriate for the activities of the day. Examples of unsafe footwear may include but are not limited to: pointed or steel toe boots, high heels, and flip-flops.

### **Transportation**

Transportation for getting to and from school is arranged on an individual basis through your local school district.

State law requires students to wear seat belts at all times (this includes wheelchairs) unless being transported by bus. During the time students are being transported, they are required to conduct themselves as they would at any other phase of the educational program. If problems occur during transportation, a specific plan may be developed that ties into the behavior program at Tower.

### **Lunches**

School lunch is available or students may bring their own lunch. If a sack lunch is sent, a drink needs to be provided also, or your child will be given water to drink. Supervision is provided at all times during lunchtime. Information regarding school lunch is made available at the beginning of each school year.

If a school lunch is ordered for the student in the morning and the student leaves or chooses not to take a lunch, the parent/guardian is responsible for paying full price for the meal. If a student has an unpaid charge balance and brings enough money for one meal, the student will be served a meal that day. The school will contact the parent either by phone, email or written

services are provided by ESU #1 in a school-setting other than within a school district served by ESU #1.

### 1. Goals to Promote Student Wellness

Tower School has established the following student wellness goals that are designed to promote student wellness in a manner that Tower School determines to be appropriate:

- **Nutrition Education.** To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- **Physical Activity.** To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- **Other School Activities.** To offer other suitable opportunities for students to engage in health-promoting activities.

The ESU #1 Administrator or designee shall establish such further goals as are determined appropriate to meet the stated mission.

### 2. Nutrition Guidelines

Nutrition guidelines have been selected by Tower School for all foods available to students during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) any school lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for lunch and lasting until one-half hour after the serving of lunch. The ESU #1 Administrator or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

### 3. Assurance for Reimbursable School Meals

Tower School gives the assurance that the school's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture as those regulations and guidance apply to Tower School.

### 4. Plan for Measuring Implementation and Designation of Responsible Persons

The ESU #1 Administrator or designee is charged with operational responsibility for ensuring that Tower School meets the Wellness Policy. The ESU #1 Administrator or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

Due to the unique nature of Tower School, it is understood that all students have an Individualized Education Plan (IEP), which will provide the basis for the Wellness Policy guidelines.

### 5. Development of Policy

It is important that parents/guardians communicate via written note/email when a change occurs in a child's environment, physical or medical condition, etc. (Examples: doctor prescribes new/different medication, makes recommendation regarding child's health program or, if anything has happened at home that may affect the child's day.)

### **Visitation**

Parents/Guardians are welcome to observe their child as school visitors\*. Visits must be approved by the Tower School Coordinator prior to such visit. Children not enrolled in the program are not permitted to visit unless accompanied by an adult.

\* Administration may limit visitors to prevent possible spread of an illness

### **Prohibited Items**

Students are not to bring items to school that are not required for educational purposes or otherwise allowed by the teacher. These items include, but are not limited to: cell phones, tablets, laser pointers and handheld games. These items pose a risk for theft and interference of the educational process. These items may be taken by the classroom teacher and returned to the student's parent/guardian. In addition, weapons of any kind (including personal defense items such as mace, pepper spray or tasers) are strictly prohibited and will be confiscated and only returned to a parent. Illegal items may be turned over to law enforcement when appropriate.

### **Pupil Supplies**

Tower School will provide educational materials. Parents/Guardians will be notified of specific school supplies and/or personal items needed. Any requests throughout the year will be reasonable and your cooperation in making sure your child has the necessary items by the date specified is appreciated. Parents/Guardians may need to supply batteries for your child's personal communication board.

### **Testing**

State law requires that all students who receive special education services be reevaluated every three years. Parents/Guardians will be notified when your child is to be reevaluated. A multidisciplinary team (MDT) meeting will be scheduled after the reevaluation is completed, which requires parent/guardian participation.

State law also requires all students in grades 3 - 8 and one grade in High School be tested on the State NSCAS test. Students enrolled at Tower will take the NSCAS test at Tower unless otherwise agreed upon.

An IEP (Individual Education Program) conference to review your child's progress will be scheduled annually during the school year. Parents/Guardians are encouraged to actively participate in these meetings. Other formal meetings and/or testings may be scheduled in addition to the IEP.

Students from Wayne State College may request to test students. If this occurs, permission will be required from the parent/guardian.

assist parents/guardians in obtaining health care by exploring available community services. If a medical referral is sent to you noting concerns regarding your child's health or an illness, please give it your full attention and always feel free to call the nurse if you have questions or need clarification.

It is important for us to maintain pertinent health information on each student at school. We request that parents/guardians notify the nurse of any immunizations, medication changes or new physician orders as soon as they occur even if it is a medicine taken only at home. If your child is being seen by specialists, we would appreciate updates from them.

### **Illness/Injury Guidelines**

The school program is designed to serve well children according to their individual capabilities. Because much of our student population is medically fragile (extremely susceptible to illness that could be minor in the majority of the population but could develop into a life threatening condition for some of our students), we stress that ill children must be kept at home for the duration of the illness. Tower School will adhere to Contagious and Infectious Disease/Condition Minimum Isolation Standards set by Nebraska Department of Health and Human Services.

### **School Policy Guidelines to Keep Children at Home or to Send Them Home:**

- fever of 100 or more (axillary temperature of 99=100, rectal temperature of 101=100), must stay below 100 for 24 hours before returning to school without the use of acetaminophen (Tylenol) or ibuprofen (Advil)
- questionable illness or injuries which may require evaluation by a physician
- undiagnosed rash/skin lesion
- inflamed red eyes and/or drainage
- earache and/or drainage from the ear
- sores that appear infected or are draining
- lethargy (extreme tiredness uncharacteristic of the child)
- extreme paleness uncharacteristic of the child
- any contagious disease such as chickenpox (contagious for one week through upper respiratory tract), influenza, cold symptoms with green or yellow nasal discharge, croupy or persistent cough, etc.
- nausea/vomiting (no vomiting for 24 hours before returning to school)
- infectious diarrhea (no yellowish or greenish liquid stools with a water ring surrounding it for 24 hours before returning to school)
- refusal to eat or drink the two previous meals
- complaints of headache or stomach ache that seems debilitating
- infestations such as scabies - excluded from school until treated.

Children that are present at school with any of the symptoms noted, or other symptoms causing concern, will be sent home at the discretion of the nurse or program coordinator . When a child needs to go home, the parent/guardian will be called to pick up the child. An alternate name and number must be provided to the school in case the parent/guardian cannot be reached. This information is located towards the back of the Handbook. As these numbers may change throughout the year, please update as changes occur.

medications at home if at all possible. Medication administration at school requires the following:

- signed parent/guardian request form
- pharmacy label or doctor's written prescription
- medication in original labeled container
- Tower School reserves the right to review and decline requests to administer or provide medications which are not consistent with standard pharmacological references, are prescribed in daily doses which exceed the recommended dosage, or which could be prescribed in a manner which would eliminate the need to administer during school hours.

#### **Over-The-Counter (OTC) Medications:**

If at all possible, any non-critical medications need to be administered by parents/guardians during non-school hours. With your written permission, a medicine may be given during school hours if deemed necessary. Otherwise, if an OTC medication is needed during school, a physician's signature and parent/guardian signature is required.

#### **Safety**

The staff at Tower School maintain safety as the number one priority. In the event that one of the following occurs, staff will respond as indicated:

- Student leaves campus without permission - staff will notify police to assist.
- Physical aggression by a student - staff will use time out room and/or physical restraint.
- Threats to harm self or others - staff will assess the seriousness of the threat and take appropriate steps to help ensure safety.
- Tower School emergency (intruder, fire, etc.) - staff will follow emergency plan.

In all cases listed above, parents/guardians will be notified as soon as possible.

#### **Work Experience**

Students may have the opportunity to gain job skills at various businesses in Wayne, Nebraska. Students may be compensated for their work. Any money earned at a school sponsored work site will be put into an account students have access to. Student money can be used for:

- paying for lunches
- participating in field trips
- supervised shopping trips during the school day (in accordance with their behavior plan)
- repairing/replacing damages for which the student is responsible

In the event students transfer and have remaining money in their account, a money order will be made available for the balance. The student, parents/guardians, or an authorized person will be required to pick up the money order at Tower School within one year of the student's last day of enrollment at Tower. After one year, unclaimed money will be moved into a fund to purchase materials for the classroom.

#### **Video Surveillance**

ESU #1 uses video cameras to help provide for the safety and well-being of all students, faculty, staff and visitors on school premises. The highest concern is providing a safe environment that encourages learning. The video surveillance equipment is intended to enhance security and

## **ESU #1 TOWER SCHOOL USE OF REBOOT ROOM OR OTHER PROCEDURES**

### **General Description**

The purpose of the Reboot Room, in conjunction with all the positive behavior supports, is to provide a structured and systematic way of teaching students how to make good decisions and engage in appropriate behaviors. The Reboot Room is a teaching tool that involves the withdrawal of all reinforcement and is used to help students refocus their behavior, reduce the likelihood of problem behavior in the future, take ownership of their actions, and process how to make better decisions in the future. The Reboot Room is a separate space away from the classroom and is staffed with a para/teacher. Students earn time in the Reboot Room by demonstrating disruptive behaviors including, but not limited to, verbal aggression, physical aggression (toward self and others), chronic noncompliance, elopement, and property destruction. Students are given the option to walk to the Reboot Room upon request. If students refuse to comply, they will be physically escorted to the Reboot Room by trained staff, or law enforcement if necessary. Re-entry into the classroom is based upon completion of the Reboot Room Checklist. Students lose access to reinforcers and privileges and there is no social interaction between staff and students while in the Reboot Room. Staff who may be called on to use physical restraint in association with Reboot Room for a student must have received CPI training.

Physical restraint means one or more persons using a physical hold (i.e. CPI Children's Control Position, CPI Team Control Position, or CPI High Level Seated Hold) to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint.