



State of Illinois  
J.B. Pritzker, Governor

Department of Human Services  
James Dimas, Secretary



# 2019 – 2020 Parent Handbook

# CONTENTS

Purpose .....	3
Address changes .....	12
<b>Amplification Devices &amp; Earmold Policies .....</b>	<b>21</b>
Attendance .....	27
Behavioral Intervention Guidelines.....	20
Bicycle Policy .....	29
Bus Policies .....	19
Cell Phone/Pager/Text Pager Policy/Personally Owned Computer Policy.....	16
Cellular Radio Telecommunication Devices.....	15
Daily School Schedules .....	9
Day Student Information.....	10
Dress Code.....	33
Emergency Psychiatric Policy.....	24
Employment Transportation (TLP Students).....	19
Extra-Curricular Activities.....	35
Fire, Bus and Tornado Drills.....	11
Grading System.....	10
Health Center .....	22
IHSA Rules .....	28
Ineligible Policy .....	14
Insurance .....	27
Mail .....	12
Meal Schedule.....	9
Off-Campus Visiting.....	16
On-campus Reassignment.....	20
Parent Involvement .....	9
Prom Policy.....	17
Public Transportation .....	19
School Supplies .....	34
Skateboard/Scooter/In-Line Skate Policy .....	28
Social Services .....	21
Student Directory Information .....	30
Student Discipline.....	20
Student Emergencies .....	12
Student Pictures.....	27
Student Trust Fund .....	21
Study Policy .....	13
Suggested Clothing Lists.....	30
Telephone Calls.....	13
Tobacco-Free Environment.....	36
Transportation Reimbursement.....	18
Vehicle Policy .....	28
Video Phones/Video Relay Service.....	12
Vision/Eye Glasses .....	22
Visiting Over Weekends and Vacation .....	17
YMCA.....	28

## **ILLINOIS SCHOOL FOR THE DEAF PURPOSE**

The Illinois School for the Deaf, founded in 1839, is a state-supported public school for students who are deaf and hard of hearing, ages three to twenty-one. Residential facilities are available to those students who live outside of a 25-mile radius of the school. The mission of the Illinois School for the Deaf is to educate students who are deaf or hard of hearing to be responsible, self-supporting citizens. In pursuing this mission, the Illinois School for the Deaf seeks to communicate and cooperate with other programs throughout the state to implement meaningful policies, utilize effective program management systems, and obtain adequate financial resources. The Illinois School for the Deaf is an advocate for the development and implementation of comprehensive statewide services for all students who are deaf and hard of hearing in Illinois.

## PARENT INVOLVEMENT

We encourage you to visit our campus at any time, and keep in contact with your child's teachers and dorm staff. The teachers and dorm parents are more than happy to talk with you regarding your child's school and/or dorm program. Please let us know when you are planning a campus or classroom visit. Upon arriving at school, please check in at the school or dorm office and we will be happy to assist you in contacting your child.

Report cards and midterm grades are available online and will not be mailed home unless a parent specifically requests a paper copy. Grades and discipline are available online 24/7 with assigned parent Skyward accounts.

Parents are expected to attend their children's Individual Educational Program (IEP) and Eligibility Review (ER) meetings and offer their input as a member of the multi-disciplinary team.

Pre K-8 School – (Day student parents – Please bring your child after 7:50 am. There is no one to provide supervision until this time. A teacher aide will be available to assist bus students.)

## DAILY SCHOOL SCHEDULES

Pre K-8 (Pre K-5)	Pre K-8 (6-8)	High School/TLP
8:20 – 9:30 1 <sup>st</sup> period	8:20 – 9:00 1 <sup>st</sup> period	7:37 – 8:17 Early Bird
9:30 – 10:00 2 <sup>nd</sup> period	9:03 – 9:43 2 <sup>nd</sup> period	8:20 – 8:39 Homeroom
10:00 – 11:20 3 <sup>rd</sup> period	9:46 – 10:26 3 <sup>rd</sup> period	8:42 – 9:22 1 <sup>st</sup> period
11:10 – 11:50 Lunch	10:29 – 11:09 4 <sup>th</sup> period	9:25 – 10:05 2 <sup>nd</sup> period
12:00 – 1:00 4 <sup>th</sup> period	11:12 – 11:31 Reading	10:08 – 10:48 3 <sup>rd</sup> period
1:00 – 1:40 5 <sup>th</sup> period	11:31 – 12:11 Lunch	10:51 – 11:31 4 <sup>th</sup> period
1:40 – 2:20 6 <sup>th</sup> period	12:11 – 12:51 5 <sup>th</sup> period	11:34 – 12:14 5A period/A lunch
2:20 – 3:00 7 <sup>th</sup> period	12:54 – 1:34 6 <sup>th</sup> period	12:14 – 12:54 5B period/B lunch
	1:37 – 2:17 7 <sup>th</sup> period	12:54 – 1:34 6 <sup>th</sup> period
	2:20 – 3:00 8 <sup>th</sup> period	1:37 – 2:17 7 <sup>th</sup> period
		2:20 – 3:00 8 <sup>th</sup> period
		3:05 – 3:45 9 <sup>th</sup> period

<b>MEAL SCHEDULE</b>		
School Days:	<u>Breakfast</u>	7:00 a.m. – Pre K-5 <sup>th</sup> Grade 7:10 a.m. – 6-8 <sup>th</sup> Grade 7:45 a.m. – High School 8:10 a.m. – High School dismissed
	<u>Noon</u>	Follow school schedule
	<u>Evening</u>	4:45 p.m. – Pre K-5 <sup>th</sup> Grade 5:00 p.m. – 6 <sup>th</sup> -8 <sup>th</sup> Grade 5:20 p.m. – High School

**GRADING (HIGH SCHOOL)** - High School teachers use the following grading scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	50 – 59

The following will be used for determining grades:

**UNEXCUSED ABSENCE:** Student will receive a 50% until the work is made up. Work that is made-up will receive a maximum grade of 59%.

**EXCUSED ABSENCE:** Student will receive a 50% until the work is made up. Work that is made up will receive a grade based on percent correct.

**TIME LINES:** Student should be allowed make-up time equal to the length of the absence.

**ON-CAMPUS REASSIGNMENT:** Student will get the grades earned by completion of school work while serving on-campus reassignment.

### **DAY STUDENT AFTER SCHOOL ACTIVITIES**

Parents are required to make transportation arrangements for his/her child to and from extra-curricular events. If a situation occurs that would prevent the student from participating in after school activities, contact the dorm supervisor so arrangements may be made for the child to be supervised in the dormitory. Parents are to pick up his/her child at the completion of the activity.

Day students will be expected to follow the rules while in the dormitory.

Failure to abide by dormitory rules will result in the Day Student being denied permission to remain in the dormitory for after-school activities.

### **RULES FOR DAY STUDENTS ON CAMPUS**

The following rules allow the residential care staff to be aware that the students are on campus, and will assist them in contacting students should the need arise (emergency, phone call from parents, etc.)

#### **DAY STUDENTS MUST:**

1. Report to their assigned dorm if they arrive on campus before school starts.
2. Required to sign into the dorm for all activities, including Teen Center, swimming, sports, etc. Student in the high school dorms must obtain a pink pass from the dorm stating they have signed in to present to staff upon request.
3. Sign out of the dorm when leaving campus. High school students must return the day student pass to their dorm before leaving campus.

4. Give vehicle keys to their dorm supervisor when driving/parking a car on campus.
5. Know and follow all dorm rules.
6. Follow instructions of all dorm staff.
7. Treat all staff in a respectful manner.
8. Sixth-Eighth grade students should contact the dorm to inquire whether they will be participating in Teen Center activities prior to going to the Teen Center.

**DAY STUDENTS ARE NOT PERMITTED:**

1. To enter any bedrooms in any dorms.
2. To transport other students in their vehicles, or use their vehicles to go out to lunch.
3. To argue with staff or treat staff in a rude manner.
4. To eat in the dining room in the evening unless they have made arrangements with the dorm supervisor. Day students who commute to school are allowed to eat in the dietary building in the mornings on school days. (See Dietary section.)
5. Girls are not allowed in the boys dorm and vice versa unless invited by the dorm supervisor.
6. To come to the dorms on Sundays unless there is a scheduled activity, and they have permission from the dorm supervisor.

**DAY STUDENT  
OVERNIGHT AND DIETARY REQUESTS**

Day students who participate in extracurricular activities where they are off campus and return late at night or leave early in the morning are permitted to stay overnight on campus. Permission and arrangements must be made with the Student Life Director or Dean of Students.

Day students are permitted to eat dinner in the dietary when participating in extracurricular activities, both after school and during the evening. Other meals may be eaten at school if requested by the parents. Meal requests are to be made to the Director of Student Life or Dean of Students.

**ABSENCE FROM SCHOOL FOR DAY STUDENTS**

If a Day Student will not be attending school, parents are asked to call the school by 8:15 am. A written excuse should be sent back with the student when he/she returns to school.

It is assumed that students who miss school are ill unless notified otherwise. Therefore, students who are absent for more than one half of the school day will not be allowed to participate in after school activities including athletic practices, athletic competitions, teen center, recreational activities, club meetings, computer lab, etc.

**FIRE, TORNADO, BUS AND SAFETY DRILLS**

Regular fire, tornado, safety, and bus drills are held periodically throughout the year as required by law.

## **STUDENT EMERGENCIES**

While your child is in attendance and an emergency should occur, it is **EXTREMELY IMPORTANT** that we have your home, work, cell phone numbers, pagers and email addresses for parents and guardians.

Contact the ISD Admissions and Records Office at 217/479-4297 IMMEDIATELY if these numbers or contact person should change.

## **MAIL**

To mail letters or packages to your child, be sure to include the following in the address:

Name (your child's first and last name)  
Illinois School for the Deaf  
125 Webster  
Dormitory number or name (e.g. Horner North, Officer South, etc.)  
Jacksonville, IL 62650

The school does not provide postage for your child to mail letters or packages home. School and/or dormitory staff will assist the younger children in reading mail and writing letters.

## **ADDRESS CHANGES**

Please inform the ISD Admissions and Records Office at 217-479-4297 of any address changes as soon as they occur. This will ensure that you receive all correspondence and notifications from the school.

## **VIDEOPHONES / VIDEO RELAY SERVICE (VRS)**

A videophone is a telephone which is capable of both audio and video transmission. It has a camera on it so others who have a webcam or videophone can see and hear each other. Both parties must have high speed or broadband internet connection (DSL, cable or T1).

Illinois School for the Deaf has several videophones on campus, including the dorms, for students to call their family and friends directly who also have a videophone. The student simply turns on the TV, uses their remote to type in the IP number or videophone (VP) number of the person they want to call, then waits until they see the person on the screen. They can then communicate directly.

If a student wants to contact someone who doesn't have a videophone, the student can use the videophone to connect to a video interpreter (VI). The VI will connect with the other party, then the two parties communicate directly through the VI, who will take turns relaying the messages. There are no pauses or delays on these calls as the VI will say/sign as the person speaks. All calls are confidential and video interpreters follow the same code of ethics as the relay operators. There is no charge for these calls as they are through the Internet. This service is available 24 hours/7days a week.

If a hearing caller wants to connect with a deaf or hard of hearing student/staff member, but they don't have a videophone, they can call 1-877-709-5776 (Sprint) or 1-866-327-8877 (Sorenson), give them the I.P address or VP number of the person they're calling, then the operator will interpret the call. Recently, the numbers have changed so you can make the call directly with the new assigned number. Tell the operator the name of the person you plan to talk with. The direct number makes it much easier to connect with the second party caller.

For hearing or deaf/hard-of-hearing users, be aware that all videophones may not accept the VP numbers. For example: A D-Link device to a Sorenson device will not take the VP number. You will have to request the IP address of the user you want to contact. If unsure what your IP is, you can go to this website: <http://www.whatismyip.com>. FCC rules state that all VP devices must be compatible so no IP addresses would be needed in the future.

CSD, D-Link, and Sorenson are the ones we have on campus at Illinois School for the Deaf. Our IP address will follow 12.106.59.XX whatever number is assigned to each specific VP.

TTY/TDD – HEARING CALLER TO DEAF PERSON - ILLINOIS – 1-800-526-0844

### **TELEPHONE CALLS**

Students may make telephone calls to family and friends during non-school hours. Due to the limited number of telephones, video phones, and TTYs in the dormitories, all calls are limited to 15 minutes each to allow others the use of the telephones.

If telephone use is abused, discipline will be: 1) first offense - no outgoing calls for a week; 2) second offense – two weeks; 3) third offense – one month. Families may still call their children.

Students are not allowed to charge calls to ISD. If a student does charge a call to ISD, he/she will be required to pay \$1.00 per minute plus charges for the calls and the student will be disciplined according to the Behavior Intervention Guidelines.

### **High School/TLP STUDY CENTER**

Study Center is available in the High School Media Center for all high school and TLP students. Homework assistance is provided by educators. The Study Center is open Mondays – Thursdays from 7:00 am – 8:05 am, and again from 3:00 pm – 4:30 pm. The computer lab is also available at these times as well as from 6:00 pm – 7:45 pm.

Students on the D/F Warning list and Ineligible list are strongly encouraged to attend Study Center. These students will also have mandatory study hour in the dorm.

Students will sign in to the Study Center and Computer Lab. This daily report will be shared with dorm and school staff.

Side notes:

Students on the D, F or I list for performance based classes (SWE, some other CTEC classes) where no homework is routinely assigned will be handled in a different way. Counseling and possible disciplinary action may be used in some cases.

Students currently earning A's, B's or C's will have dorm staff check with them to see if they need help



with homework and/or if it is completed.

Educators are welcome to assist in the after school tutoring.

All remaining parts of the D, F, I-List Policy remain in effect related to restriction from participation in activities, etc.

## ABC POLICY - HIGH SCHOOL

### Purpose

The purpose of the eligibility policy is to ensure that each student is provided with educational, vocational-technical, and physical education opportunities for growth, and that this progress be monitored weekly.

It is also believed that students who participate in extracurricular activities are representatives of ISD and should, therefore, maintain a satisfactory level of competency to have the privilege of participation.

The ineligibility policy follows policies as established by the Illinois High School Association (IHSA).

### Guidelines

1. Student semester grade averages will be computed weekly on Friday. The week of ineligibility will be from Sunday 12:01 a.m. through Saturday 12:00 midnight of the upcoming week.
2. All educators will enter updated grades in their electronic grade books by 3:00 p.m. on Friday of each week. A DF Warning List, an Ineligible List (I-List), and an ABC list will be produced from a report of student grades printed by a school principal and shared via email with the school, athletic, and dorm staff.
3. A cumulative grade reporting system (with at least three grades) will be utilized by each teacher with the following grading scales to be used:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	50 – 59
4. A student will be considered ineligible for extra-curricular sports activities if he/she:
  - a. earns a failing grade (F) in two or more subjects in a given week **OR**
  - b. fails any classes for two weeks in a row - (i.e. 1<sup>st</sup> week F in math; 2<sup>nd</sup> week F in reading)
5. Teachers will inform the student in person that he/she has earned a failing grade for the week
6. Only students on the ABC List will be allowed to participate in Teen Center, Intramurals, recreational activities, and attend all athletic contests. Students not on the ABC list will be seated with the team (in street clothes) for home events only. All student workers may work in the Teen Center after hours for cleaning and closing purposes only. All students may work in the concession stand as a part of their class duties.
7. Athletes and team managers on the I-List (Ineligible) may not participate in **any** games/matches during their week of restriction, including invitational matches or tournaments i.e. CSSD. The IHSA tournaments/playoffs are governed by the IHSA.

8. Students not on the ABC List involved in clubs and organizations may attend regularly scheduled meetings, but may not attend off-campus activities and parties.
9. Students not on the ABC List may participate in once-a-year activities for which they have practiced/prepared, i.e. RIT Science Fair Competition, Homecoming Dance (but not the Pep Rally or after party), Prom (but not after-prom party), and special end-of-the-year school related activities.
10. Students not on the ABC List forfeit their right to represent ISD at public events including but not limited to: Homecoming Court and Community Parades.
11. Students not on the ABC List may not go to town during the week of restriction.

This listing is meant to be a positive, constructive measure to encourage students to complete homework, class work and participate daily in class discussion. It is not to be utilized as a disciplinary measure for a single day's incident. The latter will be handled via the disciplinary policy/form established by the school.

### **CELLULAR RADIO TELECOMMUNICATION DEVICES – PUBLIC ACT 92-0793**

Section 5 of the School Code is amended by changing Sections 10-20.28 and 34-18.14 as follows:

- a) The General Assembly finds and declares that the educational development of all persons to the limits of their capacities is a fundamental goal of the people of this State and that to achieve such goal it is essential to provide a safe and secure learning environment within the public schools. While recognizing that cellular radio telecommunication devices may be used for inappropriate activities during school hours and on school property and may, on occasion, cause disruption to the classroom environment, the General Assembly also recognizes that the use of cellular radio telecommunication devices can decrease the response time of officials to emergency situations. In addition, cellular radio telecommunication devices allow parents an additional and timely method of contacting their children should an emergency situation arise. Therefore, it is the purpose and intention of the General Assembly in enacting this legislation to (i) reduce the occurrence of inappropriate and disruptive activities during school hours and on school property occurring through the use of cellular radio communication devices and (ii) increase the safety of students and school personnel during school hours and on school property.
- b) The school board may establish appropriate rules and disciplinary procedures governing the use or possession of cellular radio telecommunication devices by a student while in a school or on school property, during regular school hours, or at any other time. (Source: P.A. 86-1391.)

## **DIGITAL CAMERAS/CELL PHONES/PAGERS/TEXT PAGERS/COMMUNICATION DEVICES/PERSONALLY OWNED COMPUTERS POLICY**

The school realizes the role of digital cameras/cell phones/pagers/text pagers/communication devices/personally owned computers in everyday communication. However, the concern of access to pornographic material/images exists, and the schools must take a proactive stance to prevent this by enforcing the following policy:

Pre K – 5<sup>th</sup> Grade: Absolutely NO device that has a camera or Internet access.

6<sup>th</sup> – 8<sup>th</sup> Grade: No digital cameras/cell phones/pagers/text pagers/communication devices/personally owned computers during the school day. With written parental permission, digital cameras/cell phones/pagers/text pagers/communication devices/personally owned computers to be used only with supervision. When not being used, devices will be returned to the staff and kept in the dormitory staff office. Video cameras may be used only with adult supervision.

High School/TLP: During school hours, digital cameras/cell phones/pagers/text pagers/communication devices/personally owned computers must be turned OFF and OUT OF SIGHT. Devices may be used during after-school hours in accordance with rules already in place (i.e. on-campus reassignment, study hour, bedtime, “camera-free areas,” etc.). Video cameras may be used only under adult supervision.

Consequences of misuse:

ANY DIGITAL CAMERA INFRACTION – Camera taken away until end of school year.

CELL PHONES/PAGERS/TEXT PAGERS/COMMUNICATION DEVICES/PERSONALLY OWNED COMPUTERS INFRACTIONS:

1<sup>st</sup> Offense – Device confiscated and held by school/dorm staff for 24 hours.  
Parents contacted.

2<sup>nd</sup> Offense – Device confiscated and sent home to parents at the next school break.  
Parent contacted and parent decides when to return the device to their child.

3<sup>rd</sup> Offense – Device confiscated for the remainder of the school year.

Students are not allowed to loan or borrow cell phones to or from other students or staff.

### **OFF-CAMPUS POLICY**

While your child is in school, the teachers and dormitory staff will monitor off-campus activities. Appropriate staff supervision will be provided for younger students when off-campus. Older students not needing staff supervision are required to follow residential program rules. Only those persons listed on the PERMISSION TO TAKE CHILD OFF CAMPUS form will be authorized to take a child off-campus.

Written permission is required from both sets of parents for a residential student to visit the home of another student. Written permission for each visit is required. Both sets of parents are responsible for sharing contact information for emergency purposes.

A parent or guardian of the student whose home is being visited must come to the dorm and sign out the student that will be visiting. This signature indicates that the person signing the student out is accepting responsibility for the student for the duration of the visit. Upon return, a parent or guardian must sign him/her back into the dorm.

Students need to return to the dorm by 9:00 p.m. Sunday through Thursday, and by 10:30 p.m. on Friday and Saturday nights.

Students are not permitted off campus with anyone except their own parents over Homecoming and Prom weekends. Please do not make requests for special permission for these events.

Students who own cars may not transport other students on and off-campus in their cars.

Residential students who are signed out by a day student parent/guardian are expected to follow the Day Student Policies.

Failure to abide by these rules may result in students being unable to visit the home of the other student.

### **VISITING OVER WEEKENDS AND VACATION PERIODS**

A student wanting to visit the home of another student over a weekend or vacation period is determined by the parents of both students. Students may ride the buses if seating is available during the school breaks. Day students will be required to pay a fee for the bus stop being used. Contact the Student Life Office for arrangements and costs. Arrangements must be complete prior to the trip, including the money, or the plans will be canceled. Students may not use the bus service at the Thanksgiving, December and Easter breaks to destinations other than home.

### **PROM POLICY**

If a student is currently serving a suspension, serving a 45-day alternative placement, serving time in On-campus Reassignment or serving a dormitory restriction following suspension, he/she will not participate in prom activities. In addition, the student will be removed from the prom court and from participation in any other prom-related activities.

In all cases of discipline, the Behavior Intervention Guidelines (BIG) will be followed. Students are not permitted off campus overnight during prom weekend unless with his/her parent(s)/guardian(s). Written permission from parent(s)/guardian(s) to leave campus with anyone else will not be allowed on this weekend (Friday through Sunday).

Parents taking students from the campus will be required to sign the student out of the dormitory. To sign a student in/out of the dormitory, the parent/guardian must enter the

dormitory and sign the student out in the presence of a dormitory staff member. Students who have been signed out of the dormitory by a parent/guardian will not be allowed back in the dormitory until the parent/guardian personally enters the dormitory and signs the student back in, in the presence of a dormitory staff member.

The ISD administration, will allow non-ISD student dates (guest dates) to attend the prom by invitation of an ISD high school student.

A guest date must be a student in good standing currently enrolled full time in a high school program.

The ISD student extending the invitation must submit the required form three weeks prior to the scheduled prom date. Forms may be requested from the junior class advisors.

Guest dates will attend the prom banquet and dance held at the location selected by the junior class. Eating off campus (at a restaurant, etc.) is not allowed.

The guest date will remain at the prom for both the prom banquet and dance. Should the guest date leave the prom for any reason other than a medical emergency, he/she will not be allowed to return to the prom activities.

Parents of the ISD student, who invites a guest date, are required to be in Jacksonville during the prom activities. They will assume responsibility for the guest date.

Guest dates attendance to after-prom activities will be determined on an annual basis by ISD administration.

If a guest date violates any prom rules, he/she will be asked to leave the prom immediately. Failure to leave the campus or for any illegal activity will result in the police being called.

ISD administration may establish additional rules/guidelines prior to the date of the prom.

Residential students attending non-ISD sponsored, off-campus prom parties must be signed out as stated in the off-campus policy on page 17.

## **PARENT REQUEST FOR PERSONAL TRANSPORTATION REIMBURSEMENT**

The Illinois School for the Deaf arranges buses to transport students home every weekend during the school year. Parents are required to bring their children to school on registration day in August and pick them up at the end of the school year in May. Per Article 29-3 of the Illinois School Code, families are eligible for mileage reimbursement from their local school district. Parents are eligible for one way mileage

to ISD at the beginning of the school year and one way mileage at the end of the school year. The reimbursement form can be submitted to the local school district twice a year, or both trips can be put on the same form at the end of the year. Forms must be submitted to the Student Life Office for verification and signature before being submitted to the school district. Reimbursement for additional homegoing trips for which you provide transportation, other than at scheduled vacation times, must be arranged with ISD and your local school representative at your child's IEP meeting.

## **BUS POLICIES**

On homegoing days, we ask that you be on time to meet the bus. If a parent is chronically late picking up their child, the decision can be made to suspend the child's bus privileges. On the return trip, the bus will wait for only 15 minutes past their scheduled departure time. If your child misses the bus, it will be your responsibility to get him/her back to school.

Bus chaperones are asked to maintain control of student behavior while on the bus. If a student displays inappropriate behavior, he/she will be assigned a seat with the staff for the following trip. If a student has repeated behavioral issues on the bus, he/she may be suspended from using the bus service and transportation will be the parents' responsibility.

Students/staff are not allowed to bring fast food, pizza or dairy products on the buses or vans. Students/staff are allowed to bring bottled beverages on the buses/vans.

## **PUBLIC TRANSPORTATION**

If a parent wants his/her child to come home earlier than our regular Friday homegoing, or return later than the Sunday pickup, the absence must be excused by the school principal. If the absence is unexcused, ISD will not transport the student to/from the train station. For those using Amtrak, ISD will attempt to assist with transportation to and from Springfield (public transportation does not service Jacksonville); however, we cannot guarantee it. Amtrak arrangements must be made by the parent/guardian and given to the Student Life Office two days prior to the student going home or returning to ISD.

## **EMPLOYMENT TRANSPORTATION (TLP STUDENTS ONLY)**

Transitional Living students who are employed may utilize Jacksonville public transportation. These students, with the initial assistance of TLP staff, will arrange for public bus transportation to and from their job. A monthly pass is \$50.00 for unlimited use.

## **STUDENT DISCIPLINE**

ISD's Discipline Policy is governed by the Behavior Interventions Guidelines (BIG) Policy and is based on positive reinforcement of acceptable behavior. The staff attempts to meet classroom and dormitory disruptions with understanding and positive communication. If a serious behavior disruption occurs, parents will be contacted for a conference to discuss the situation.

If a student is suspended from school, the parent/guardian is required to bring the student back to school and attend a "return from suspension meeting" before the student can return to the school.

For further information regarding discipline and parent/student rights, please refer to the Handbook On: Rights, Responsibilities, Procedures for the Illinois School for the Deaf, Illinois Department of Human Services, which is provided electronically at [www.illinoisdeaf.org](http://www.illinoisdeaf.org). Parents may request a hard copy.

## **BEHAVIORAL INTERVENTION GUIDELINES**

Public Act 87-1103 requires that when behavioral interventions are used, they are used in consideration of the pupil's physical freedom and personal privacy and are administered in a manner that ensures a pupil's right to placement in the least restrictive environment.

All the ISD staff members who work with students with disabilities are trained and certified annually in using behavioral interventions.

The Behavioral Intervention Guidelines (BIG) covers all procedures in handling infractions of the rules. All students at ISD are aware of the consequences for each infraction. The BIG document is provided electronically at [www.illinoisdeaf.org](http://www.illinoisdeaf.org). Parents may request hard copy.

## **ON-CAMPUS REASSIGNMENT (OCR)**

On-campus Reassignment (OCR) may be used as an alternative to a suspension from school for serious infractions.

For dorm infractions which warrant more than a dorm/room restriction, but less than an out-of-school suspension, the student will be placed in OCR in the dorm, a designated room separate from his/her peers with one-on-one supervision. For school infractions, the student will be placed in OCR in his/her school unit.

## **SOCIAL SERVICES**

The Social Services Department provides a wide range of supportive social services to students and/or their families. These include monitoring new students, assessment and monitoring, supportive casework services, individual and group counseling, in-house and interagency consultation, crisis intervention, mental health screening, advocacy, and social work contributions to eligibility review evaluations conducted on students. New students are required to see the social worker weekly for the first nine weeks of attendance. Parents can request social services for their child at any time. If your child is referred to social services, you will be informed. Social service provisions are included in your child's IEP as determined at the annual review.

## **STUDENT TRUST FUND**

The Individual with Disability Education Act (IDEA) ensures that each child must have a free and appropriate education. However, since the Illinois School for the Deaf is a state school with residential services, the law does not cover the personal expense needs of the student while in school. This is the responsibility of the parents.

To provide reasonable security for students' money while in school, the school maintains a Student Trust Fund. The fund has many similarities to a bank account. Money is deposited in the fund by the parents in person or by mail and a receipt is provided to the depositor. The fund is subject to accounting controls and audits by DHS' Internal Audit Unit and by the Auditor General's Office.

**REGULAR DEPOSITS:** You may deposit monthly or for the full year. Please **DO NOT** send cash, checks or money orders directly to your child. Send checks or money orders directly to your child's dormitory supervisor, Trust Fund office, or Student Life Office. Checks or money orders should be made out to the Illinois School for the Deaf. Please include your child's name on the check or money order to make sure the funds are deposited to the correct account.

**TRUST FUND EXPENSES:** Trust fund expenses include some of the following: spending money, personal items, clothes, replacement articles, Sunday school/church, snacks and movies. Other expenses which may be deducted are regular medications (not covered by insurance) or insurance co-pays, earmolds, and vocational class expenses for projects. If your child needs extra money from his/her fund for a special activity, you will be contacted first for permission.

## **AMPLIFICATION DEVICES AND EARMOLD POLICIES**

You are responsible for buying personal amplification devices (i.e., hearing aids and cochlear implants) for your child and for keeping the devices in good working condition. Whenever an amplification device needs to be repaired, the audiologist will follow individual family preferences as indicated on the *Repair Consent Form for Hearing*



*Aid(s)/Cochlear Implant External Components.* This form is completed by parents at the beginning of each school year at registration. Parents will be contacted by phone as necessary. If repairs are not covered by insurance, Medicaid or DSCC, parents will be responsible for the cost of repair.

ISD supplies batteries for your child's hearing aid(s) while your child is at school. Batteries are kept in the audiology office in the PreK-8 Building, the secretary's office in the high school, the speech-language pathologist's classroom in each school unit and in the Health Center. Hearing aid batteries are dispensed one at a time. Batteries are not provided for vacations. The cost of batteries while the child is at home is the responsibility of the family.

It is ISD's policy to provide one earmold for each amplification device per year at no cost to families. Additional earmolds are the responsibility of the parents and should be obtained through the home audiologist.

If you have any questions regarding your child's hearing status, audiogram or amplification device, please feel free to contact the audiologist at (217) 479-4292.

### **VISION/EYE GLASSES**

You are responsible for buying eye glasses if they are recommended by an eye doctor. Maintenance of glasses is also your responsibility. If glasses are broken at school, they will be sent home for repair. If your child has extra glasses, please bring them to school and leave them with the dormitory supervisor or the school principal.

### **HEALTH CENTER**

The ISD Health Center is open and staffed with a registered nurse 24 hours a day while school is in session. The school's medical doctor comes 2 days a week and is available for emergencies. Parents are always notified when the doctor's medical services are given or your child receives emergency care. When needed, your child will be taken to the local hospital for outpatient or inpatient services. You will be contacted with an explanation of the need for these services.

Please notify the Health Center of any medical needs or major changes in your child's health as soon as possible. Please keep us updated with any changes in your health insurance.

Certain illnesses pose a danger to all of our children because they can spread throughout the school very quickly. The following illnesses must be reported to the school or dormitory office immediately upon their discovery: chicken pox, pink eye, influenza, measles, mumps, strep throat, rubella, scarlet fever, pneumonia, impetigo, MRSA, encephalitis, hepatitis, intestinal parasites, meningitis, head lice and any other

communicable disease. Any serious injury or animal bite should also be brought to the attention of the nurse.

After your child has recovered from an infectious disease, please have your child report to the Health Center to be checked before returning to the school and dormitory. Please remember that our Health Center needs a written report from your local physician advising us of treatment and follow-up instructions.

If your child is not under the care of an eye doctor, he/she will have a vision screening annually. If your child fails the screening or a staff person suspects a vision problem, you will be informed. It then becomes your responsibility to take your child to an ophthalmologist for a vision exam.

Please keep the school informed of any changes in your child's vision needs. We would like to have copies of all new vision exams done by your home doctor and be informed if your child's glasses are broken during a vacation period and are being repaired. These medical reports should be sent to the Admissions & Records Office at ISD.

ISD does not provide routine dental care. Please schedule dental check-ups and dental care during the summer and school breaks.

All medication, whether prescription or over-the-counter, must be kept in the Health Center and be administered by the Health Center staff. Students will self-administer their own medication under the supervision of a staff member on off-campus trips. All medications must be in original pharmacy containers and properly labeled with contents, dosage, and physician's name. A "Physician Authorization for Administration of Medicine" form must be completed by the prescribing doctor for all prescription medications brought from home.

Occasionally, it is necessary for residential students to return to school with medication after a vacation break. In this instance, the medication must be given to the bus messenger when your child boards the bus. The messenger will then take the medication to the Health Center where it will be administered as prescribed.

## Emergency Psychiatric Services

Revised 7-14-2015

When a **day or residential** student makes a statement that she/he wishes to kill or harm herself/himself, she/he is to be evaluated as to the student's intent. In accordance with the ethics of each of the following fields of practice: MEDICAL, PSYCHIATRY, PSYCHOLOGY, OR SOCIAL WORK, the following RESPONSE PROCEDURE shall be followed:

### I. **EMERGENCY PROCEDURE**

- A. If the student has made an actual suicide attempt, contact 911 and have the student taken to the closest emergency room via ambulance. The parents/guardian will be informed by the ISD Health Center Nurse II on duty or the Nurse Supervisor, and will be required to come to the hospital to assume medical responsibility for the student.
- B. If the student is at immediate risk, the student should be taken to the closest emergency room by school staff during school hours and dorm staff after school hours for an assessment. The hospital will follow their protocol, which may include contacting the local Mental Health/SASS agency, to do a suicide assessment. The parents will be informed by ISD Health Center Nurse II on duty or the Nurse Supervisor that the student will be going to the hospital for this evaluation. If the student is found not to be at risk to herself/himself or others, an ISD staff member will remain with the student at the hospital and transport the student back to ISD, unless the parent arrives and assumes responsibility for the student. **\*It is very important that the ISD staff provide an accurate and concise report of what led up to the incident and what the student said.\***

## NON-EMERGENCY PROCEDURE

- A. If the student is not at immediate risk, the student will immediately be escorted to the Health Center by the ISD staff member that witnessed the threat or designee. The Health Center Nurse II on duty or the Nurse Supervisor will give the ISD staff member a Suicide Risk Assessment Form to complete. **\*It is very important that the ISD staff provide an accurate and concise report of what led up to the incident and what the student said.\***
1. The Health Center Nurse II on duty or the Nurse Supervisor will call parents/guardian and inform them that the student had made a threat to harm herself/himself and ask if parents want a suicide assessment completed on campus or if they want to come get the student and have an assessment completed by their home physician, psychologist, or psychiatrist.
    - a. If the parents/guardian choose to take the student home, the student will be put on suicide watch with one-on-one supervision (100% eyes-on contact) by school staff during the day and dorm staff after school until the parents/guardian arrive. The parents and medical director will agree upon a reasonable time frame for parental arrival. **See IV. A.**
    - b. If the parents/guardian choose to have ISD's Medical Director or Clinical Psychologist make the determination, the Nurse Supervisor will contact them for an assessment. Based on their evaluation, the Medical Director and/or Clinical Psychologist may request that the student go home immediately for further evaluation.
  2. The student will be put on one-on-one supervision (100% eyes-on contact) by ISD staff until the assessment is arranged.
  3. If the Medical Director or Clinical Psychologist on contract is not available, the parent will be consulted and the student will be transported to the closest emergency room for an evaluation. If the student is found not to be at risk to herself/himself or others, an ISD staff member will remain with the student at the hospital and transport the student back to ISD, unless the parent arrives and assumes responsibility for the student.
- B. Parents will be informed of the Medical Director's, Clinical Psychologist's or hospital's recommendations.

## III. ASSESSMENT PROCEDURE

- A. If the assessment done by the Medical Director or Clinical Psychologist on contract indicates the student cannot be safely maintained at ISD, the following procedure is to be followed:
1. The parent will be contacted by the Health Center Nurse II or Nurse Supervisor and informed that a mental health evaluation has been completed.
  2. If the evaluator has determined that the student is not safe, the parent must come to ISD to pick up the student and take her/him home for mental health treatment.
- B. If the student refuses to cooperate with the assessment, the student will remain on suicide watch under one-on-one supervision (100% eyes-on contact). The parents will be called by ISD Health Center Nurse II on duty or the Nurse Supervisor and informed that they must immediately come and get the student and have her/him assessed at home.
- C. If a student is combative or a danger to self or others, the police will be called.
- D. Any deviations from the above described policy and procedure will be based on the decision of a team comprised of the Superintendent as well as any other staff that have been involved in the incident with the student (such as the Principal, Student Life administration, Nurse Supervisor, Social Worker, Medical Director, Clinical Psychologist, etc.)

#### IV. FOLLOW-UP PROCEDURE

- A. If the student has a suicide assessment at home, the student will be permitted to return to school when ISD receives a letter from the student's psychologist, psychiatrist, or physician stating the student is not a suicide risk. (See Attachment 1). A return-to-school meeting must be held with the student and parent/guardian attending in person. This meeting may include the following individuals: Superintendent, Principal, Student Life administrators, Clinical Psychologist, Nursing Supervisor, and the student's Social Worker or School Psychologist. The student will be moved into the Safety Wing as a precaution for two weeks. A list of items that the student is permitted to have in her/his room in the Safety Wing is attached to this Emergency Psychiatric Services policy (Attachment 2). The student will be placed on 10-minute eye contact for a period designated by the medical director after returning to ISD.
- B. Once the assessment has taken place at ISD or at the local hospital and the student has been determined not to be at risk, a phone conference will be held with the parents. The student will be moved into the Safety Wing for two weeks as a precaution. A list of items that the student is permitted to have in her/his room in the Safety Wing is attached to this Emergency Psychiatric Services policy. (Attachment 2) The student will be placed on 10-minute eye contact for a period designated by the medical director after returning to ISD.
- C. ISD administrators will be kept informed by the Nurse II, Nurse Supervisor, Social Worker, Clinical or School Psychologist.
- D. Follow-up services with the assigned Social Worker, Clinical or School Psychologist or other designated staff member will occur for four weeks following the suicide threat. The sessions are required to assure the student's safety and as a condition of release from the Safety Wing.
- E. All paperwork related to the incident must be completed by the appropriate staff and entered in the student's Health Center file, which includes:
  - 1. Mental Health Assessment Release form (attachment 1).
  - 2. Safety Wing protocol (attachment 2).
  - 3. Emergency Psychiatric Services Risk Assessment (attachment 3) - To be completed by the ISD staff member noting concern regarding suicide threat.
  - 4. Emergency Psychiatric Policy Checklist (attachment 4)
  - 5. Crisis Incident Report Form (attachment 5)
- F. NOTE: The student's cell phone or other electronic media will be locked up in the Health Center to ensure the student's safety and until the student reaches the conditions of the release from the Safety Wing. Parents will be able to maintain contact with the student through supervised use of the videophone (VP).

## **STUDENT PICTURES**

The Illinois School for the Deaf obtains bids from various photography studios for student school pictures for the school year. Forms will be given at registration day and you will complete and mail the forms to the photographer directly.

## **INSURANCE**

School insurance is available and may be purchased on-line at [www.1stAgency.com](http://www.1stAgency.com) and then follow directions at "Find Your School" or by contacting First Agency, Inc. at (269) 381-6630 or toll free at (800) 243-6298. Coverage for football may be purchased by itself, or in addition to a school-day or 24-hour policy. If your child is not covered by insurance or public aid, we strongly encourage you to purchase a 24-hour policy.

If your child is covered by the Department of Public Aid Medical Assistance Program, please provide us with a copy of the public aid card and mail us updated cards as necessary. If you have private insurance, we must have the name and address of the company, and the policy numbers. For those families who have an HMO, it is very important that the family check with their insurance company on what costs they will cover for your child if he/she receives treatment outside of their service area.

Students must have proof of health insurance before participating in sports, intramural or after-school leagues (flag football, YMCA basketball, etc.). Please bring proof of insurance on registration day.

## **ATTENDANCE**

School attendance is required by law. Students are not excused for family vacations or for not returning to school on return dates. Absences are excused for illness, doctor or dentist appointments or for family emergencies. School work missed for unexcused non-attendance can be made up, however it may impact grades. Good educational progress is related to good school attendance. We encourage you to make sure your child is returned to school on specified dates.

Please keep your sick child at home. If a residential student is ill or unable to return to school for other reasons, please call the school during school hours or you can call the dormitory or Health Center during non-school hours. Please inform the school if your child has been ill during a vacation period. If your child should become ill while at home on a school break, please do not send him/her back to ISD on the bus with other children. You will need to make other arrangements.

Telephone calls should be made after the school day, in the evening or on the weekends. Because of homework, evening and weekend recreational activities, we respectfully request that telephone calls be limited to no more than one call per day.

Administrators, teachers and all other staff have the right to expect parents to conduct themselves courteously, professionally and orderly when communicating with staff.

## YMCA

The Bob Freesen YMCA in Jacksonville offers student rates for the 2015 – 2016 school year. This offers your child an expanded recreation program and community involvement. Several YMCA activities were successful during this past year. The cost for a basic membership (pool, gym, racquetball, free-weights) is as follows:

High School - \$25.00 down payment, \$25.00 per month

Jr. High - \$20.00 down, \$20.00 per month

The basic membership includes use of the Sherwood Eddy Memorial YMCA grounds including the outdoor fitness trail, tennis courts, racquetball courts, the gym, swimming pool, free weight room, locker rooms. For an additional cost, a member can utilize the fitness center including cardiovascular exercise equipment, treadmills, elliptical machines, recumbent bikes, stairmasters, and a circuit area with Nautilus weight machines. This area is for members in high school and older. Jr. High members are allowed in the fitness room with fitness staff approval. Basic members can also participate in the adult fitness classes, including spinning, pilates, yoga, water classes, senior classes, and many more.

If you are interested in a membership for your child, please contact the YMCA at 217-245-2141.

## ILLINOIS HIGH SCHOOL ASSOCIATION RULES

A copy of the Illinois High School Association (IHSA) rules will be furnished upon request by contacting Ed Hoyt, Athletic Director, or you can go their website: [www.IHSA.org](http://www.IHSA.org)

## SKATEBOARD/SCOOTER/IN-LINE SKATE POLICY

Illinois School for the Deaf students may use skateboards, scooters or in-line skates at school provided they:

- A. Have safe and appropriate equipment, including a helmet, elbow pads, and knee pads;
- B. Operate the skateboard/scooter/in-line skates in designated areas on the ISD campus only;
- C. Operate the skateboard/scooter/in-line skates under adult supervision at specified times;
- D. Have parental permission (SEE SKATEBOARD/SCOOTER/IN-LINE SKATE PERMISSION FORM);
- E. Do not borrow or loan skateboards/scooters/in-line skates or safety equipment to other students;
- F. Do not use specially made ramps or apparatus.
- G. Failure to comply with rules will result in discipline and action up to and including loss of privileges. (See Bicycle Rules)

## VEHICLE POLICY

The Illinois School for the Deaf staff does not encourage residential or day students to drive vehicles while at ISD. School District #117, Four Rivers Special Education District, and other districts provide transportation for day students. Students residing in the dormitories are furnished transportation to and from home for vacation periods. The school provides authorized vehicles and drivers for all activities and transportation needs during school. Thus, the only reason for students to drive to ISD in

personal vehicles, is to go to school and return home. If you determine your child should use a vehicle for transportation to and from school, the following policies must be followed prior to the student bringing a vehicle to campus:

- A. Contact the Student Life Office in writing (SEE PERMISSION FOR STUDENT CAR FORM). Include the following information:
  1. Reason for the student wanting to drive the vehicle to ISD;
  2. Student's name and driver's license number;
  3. A copy of proof of insurance coverage including insurance company, policy number, and expiration date of the policy.
  
- B. Discuss the use of this vehicle with your child. Please explain the following:
  1. The vehicle is to be parked and locked in the designated parking area between the gym and dining room. TLP students will park in the designated area near their dorm.
  2. The vehicle is never to be used to transport other students on or off campus, at any time. If a residential student is visiting a day student's home, the day student's parent or responsible adult must sign the residential student out of the dorm when leaving campus, and back into the dorm when returning to campus. The responsible adult must transport the residential student to their home and back to the dorm.
  3. The vehicle is not to be used to transport students while off campus, except when a residential student is at the home of another student.
  4. Keys are to be left with the dorm supervisor while at ISD. TLP students may keep their keys on their person.
  5. A student parking permit must be properly displayed.
  6. Students must leave keys with dorm staff at all times while at ISD. This includes the times students are on campus for Extra-curricular Activities.
  
- C. Cars that have been approved by the Supt. or his/her designee to be brought to ISD for work as part of automotive body and automotive repair will be brought by the parent/legal guardian only.
  
- D. Failure to comply with rules will result in discipline; first offense loss of privileges for 2 weeks, 2<sup>nd</sup> offense, one month, 3<sup>rd</sup> offense, the rest of the school year.

Questions or concerns should be addressed to the Student Life Office.

### **BICYCLE POLICY**

Day students may ride their bicycles to and from school.

Residential high school independent and Transitional Living students ONLY may bring bicycles to the Illinois School for the Deaf for recreational purposes. All students are responsible for maintaining their bicycles and keeping them in safe operating condition.

**ANY STUDENT WHO RIDES A BICYCLE AT THE ILLINOIS SCHOOL FOR THE DEAF MUST FIRST TAKE AND PASS THE BICYCLE TEST. IN ADDITION, PARENTS MUST COMPLETE THE "BICYCLE PERMISSION FORM" AND FILE IT WITH THE STUDENT LIFE OFFICE.**

All students must obey the Illinois Rules of the Road for Bicycles and, in addition, follow these rules:



1. All bicycles must be kept in an assigned place at ISD when not in use.
2. All students must have and use a chain and/or lock for their bicycle when not in use.
3. All students must watch a film or read the manual (TLP students) about bicycle safety and pass a written and practical test given at ISD.

Students who disobey the bicycle rules are subject to the following discipline:

1. First time – loss of bicycle privileges for one week;
2. Second time – loss of bicycle privileges for one month;
3. Third time – loss of bicycle privileges for the remainder of the school year and the bicycle will be locked up by the Student Life Office staff.

Students are permitted to ride bicycles during the following times:

1. After school, until dark; TLP students may ride after dark if they have written parent/guardian permission.
2. Only on the right side of the street;
3. Only on city roads and streets, never on ISD sidewalks;
4. Only within the Jacksonville and South Jacksonville city limits;
5. Out of town only with special permission from the dormitory staff

### **STUDENT DIRECTORY INFORMATION**

The Illinois Student Records Act, P.A. 79-1108, 1976 states that: “Directory Information may be released to the general public, unless a parent requests that any or all such information not be released on his/her child.” (See “Parent Consent Regarding Student Activities” form.)

1. Identifying information: name, address, gender, grade level, birth date and place, parent’s names and addresses;
2. Academic awards, degrees and honors;
3. Information in relation to school-sponsored activities, organizations and athletics;
4. Major field of study;
5. Period of attendance in the school.

### **SUGGESTED CLOTHING LISTS**

**Dress Clothes:** In addition to regular school clothes, we request that your child have at least one business attire set of clothes for special occasions on and off campus. Also, students participating in the Student Work Experience will need these for job interviews on and off campus. For boys we suggest a pair of dress pants, dress shirt, and shoes (no tennis/gym shoes), and for girls we suggest a dress, or dress pants and a blouse, and dress shoes (no tennis/gym shoes).

Physical Education (6-8<sup>th</sup> Grade & High School/TLP only): Your child will be required to have: 1) combination-keyed lock; 2) gym shoes (used solely for PE); 3) shorts; and 4) t-shirts to be used exclusively for P.E. classes. (Grade points are deducted daily from the students that do not dress appropriately for their P.E. classes. Please label all gym apparel including the shoes, suit and bag.)

This equipment is a necessity for both physical education and for after school recreation programs which are conducted in the gymnasium. Shoes worn on the playground may NOT be used on the gymnasium floor.

Following are lists of suggested clothing items for each age group.

K-5<sup>th</sup> – Boys

7 pair blue jeans / 5 shorts (2 sports shorts)  
2 pair dress slacks  
7 knit shirts for school  
2 dress shirts  
10 pairs underwear, socks,  
t-shirts  
2 pair cotton pajamas  
(4 for bedwetters)  
1 pair shower shoes or flip-flops (required)  
1 pair bedroom slippers  
1 robe (required)  
1 pair swimming trunks  
2 belts  
2 pair gloves  
1 raincoat or umbrella  
1 sweater  
1 lightweight jacket  
1 winter coat  
1 pair boots (snow/rain)  
2 pair shoes (dress and school)  
1 pair gym shoes (for gym only)  
1 stocking cap

K-5<sup>th</sup> – Girls

7 washable school outfits  
(dresses or pants/tops)  
2 better dresses (washable)  
10 pair underpants & undershirts  
10 pair socks  
2 pair leggings  
3 cotton slips & bras (if needed)  
2 pair cotton pajamas (4 for bedwetters)  
1 pair shower shoes or flip-flops (required)  
1 robe (required)  
1 swimsuit  
2 pair gloves or mittens  
1 winter coat  
1 lightweight jacket  
1 sweater  
1 raincoat or umbrella  
1 pair outdoor boots (snow/rain)  
2 pair shoes (school and dress)  
2 pair gym shoes (1 for gym only)  
1 pair bedroom slippers (required)  
1 stocking cap

**Other:** 1 brush and comb, rubber bands for long hair, writing paper, envelopes, stamps, shoe strings, 1 large and 1 small suitcase, tooth brush/tooth paste, deodorant, shampoo, detangler spray, hand lotion, plastic soap dish, humidifier for students with dry skin in winter, laundry soap

**Note:** Pre K-5<sup>th</sup> grade students are not allowed to bring TVs, game systems, or portable game systems (Xbox, PS, Wii, DSI, PSP, etc.). ISD will provide Wii and Game Boy systems for the children to use. Students can bring a Nintendo DS if it does not have a camera. Any device that includes a camera or Internet access is not allowed, including an iPod.

High School & TLP Boys

5 pair jeans  
2 pr. dress pants  
2 dress shirts/1 tie  
sweat pants  
10 pr. Underwear & socks  
1 or 2 pair dark socks  
2 shorts (gym use only)

High School & TLP Boys (continued)

hat, gloves, scarf, boots  
raincoat & umbrella  
casual & dress shoes  
gym shoes (for gym use only)  
shower shoes  
lightweight jacket/winter coat  
t-shirts

### 6-8<sup>th</sup> Grade Boys

5 pair blue jeans  
5-10 shirts (long & short-sleeved)  
10 pair socks & underwear  
1 or 2 pair dark socks  
shorts & t-shirts  
swimsuit  
2 dress pants & shirts (church/parties)  
sweatpants  
2 pajamas  
lightweight jacket  
winter coat  
gloves, hat, scarf  
boots  
belt, tie  
casual & dress shoes  
2 pair gym shoes (1 for gym only)  
athletic supporter  
bathrobe & slippers (required)

### 6-8th Grade/High School Girls

8 school outfits (jeans, shirts, skirts, tops)  
church clothes/nice shoes  
dress (for special occasion)  
10 pair socks  
5 bras, 10 pair underwear  
pajamas (if t-shirts & shorts, they can't be used for everyday)  
swimsuit  
shorts & tops (gym & warm weather) (no mini-shorts)  
bathrobe, slippers (required)  
raincoat and umbrella  
lightweight jacket  
winter coat  
hat, scarf, gloves  
casual and dress shoes  
2 gym shoes (1 for gym use only) shower shoes/flip flops (required)

**Other:** comb, shampoo, deodorant, toothpaste, toothbrush, laundry soap (for jr. high must be High Efficiency), laundry soap tablets, dryer sheets, laundry bag, plastic soap box, large suitcase with wheels, envelopes, stamps, writing paper, hangers, sanitary napkins, gym bag, pencils, pens, notebook paper

**Optional:** bed linen, bedspread, pillow, blanket (non-electric), shoe rack, hair dryer, curling iron, beach towel, posters, make-up, small lamp

**Note:** (Jr. High & High School only) : Stereos and radios are permitted; however, please do not bring microwaves, VCRs, DVD players, or refrigerators. Jr. High and High School students may bring a small TV for use with video games only (Nintendo, etc.). Stereos, radios, video games may be allowed or taken away as part of a behavior management program. I.S.D. does not allow any "R" ratings or adult ratings on campus. We also do not allow "M" video games on campus. We allow only "E" (appropriate for everyone) video games. Please do not send your child's heavy winter clothes until after October break.

## **Dress Code**

Clothing and personal appearance for all students should be neat, clean, and in good taste for a productive learning environment.

### **Shirts**

Shirts are required to cover the torso of the body. This means that low-cut shirts or shirts revealing the midriff are not permitted. Students may wear sleeveless tops or tank tops (straps of at least 1" thickness) fitted around the arm opening. Men's A-shirts are not permitted. Tops with spaghetti straps are not permitted alone, but may be used as undergarments when fully covered. Students are allowed to wear zippered or hooded sweatshirts, but hoods are not allowed to cover the head/face while in the school buildings. All tops must be free of vulgar/suggestive language or designs such as cigarettes, alcohol, identification of drugs, nudity, gang signs/symbols, profanity, etc.

### **Pants**

Pants are required to cover all undergarments at the hips. Jeans may be distressed but may not reveal holes above the fingertip length. Jeans may be loose fitting but not extremely baggy. Leggings or spandex may not be worn alone. For the high school students, nylon outfits and sweatpants are not permitted (allowed for PK – 8<sup>th</sup> grade students).

### **Shorts/Skirts/Dresses**

All shorts, skirts, and dresses must be "fingertip" length around the entire perimeter of the body. Shorts are allowed to be worn the first day of school through October 31 and April 1 through the last day of school.

### **Shoes**

Shoes must be worn at all times. Students may wear flip-flops and athletic slides. House slippers and roller skate shoes are not permitted.

### **Accessories**

Facial piercings are not allowed. Hats, caps, berets, hoods, bandanas, hairnets, and combs/picks may not be worn. Sunglasses, coats, and jackets intended for outdoor use may not be worn in the classrooms.

The administration reserves the right to deem clothing inappropriate and to require any student to change. Violation of the above mentioned guidelines will result in the student either surrendering the item, being sent home or to the dorm to change, use of office provided appropriate clothing, and/or assignment of a disciplinary consequence. Time spent going back to the dorm or home to change will be unexcused.

(revised July 2015)

## SCHOOL SUPPLIES

School supplies for children attending the Illinois School for the Deaf are listed below. Other supplies may be requested by individual teachers following the opening of school. PLEASE MARK ALL OF YOUR CHILD'S SUPPLIES WITH HIS/HER NAME.

Pre K-8 Preschool	Pre K-8 Grades K-3 <sup>rd</sup>	Pre K-8 Grades 4-5
1 pair blunt scissors 1 box of baby wipes 12 No. 2 pencils, plain 2 boxes washable markers (1 fine point, 1 jumbo) 1 box (16) crayons (not fluorescent) 1 – 8 oz. Elmer's glue 4 glue sticks 1 box facial tissues, 200 count 1 box Band-aids 2 boxes Ziploc bags (sandwich & gallon size) backpack umbrella (child size) gym shoes (may be used) change of clothing (underwear, pants, shirt, socks; put in bag marked with child's name) diapers/pull-ups as needed	backpack (easy to carry & zip) 1 box crayons (24 count) 3 pkg 3x5 white index cards (Not spiral bound) 1 – 3x5 index card box 12" ruler (with inch & mm markings) 3 doz. Pencils (No. 2) washable Crayola markers (basic colors) Fiskars brand pointed scissors 6 glue sticks Kleenex (3 large boxes) gym shoes umbrella/raincoat 3 Clorox cleanup wipes (lemon) 1 spiral notebook (wide ruled, 70 pages) 1 box Bandaid & antibiotic Tag Paper	backpack or book bag 2 doz #2 pencils (NO PENS) 1 doz. Pencil top erasers 4 pkg. white index cards index card box large 3-ring binder notebook notebook dividers (1 pkg of 8) 2 highlighters 1 pocket folder 2 red ink pens 2 pkg wide-ruled notebook paper 1 box Crayons (16-24 count) 1 box colored pencils (16 or 24) 1 box washable markers (basic colors) pointed scissors 4 glue sticks 12" ruler (with inch & mm markings) 3 boxes facial tissue 1 large Clorox wipes 1 box Ziplock bags (gallon size) 4 Composition Notebooks

Pre K-8 Grades 6-8 <sup>th</sup>	High School/TLP
A "Trapper Keeper" or any sort of zip binder 1 package of pencils (#2 lead) 3 notebooks 1 pkg. loose-leaf notebook paper 1 pkg. of ink pens 2 highlighting markers 1 calculator (just basic, not fancy) 7 pocket folders 1 pkg. of markers 1 pkg. of colored pencils book bag	3 binders with dividers or 7 pocket folders 1 pkg. Pencils (#2 lead) 1 pkg. loose-leaf college ruled notebook paper 1 pkg. blue or black ink pens 2 highlighting markers 1 calculator 1 pkg. colored pencils book bag

## EXTRA-CURRICULAR ACTIVITIES

One of the advantages of your child attending the Illinois School for the Deaf is the many extra-curricular activities provided by the school. We encourage your child to participate in these activities. At the same time, we want to ensure the safety and welfare of your child is protected while participating in these activities. PLEASE SIGN THE "PARENT CONSENT REGARDING STUDENT ACTIVITIES" FORM.

Listed below are the majority of the extra-curricular activities provided for ISD students. If for any reason your child should not participate in these activities for physical reasons, please provide a physician's statement indicating restrictions.

### ACADEMIC HONORS/AWARDS

American Citizenship  
American Legion  
Cox Scholarship  
Forney Scholarship  
Honor Roll: 1 \* 2 \* 3 \* 4  
Houser Scholarship  
Lunch With a Cop (Elementary)  
Nestle Student of the Month  
Physical Fitness/Education  
Presidential Award for Academic Excellence  
Presidential Award for Academic Achievement  
Principal's Award  
Regional Superintendent's Top 10%  
Student of the Week  
Valedictorian \* Salutatorian  
CTEC Achievement  
Citizenship Award  
Gallaudet Battle of the Books

### SCHOLASTIC ACTIVITIES/AWARDS

Alumni Assoc. Player of the Year  
Athlete of the Year  
Basketball (girls/boys)  
Cheerleading (jr. high & HS)  
Football (high school)  
Jacksonville Area Youth Football (Jr. High)  
Track (girls/boys, jr. high & HS)  
Volleyball (jr. high & HS)  
Special Olympics

### EXTRACURRICULAR ACTIVITIES

Art Club  
Class/Club Officer  
Project Alert  
Jr.NAD  
Academic Bowl  
LEO Club  
L.I.F.E.  
Student Body Government  
YMCA Basketball (elementary)  
YMCA Flag Football (elementary)  
Jacksonville Roller Hockey League  
(Jr. High & High School)  
Indoor Soccer (High School)

### DORM/RECREATIONAL ACTIVITIES/AWARDS

Arts/Crafts  
Bowling  
Camping  
Dorm Awards  
Intramurals  
Roller Skating  
Swimming (instructional, recreational)  
Teen Center (parties, tournaments, etc.)  
YMCA  
Enrichment Program(s)  
Summer Sports Camp(s)

## **TOBACCO-FREE ENVIRONMENT**

Smoking or the use of tobacco products on school property is strictly prohibited (105 ILCS 5/10-20.5 (b) and 5/34-18.11). Tobacco products shall mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed or leaf tobacco. The prohibition of the use of tobacco products is to include school personnel, students, or other persons when on school property. No exception to this rule will be permitted including all events or activities before or after the regular school day, or on days when school is not in session.

Students who are 18 years or older, and with written parental permission, may go off campus to the sidewalk on the outer perimeter of the campus to use tobacco products.