

Waseca County Off-Campus (WCOC)

Parent/Student Handbook

2015-16

Table of Contents

WCOC Mission Statement	3
Supply List	4
WCOC General Policies/Procedures	5
Admissions, Attendance, Tardies	5
Assault Policy, Behavior Program	6
Chemical Abuse Policy, Confidentiality, Computer/Printer Use	7
Dress Code, Educational Area, Field Trips, Harassment	8
Harassment, Hygiene, Incentive Points, Language	9
Lunches, Make-Up Time/Work, Medication Policy	10
Parent Support, Personal Property	11
Physical Contact, Point System, Property Damage, Smoking	12
Transportation, Technology, Telephone Calls	13
WCOC Behavioral Program	14
Six-Step Consequence Program and “Take Five” Procedure	15
Behavioral Levels – Level One – “Awareness Level”	16
Level Two – “Ownership Level”	17
Level Three – “Integration Level”	18
Point Sheet, Goal Setting	18-20
Example of Point Sheet	21-22

Mission Statement

The mission of the Waseca County Off-Campus (WCOC) program is to provide skills that enable each student to be successful in the home, community, and school settings. Referrals to the program are from schools providing educational services to Waseca County residents. The program will encourage and support the social, behavioral, academic, and vocational development for every student as well as encourage, support, and empower each family to be a partner in this process.

- WCOC staff will work with students and their parents to identify each student's individual needs.
- WCOC staff will work to create an environment within the program that will assist the student to address their individual needs and attempt to move towards successful behaviors in these areas.
- WCOC staff will communicate with students, parents, school personnel, and others who may be involved with the student to address and support behaviors at home, school and community settings.

WCOC Supply List

Preparation for School Is the First Step to Student Success: This is a suggested list of items that will help your child be successful at school. Students have a container that is available to hold all school items. In addition, each student will have a space to place coats, sweatshirts, shoes, etc. All areas for storage are unlocked and students are responsible for their own items. WCOC is not responsible for lost/stolen/damaged items.

Students Are Asked to Supply the Following:

- Pens and pencils
- Highlighters
- One package of loose-leaf paper or notebook paper
- A trapper-keeper or different folders for each of seven subjects
- Physical education (PE) clothes (must have clothing on for PE that will be acceptable for PE activities)
- Hygiene supplies (non-aerosol items only)
- Student planner (see below)

Students who come to school without the above materials will receive a deduction in check-in points and may receive other behavioral consequences for coming to school without the necessary materials. If parents/guardians need assistance with supplies or any other items, please contact the WCOC staff.

If a student runs out of material during the school day, WCOC will provide pens, pencils and paper at a minimal cost. Damage to WCOC supplies will be documented by a damage report and students will be charged for replacement of the supply.

Student Planner: Students are required to have a student planner. The planner contains a calendar and space for tracking assignments. We have student calendars from Waseca Junior and Senior High School available for student use. These are required by all Waseca students who plan on transitioning to the high school.

Water/Drinking Cups: Students are provided access to purified drinking water throughout the school day. Students may bring their own water container from home with a lid. All containers are subject to approval by staff. Some containers are available for purchase with incentive points.

WCOC General Policies/Procedures

Admissions: All referrals to the WCOC program must follow the prescribed referral procedure. The referral committee will review completed referral information which must include:

- A current diagnostic assessment completed by a mental health professional verifying the student's status as having a serious emotional disorder (SED)
- An Individualized Education Program (IEP) from the student's most recent school placement
- Recorded incidents of violent behavior and/or aggressive tendencies.

The referral committee will then determine if the student meets the admission criteria.

Emergency Admissions: There will be no emergency placements to the WCOC program! If necessary, a student could receive homebound instruction until all referral information is received and the student is determined to meet admission criteria.

Aerosols/Sprays: No spray deodorant, body scent, or aerosol of any kind will be allowed in school.

Attendance: Students are expected to be in attendance and on time every day. Parents/guardians are required to call when their student is absent, or is planning to be absent, so that we can plan accordingly. Telephone calls from students regarding attendance are not acceptable. If WCOC does not receive a call regarding a student's absence by 9:00 a.m. on the day they are gone, attempts will be made to contact a parent/guardian to notify them of the student's absence. Any time a student is absent more than three days in a trimester, the student and parents may be asked to attend a meeting at WCOC to discuss the absenteeism. We will discuss available options for how to assist the family/student to prevent further absences. This may include referrals to the Truancy Review Board, medical personnel, or social services. The exception to this would be a doctor's statement indicating the student needs to be at home for a specified period. Doctor notes need to be specific and state how many days a student should be excused from school and when they can return. If a student becomes ill in school we will allow the student to contact their parent/guardian to go home. This will not count as one of the student's three days.

Leaving the Educational Area Without Permission: A student who chooses to leave without permission will receive an unexcused absence. Staff will attempt to notify parents/guardians if their student left without permission. The student will not be allowed to return that day, will earn an automatic reduction to Level 1, have a Behavioral Interview (BI) to complete and may earn an in-school suspension (ISS) the following school day. The WCOC staff reserves the right to require a re-entry contract prior to a student's return to school if a student leaves without permission. The WCOC program is not responsible for students once they leave the educational area.

Tardies: WCOC expects students to be in their seats and ready to work by the start of the school day and in their seats by the beginning of each period. The amount of time a student is tardy will be monitored and the student will be expected to make-up this time. Students will be required to make up 15 minutes of time for each of the first 15 minutes of the period missed; after the first 15

minutes, the amount of time a student will need to make-up will equal the amount of time the student was late or missed during the period. The student will need to make arrangements with a WCOC staff member to make up the time. Any time not made up by the end of the trimester will result in a lowered grade. Excessive tardies, as determined by WCOC staff, will result in a truancy meeting. (See Make-Up Time)

Assault Policy: WCOC defines assault as a negative interference in another's personal space, including but not limited to the following examples:

- Physical assault - Kicking, hitting, grabbing, tripping, pushing, slapping, and/or biting
- Verbal assault - Threatening, challenging, cursing, name-calling, and/or malicious teasing

Determination of whether or not an act or expression is an assault will be made by staff based on the above criteria and observation of specific behavior. Consequences may include take-five, behavioral interview, conference with victim, and/or parent notification.

If the assault is determined by staff to be severe the following procedure will supersede the previous consequences:

- The student will be removed to a designated area
- Police will be contacted and assault charges will be filed
- Parents will be contacted and if the student has not been removed by the police or probation, they will be sent home
- A re-entry conference will be held with parents, student and staff. A re-entry contract must be completed before the student is allowed to return to school
- Repeat offenders of this policy shall have individualized behavior plans and may face expulsion

Behavior Program: WCOC reserves the right to place any student on a behavior plan or contract based on behavioral need. Students may be placed in either isolation/recovery or in-school suspension as part of a consequence. Students will be expected to follow the program while in either setting. (See the Behavior Program information later in the handbook.)

Isolation/Recovery: Students placed in isolation will earn points and must earn 80% of their daily points in order to be removed from isolation the following day. Students may be placed in isolation for a variety of reasons. Isolation provides students with an opportunity to calm down and focus before rejoining the group. Students may need to complete a plan of action for getting out of isolation and/or for remaining out of isolation. Failure to make 80% after two days in isolation may result in transition to in-school suspension.

In-School Suspension (ISS): Students placed in ISS will not earn points for the time they are in suspension. They will have an immediate drop to Level One. Students must complete a behavioral plan prior to leaving ISS. Any inappropriate behavior by a student while they are in ISS may result in immediate removal from the building.

Consequences: See WCOC's six-step consequence plan informational sheet in this handbook. All violations of policy and negative behavior will be addressed accordingly.

Chemical Abuse Policy: A WCOC student, regardless of age, shall not consume, be under the influence of, or have in his/her possession alcoholic beverages or drugs while in school, on school grounds, attending school activities, or under school supervision. Cigarettes are considered a drug and students found smoking or with cigarettes will be subject to the same consequences. Students violating this policy will be subject to the following consequences:

First Offense - Student may receive one day ISS, a 100-point fine, a drop to Level One and/or law enforcement contact

Repeat Offenses - Student may receive out-of-school suspension for up to three days and will be referred to law enforcement, if under 18

Confidential Information: Working as a team requires communication regarding students with other identified team members. Parents/guardians control the information shared by indicating what and who will receive information on the WCOC release form. If you have any questions or concerns regarding student information and records, please contact the WCOC staff. WCOC will abide by all HIPPA regulations and the following Tennesson Notice:

An individual asked to supply private or confidential data concerning an individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting state agency, political subdivision, or statewide system; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. The requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 5, to a law enforcement officer.

Computer Use/Printing Policy: Use of computers and printers at WCOC is a privilege. Students must abide by the Waseca Public School's Student Acceptable Use Policy as the school provides all technical material and support. Any damage to a computer will result in a fix-it plan and may require the student to provide the replacement cost of any technical equipment that is damaged. Students are responsible for being aware of what the Acceptable Use Policy contains in addition to the following items:

- Staff must be able to read all minimized material at all times
- Downloading any items from the internet without permission is not allowed
- Level One students are not allowed to change any computer settings and may only use the computer for class purposes

Consequences of Inappropriate Computer Use:

- **1st time:** Students will receive a reminder of the computer policy and will not be allowed use of the computer for one day
- **2nd time:** The student will create a computer use contract with staff that will include computer-use privileges and consequences for further violations

Printing Policy: All students will have access to the classroom/office printer for classroom assignments if they have computer privileges. All pictures must be printed in black and white – including class assignments - and only after receiving staff permission. Additional printing will be allowed for Level Two and Three students who purchase the right to print items other than class

assignments and have staff permission.

Consequences of Inappropriate Printer Use:

- 1st time: Student will receive a reminder about the printing policy and will lose the ability to use the printer for four days
- 2nd time: Student will create a printer use contract with staff that will include printing privileges and consequences for further violations for that student

Dress Code: Distracting clothes, including clothing or personal articles with inappropriate statements, sexually explicit or suggestive material, gang-related expressions, and/or drug or alcohol related material, are unacceptable. Sagging pants and bandannas are not allowed. Students who choose to wear baggy pants will be provided a rope to hold their pants up while they are in school. If staff are able to see a student’s undergarment(s) and/or too much of the buttocks, midriff, and/or cleavage the student will lose behavior points for each time period the problem is not fixed. All undergarments must be covered at all times. Clothing judged to be offensive or in bad taste include words/visuals which are abusive, obscene, discriminatory, or which advertise alcohol, tobacco, or dangerous drugs. Such clothing must be removed and will be kept by WCOC staff until the end of the school day. Students may wear a hat if it is appropriate and is worn in an appropriate way; students may not cover their face at any time with a hat or a hood. Students who refuse to change their attire will be subject to WCOC’s behavior program. WCOC staff will make the final determination about the appropriateness of a student’s attire.

Educational Area: As the WCOC rents a portion of the Central Building, the WCOC “educational area” will be defined as the rooms 154, 154A, 154B and 158. To ensure the safety of WCOC students, students will not be permitted to be in any other area of the Central Building without permission from a WCOC staff member. Students will be expected to be in the educational area immediately upon arrival to the building. Students will be allowed to enter the building at 7:45 a.m. and are asked to leave the building entirely at 2:30 p.m. unless other arrangements have been approved by WCOC staff. Students must exit the Central Building and grounds upon leaving the educational area. Students who do not exit the building and grounds are subject to trespassing charges.

Leaving the Educational Area: Students who leave the educational area for any reason prior to the end of the school day are expected to leave the Central Building grounds by proceeding left upon exiting from the building and crossing the street as soon as safely possible. Students who choose to remain on the Central Building grounds or who choose to enter any other area of the Central Building will be subject to trespassing charges and the police may be notified. Students who choose to re-enter the Central Building after being asked to leave by staff or after leaving without permission may be subject to dismissal from the WCOC program.

Field Trips: WCOC students need to be on Level Two or Three in order to attend WCOC field trips. WCOC staff will have the final say on whether or not a student can attend a field trip. Parents may be asked to transport their son/daughter home if that student is unable to behave appropriately. Students who have to be transported home early from a field trip may be placed in isolation or in ISS the following day and may be prohibited from attending further field trips

regardless of student level. Students who behave inappropriately on a field trip may be prohibited from attending future field trips.

School-Related Trips: Throughout the school year there are opportunities for WCOC students to go on school-related trips that will take students from the building. These trips may require parent/guardian escort for Level One students. Students who misbehave on a school-related trip and require transportation home for inappropriate behavior may be placed in isolation or ISS the following day and may lose their field trip privileges.

Fridays Off: Students will have the opportunity to earn Fridays off. In order for the student to earn it off the following criteria must be met by Wednesday at 2:15 p.m.:

- Student must be Level 3
- Have turned in all necessary school work and be passing all classes
- Be positive in points
- Have made up necessary time
- Have no fix- it plans or other debts
- Must bring the sheet given to them on Wednesday, back on Thursday signed by parents/guardian

If they fail to bring the slip back by 9:00 a.m. Thursday or do not maintain all of the criteria until 2:15 p.m. Thursday, the student will be required to come on Friday. We are not responsible for the students who are not in attendance on those Fridays.

Harassment: WCOC and the Waseca School District is committed to providing a safe, positive learning and working environment for everyone. Every person has the right to a safe learning/working environment free of bullying. Every person has the right to be treated with respect. Every person has the right to attend a school that is free of discrimination. Therefore, we prohibit sexual, religious, racial harassment, intimidation, and/or violence. Appropriate interventions will be implemented with all students threatening to harm themselves or others. Fighting and intimidation will not be tolerated. Students will complete a behavior plan and/or charges will be filed when appropriate. Please see the Assault Policy.

Hygiene: Students are expected to arrive each day prepared for school, part of which is having an appropriate level of cleanliness. Students who choose not to come to school clean will receive point deductions. Options will be provided to the students to address any hygiene issues. Students who choose not to address their hygiene issues may result in a drop to Level One, fines or a behavioral plan.

Incentive Points: Students receive points each day for their behavior. Students can use these points as incentive points when they return their point sheets signed by a parent or guardian in a timely manner. Students can use these points to purchase privileges according to their behavioral level. Students will also need to use these points to pay fines for inappropriate behavior, borrowing items, etc. Students must be positive in points to progress to the next level. Several opportunities for students to earn additional points will be provided throughout the school year.

Language: Acceptable and respectful language is required at the WCOC program. Swearing,

obscene language, harassing and threatening language will not be tolerated. Unacceptable language will be dealt with according to the consequence policy.

Threatening Language: Any language of a threatening nature will be documented and assessed by WCOC staff on the Department of Justice's Threat Assessment Perspective Scale. Any threats that are assessed to be of a serious nature will be reported immediately to parents and appropriate authorities.

Lunches: The school's lunch program provides hot lunches. Student lunches are available for \$2.45. In order for students to receive lunch, payment must be made in advance. No lunch will be delivered if a student has a zero lunch account balance. Make checks payable to Waseca Public Schools. You may send the check to the WCOC office and we will see that it gets to the lunch account coordinator or you can pay via credit card through the on-line access through the school's website, www.waseca.k12.mn.us. Applications for free and reduced lunches are available and can be turned in to the District office or the WCOC office. Students receiving free or reduced lunch are not able to order doubles without paying. Students will not be able to call home to have lunch brought to school. Students who do not have money will be provided a peanut butter sandwich.

Food/Beverages/Candy: Students are able to bring food from home to eat during breakfast and lunch. Students only have a limited time to eat during these periods so they need to plan accordingly. Please limit candy to one item unless your child wishes to share with all students. Any food brought from home needs to be placed in the lunch area and is only to be eaten during appropriate times. Any beverages brought to school must be in unopened containers. No energy drinks of any kind. No beverages (other than water) are allowed in the classroom for students on Level One or Two. Staff will confiscate any items not meeting these requirements.

Make-Up: Students who miss school for any reason will be required to make-up all work missed. Absences that are not excused will require students to make-up the time missed in addition to the work missed. Students who have either time and/or work to make-up are responsible for working with staff to determine times outside of the regular classroom time. To ensure availability of staff, students must make prior arrangements for make-up time and make-up work. Students can make-up time before school, during breakfast, during lunch, and - if arranged ahead of time with staff for an arranged amount of time - after school. Students must make up time-owed and complete school work before being able to move up to the next level. Any work or time not made up prior to the end of the trimester will affect a student's trimester grades. Students who fail to make attempts on their own to make-up missing time and/or work will be placed on a behavioral agreement and work/time completion plan.

Medication Policy: If your child will require medication during the school day, please complete a "School Administration of Medication Form" available from the WCOC staff. This policy requires a physician's order for any prescribed medication that needs to be given to your child during the school day or for "over-the-counter" medication that exceeds the manufacturer's recommended dosage.

If your child has an inhaler at school, please let the WCOC staff know and include a signed parental note indicating how your child is to use the inhaler. When bringing any prescription or non-

prescription medication to school, parents/guardians must provide the following:

- Written parent permission authorizing school personnel to administer medication (School Medication Form available from the WCOC staff)
- A written order from the physician for prescription medication indicating the name, amount, time, and the necessity of medication. Forms are available at the school
- The medication must be brought to school in its original labeled container. (Students are not allowed to transport medication at any time.) Prescription medication must be marked with the student's name, the physician's name, the medication's name, and the medication dosage and time to be given. Medication that is not clearly marked will not be dispensed. Non-prescription medication must be supplied in the original unopened container

Parent Support: Research has proven that parental involvement in a child's education is critical. Since our students have struggled in regular school settings, we believe your involvement is vital and necessary. School and family working together will promote the success of each individual student. Teamwork with parents and other support members is critical and may require parents to take additional steps at home. WCOC will be inviting parents to visit the school and take part in an activity or observe their child in action when necessary.

Personal Property: The WCOC program is not responsible for the loss or damage of your personal property. If a student has a valuable item it should not be brought to WCOC. If you choose to bring an item of value; you do so at your own risk.

Pocket/Storage-Area/Backpack/Purse Checks: You are deemed to have consented to warrantless search and seizures while on WCOC grounds and have waived any probable cause requirements for such searches and seizures. Staff and/or law enforcement will conduct checks on an individual basis, without previous notification, to ensure that no potentially harmful or prohibited items are brought to school. All contraband will be confiscated by staff and not returned and include, but are not limited to, the following: anything illegal; tobacco products; firearms; knives; lighters; matches; or tattooing materials. These items may be turned over to law enforcement, depending on the item. The following items will be removed and returned at appropriate times: pagers; cellular telephones; game boys; laser lights; headphones; CDs; i-Pods; etc. or items that are disruptive in the classroom (as determined by WCOC staff).

Backpacks/Bags/Purses/Jackets/Coats: All backpacks, bags, purses, jackets, etc. are not to be in the classroom without permission from staff. Students cannot access any backpack, bag, purse, coat, jacket, etc. without staff permission. Students who do not follow this policy will be subject to the WCOC disciplinary procedures.

Cellular Telephones: Cellular telephones are not allowed in the classroom. Cellular telephones must be turned off and placed with a staff member prior to the start of the school day. Student use of cellular telephones during the school day without permission from staff and/or students with telephones on their person will result in the telephone being confiscated until the end of the day. Repeat violations will result in the telephone being confiscated for a significant amount of time and staff will determine how the cellular telephone will be returned.

CD Players/CDs/iPod/MP3/PSP: CD players; iPods; MP3; PSPlayers; and CDs are not allowed

in the classroom unless prior approval is provided by staff. All items must be placed in the student storage area and any items used inappropriately will be confiscated by staff and can be picked up at the end of the day. Repeat instances of inappropriate use will result in staff determining how the item will be returned.

Physical Contact: The following behaviors are not appropriate in the WCOC program and will result in a consequence as determined by staff, including any other contact deemed inappropriate by WCOC staff:

- Kissing; pinching or patting on the buttocks, thighs or hips
- Touching on the couch or floor; embracing or hugging
- Wrestling or horseplay
- Giving back rubs
- Having any sexual contact or touching
- Sitting on other's lap
- Being secretive (whispering) and/or passing notes
- Having romantic relationships

Point System: WCOC operates under a point system. The school day is divided into periods and each period is a new point period. Students earn points each day and that point sheet will be sent home for parent/guardian signature the following day (see Incentive Program). Students must have a positive point balance in order to progress through the levels. This is an important way for school staff to communicate with home. The point program at Page 18 contains more detailed information.

Property Damage: If a student causes damage to property, the following will occur:

- A damage report/estimate will be completed. Students will be given the option of completing a fix-it plan and parents/guardians will be notified
- A meeting may be held with WCOC staff, parent and student if the student chooses to complete a fix-it plan to make physical restitution. Monetary restitution is necessary if unable to complete via a fix-it plan
- Law enforcement will be notified and charges will be filed when necessary

School Cancellation: When winter weather causes school closings, please listen to: WCCO; KRUE/KOWO, KEEZ; or KOWZ radio stations. In addition: the announcement will appear on the following television stations: WCCO; KSTP; KEYC. Closings will also be displayed on the Waseca Public Schools website: www.waseca.k12.mn.us. If Waseca schools are closed, WCOC is also closed and the student does not have school that day. There will be no announcement about WCOC specifically.

Smoking: All school grounds are chemical and tobacco free. WCOC students, regardless of age, are not allowed to smoke while in school or while going to and from school within a one block radius of the WCOC school site. WCOC staff will confiscate any tobacco products and lighters. Students caught smoking will be subject to the consequences as stated in the Chemical Abuse Policy.

Transportation: Transportation to WCOC will be provided by each school district. Door-to-door

transportation is provided. Students are picked up at home at the start of school and dropped-off at home at the end of the day. It is not the responsibility of WCOC staff to keep your transportation provider informed if your child is absent, tardy, etc. You will need to take the responsibility to notify them. Students are expected to follow WCOC rules while on school district transportation. Please note that if your child does not ride for a series of days or you fail to notify the bus company that they will not need to ride, the bus company will discontinue service until notified. Students are required to ride arranged transportation unless WCOC is notified of alternative arrangements by the student's parent/guardian. WCOC is not responsible for students once they leave our school building.

Student Vehicles: Student vehicles are not to be driven during school hours. Students who choose to drive a vehicle to school are not allowed to leave the building to go to their vehicle during school hours. Students are to abide by all traffic and parking laws. Speeders, reckless and exhibitionist drivers will be handled by school authorities and law enforcement. Any illegal activities or activities in violation of school policy taking place in a student vehicle prior to the start or after the end of the school day that is witnessed by staff will be reported to authorities and may result in additional school consequences.

Technology: WCOC utilizes the Waseca School District's Student Acceptable Use Policy. A policy document must be signed for each student in order for them to receive access to WCOC technology.

Telephone Calls: Students may purchase one telephone call, for 50 points, during the day (reminder: only Level Two and Three students may use their points for purchases). There will be a three minute time limit, staff will dial the number, and the telephone call must be made before school starts, after school ends, or during break times. Staff reserve the right to monitor all telephone calls made during the school day.

All students are allowed to use the telephone without purchasing a telephone call only in emergency situations (i.e. injury, illness). An emergency on the student's part does not always constitute an emergency as viewed by staff. WCOC staff reserve the right to deny any student use of the telephone. If parents need to talk with their child, they may call WCOC and staff will, to the best of their ability, see that the message is delivered to their child during that school day.

Weapons: Possession of a weapon will result in (1) initial suspension for five days; (2) confiscation of the weapon; and (3) contact with law enforcement. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property; at a school activity or on a bus. A "weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death.

NOTE: WCOC staff reserve the right to adjust policies and procedures for students based upon an individual student's behavioral need. Parents will be notified of any and all adjustments that will impact their child while at the WCOC. Any questions or concerns can be addressed to the WCOC Staff, 501 East Elm Avenue, Waseca, Minnesota; 507-837-5473.

WCOC Behavioral Program

The WCOC is a clinical program that utilizes a level system based on academic and social behavior. The goal of this program is to assist the students in the development of positive behaviors to replace the negative ones for which they were referred to the program. The level system helps motivate students to improve their behaviors and are organized from restrictive to least restrictive. All students enter the program on Level One, “Awareness Level,” and move through Level Two, “Ownership Level” to Level Three, “Integration Level.” Students start becoming more aware of their behaviors, begin to take ownership of their behaviors and then after 30 successful consecutive days at Level Three students begin the process of integrating back into their home setting.

The purpose of the level system is to assist the student in monitoring their own behaviors and provide motivation for the student to learn and choose alternative behaviors. Our students often prefer the easiest way out of a situation. It takes effort on the part of the student to get to and maintain Level Three. Maintaining Level Three requires consistent positive and appropriate behavior. WCOC utilizes a variety of ways to assist students in obtaining the skills necessary to obtain and maintain Level Three. Students are also provided with many opportunities to self-advocate and have many options throughout the day to handle situations that may arise. The expectations of the Integration Level are the basic expectations of society. It is important for each student to strive to reach the goal of Integration; however, students are not required to integrate to their home school setting until their educational team feels they are ready to do so.

It requires much less effort on the part of the student to remain at Level One. Some students are too comfortable and do not attempt to utilize appropriate social and classroom skills. Students who are not making an effort within the school setting may have a significant negative impact upon other students and their efforts. Therefore, students who choose to remain at Level One will be subject to the following:

- If a student is on Level One for three consecutive days without achieving at least 80% on any of those days, the student will be moved to an individual setting. This will enable the student to be free of the distractions in the classroom and to receive more supervision and one-to-one assistance
- If the student achieves 80% in the individual setting and successfully completes a plan to get out of the individual setting, they will be able to return to the classroom the following day
- If 80% is not achieved, the student will remain in the individual setting for the following day
- If the student remains in this setting for three consecutive days without achieving 80% or if a student frequently is being placed in an individual setting for not meeting 80%, a team meeting will be called to determine what further steps can be taken to assist the student and a behavior plan may be implemented

Six-Step Consequence Plan: WCOC is a clinical program focused on addressing student behavior. The following plan is research-based and has proven to be effective in helping students with behavioral and emotional difficulties to become aware and reflect on his/her own behaviors. WCOC's consequence plan includes the following steps:

- Step One: Student receives reminder or redirection from staff
- Step Two: Student is directed to Take Five to calm down and regroup (See Take Five procedure)
- Step Three: Student is directed to Take Five area to complete a behavioral interview. The student must remain in the take five area until they have successfully completed the behavioral interview
- Step Four: If the student is assigned a third behavioral interview within one day within a specific behavioral area, parents/guardians or school appointee is called to make a plan for the student for the remainder of the school day. If not completed appropriately, the student will continue to Step Five
- Step Five: Parents will be called and the student will be sent home. Students are required to make-up the time missed when sent home due to negative behavior and may earn a drop to Level One. Any time a student is sent home due to poor behavior is considered an out-of-school suspension.
- Step Six: Depending on the situation which caused the student to be sent home – a parent/student/staff conference may be scheduled before the student is allowed to return to class and a re-entry contract completed. The re-entry contract may include a behavioral agreement to address the behavior that led to a student being removed from school. Parents/guardians will be notified if this is a required step for the student. If no re-entry meeting is required, the student is expected to return the following day, reflect on what happened the day before and address any issues as necessary to allow the student to be successful within the WCOC setting.

When behavior is serious in nature, staff may choose to proceed from Step One to Step Three. For extreme situations, students may move immediately to Step Five. Failure to comply with “take five,” behavioral interview, Level One procedures or where safety is an issue are examples of Step Five behaviors and will be acted on accordingly.

“Take Five” Procedure:

The “Take Five” policy will function in the following manner:

- Student is directed by staff to Take Five, or to Take A Break
- Student goes directly and quietly to the designated area for roughly five minutes or until the student is ready to return to class
- Student is to sit or stand quietly in the designated area and regroup
- Student makes a plan as to what they will choose to do following the Take Five or break time
- Student discusses with staff their plan and addresses any needs/concerns with staff
- Staff approves plan, addresses concerns as necessary and student returns to class

If the student refuses to Take Five or Take a Break when requested, or if the student does not use

the time appropriately to calm down, the student may be given a Behavioral Interview (BI), placed in isolation, ISS, or sent home. If a student is sent home they will have a BI to complete the following morning. If a student chooses to remain in the Take Five area upon completion of the Take Five without permission from staff, the student will owe make-up time for class time missed.

If the student chooses to damage the room or other property when in the Take Five area, it will be handled according to the property damage policy. Staff will check the room after each Take Five or break.

Students may have up to two Take Fives in each category each day. After two Take Fives in a category, the student is then required to complete a BI. See Step 4 of the consequence policy for three or more BIs in one category in one day. If the student refuses to cooperate, a parent may be requested to come and sit with the student.

Behavioral Levels

Level One – “Awareness Level”:

All students enter the WCOC program on Level One. Students on this level work on becoming aware of what behaviors led them to be placed at WCOC and will begin working on self-esteem, stress management skills, social skills and increasing an awareness of how their actions impact those around them. Students currently in the program can also be assigned to Level One when:

- They fall below 80% on their point sheets
- They receive three BIs in one day or are sent home due to inappropriate behavior
- Exhibit physically aggressive behavior, bullying behavior, extremely disruptive behavior or repeated non-compliance
- They fail to complete assignments
- Staff determine whether inappropriate behavior is significant enough to warrant a reduction to Level One

Restrictions:

Level One students are also subject to restrictions due to their failure to adjust behavior.

Level One – Awareness Level students:

- Cannot use incentive points at any time to purchase items, free time, etc.
- Can only use the computer for school related projects; any game playing or other searches may result in a loss of computer privileges
- Will be required to attend Fridays
- Cannot attend field trips
- Classroom field trips may require a parent/guardian to accompany

- Must take all breaks within the classroom
- May not leave their seat without staff permission or interact with other students without permission
- Will receive intense staff supervision

Level Two – “Ownership Level”:

Students on Level Two/Ownership Level have exhibited behavior which acknowledges their awareness of their choices socially and academically. Students have begun to take ownership of their actions and continue working on social skills of anger management; communication skills; working with others; and discovering how feelings and thoughts affect their actions.

Students earn Level Two by:

- Completing all required assignments; BIs; restitution plans; and behavioral agreements in a satisfactory manner
- Earning 80% of daily points on the WCOC point sheets for three consecutive days

Students maintain Level Two by:

- Maintaining 80% or better on daily point sheets
- Keeping up on all required class assignments
- Refraining from disruptive behaviors - including bullying or physically aggressive behavior
- Refraining from having three BIs in one day

Level Two Privileges: Students on Level Two/Ownership have exhibited behavior that shows a student is ready to handle more freedoms and responsibilities. Level Two students are:

- Able to participate in all regular classroom activities
- Eligible to spend incentive points to purchase items, etc.
- Eligible to participate in class field trips including visits to the library
- Able to take breaks in the lounge area
- Must attend Fridays but can start to work on career/work experience

Level Three – “Integration Level”:

Students on Level Three/Integration Level have exhibited behaviors of positive leadership within the classroom and the WCOC program. Level Three students accept responsibility for their behaviors both socially and academically and continue to work on the negative behaviors that resulted in their placement in the WCOC program. Discussion regarding transition to a student’s home school begins after 30 consecutive days on Level Three.

Students Earn Level Three by:

- Completing all required assignments; BIs; restitution plans; and behavioral agreements in a satisfactory manner
- Earning 90% for three consecutive days while on Level Two

Students maintain Level Three by:

- Consistently exhibiting self-responsibility and positive leadership within the program
- Refraining from having two BIs in one day
- After 10 consecutive days on Level Three, students are granted one day of grace for a day of below 90% on daily point sheets but not below 85%
- Students who owe time, have missing assignments, are negative in points or have a fix-it plan will be given a date by which to complete and address these items. Students who are not making an effort to address these items by that date may result in a reduction to Level Two

Level Three Privileges: Level Three students have shown they are ready to integrate back into their home school setting and ready to practice independent decision making. Level Three students can:

- Enjoy all of the privileges of Level Two
- Exhibit positive leadership by helping other students set daily goals and provide appropriate feedback
- Participate in special off-campus activities
- Take breaks and lunches in the lounge
- Negotiate changes for all students in Level Three meetings
- Drink approved beverages other than water and eat snacks in the classroom
- Eligible for Fridays off after completing all necessary work-related assignments

Point Sheets

WCOC believes in the importance of teaching students to self-monitor their behaviors. Students will receive a point sheet each day upon which they will be able to evaluate their behavior. Students will determine how many points they feel they have earned during each period based on the scale below. If the staff is in agreement with the student's evaluation, the student will receive an additional point. In the event that a student rates himself higher or lower than the staff person, the staff member's evaluation and points will take precedence. Arguing about a staff's point rating for a particular student will result in a lower point rating. Students may also have the opportunity to earn bonus points throughout the day. These additional points are for behaviors above and beyond what is normally expected.

Following each day, students will receive their point sheet to take home for parent/guardian signature. The point sheet must be turned in to a staff member with the parent/guardian signature within a designated time period (determined by Level Three students) in order for the student to add the points to the Incentive Checkbook.

The Following Behavior Rating System is Used to Determine the Number of Points Earned:

Students may earn:

- A “4” by consistently complying with the day-to-day expectations for the entire period
- A “3” is for behavior that is satisfactory - student may have had a Take Five, may have needed behavior reminders, etc. but pulled it back together and the majority of the period was following the expectations
- A “2” is for those times that students are not adjusting their behaviors and are slightly disruptive to the classroom and other students
- A “1” indicates the behavior was not appropriate, behavior adjustments did not happen as needed, but did not require removal from the program
- A “0” indicates the student did not make any effort to adjust behavior, failed to follow staff direction and was unacceptable. The total number of points earned daily will determine the student’s assignment to the Awareness, Ownership or Integration Levels

Students Earn Points For Following The Positive Behaviors:

Work Behavior:

- On-Task: Working on those tasks assigned by staff for the school period (at the discretion of WCOC staff)
- Complete Assignments: Completing and turning in academic assignments by the time they are due, and completed at or above criteria set by staff
- Prepared: Having all material necessary for class (pens, pencils, papers, books, etc.) out and ready at the start of class

Respect for Others:

- Tone/Volume: Using acceptable volume and a respectful tone of voice while speaking to staff and peers
- Personal Boundaries: Using acceptable “touch” toward self, others, and property and respecting other’s personal space
- Verbal Interactions/Language: Using polite and respectful comments and language and avoiding any negative comments (insults) about others, either directed toward that person or in conversation with peers
- Mind Your Own Business: Refraining from making comments about other students, and/or when the situation does not involve them directly
- Responsible: Accepting responsibility for own actions; honest with involvement

Group Participation:

- Be Where You Belong: Being in assigned place at appropriate time pursuant to staff direction

- Accepts Direction: The student follows a staff directive the first time it is given without arguing
- Class Participation: The student follows the teacher's directions in class; answers questions; utilizes good listening skills; and offers opinions when asked
- Ignores Inappropriate Behavior: The student focuses on his/her own work when peers are engaging in negative behaviors or while staff are redirecting these behaviors
- Problem Solving: The appropriate use of escape through deep breathing; relaxation; assertiveness; compromise; or asking for assistance in a social situation
- Positive Leadership: Providing a positive example to other students; offering positive feedback to others; leading by a positive example

Personal Goal: An area of a personal nature that a student needs to work on (i.e. whining; negative attitude; hygiene, etc.)

Daily Goals: During check-in each morning, students are provided with an opportunity to pick a behavior from the list above to focus on for the day. Students who do not have any Take Fives in that area and exhibit appropriate behavior as detailed in the behavior area listed above, earn an additional behavior point for that day. Students who make an effort in the goal area receive a "working on" designation and earn an additional behavior point for their efforts. Students who do not make their goal behavior do not earn an additional point.

Attention Parents: Student point sheets are the primary way we communicate with you on a daily basis. In addition to seeing how your child is behaving in school, you will be notified of the need for lunch money, if a student owes time, etc. and if they missed any school. It is important for parents/guardians to encourage students to share these point sheets and then to return signed sheets to school for incentive points.

Waseca County Off-Campus
DAILY POINT SHEET

Name: _____ Today's Date: _____

Current level: _____ Consecutive days successfully completed at current level prior to today: _____

Period	Student Rating	Teacher Rating	TOTAL	Comments:
1 8:00-8:30 Breakfast/SH	0 1 2 3 4	0 1 2 3 4		
2 8:30-9:00 Check-in	0 1 2 3 4	0 1 2 3 4		
3 9:00-9:45 Social	0 1 2 3 4	0 1 2 3 4		
4 9:45-10:30 Math	0 1 2 3 4	0 1 2 3 4		
5 10:30-11:15 English	0 1 2 3 4	0 1 2 3 4		
6 11:15-11:45 Science	0 1 2 3 4	0 1 2 3 4		
7 11:45-12:15 Lunch	0 1 2 3 4	0 1 2 3 4		
8 12:15-12:20 Journal	0 1 2 3 4	0 1 2 3 4		
9 12:20-12:55 Group	0 1 2 3 4	0 1 2 3 4		
10 12:55-1:00 Journal	0 1 2 3 4	0 1 2 3 4		
11 1:00-1:105 Art Prep	0 1 2 3 4	0 1 2 3 4		
12 1:05-1:55 Art	0 1 2 3 4	0 1 2 3 4		
13 1:55-2:00 Art Clean-up	0 1 2 3 4	0 1 2 3 4		
14 2:00-2:15 Wrap-up	0 1 2 3 4	0 1 2 3 4		
	<i>Goal Accompl.</i>	Y / N / Working On		

Point Scale:
 0 = UNACCEPTABLE
 1 = UNSATISFACTORY
 2 = NEEDS IMPROVEMENT
 3 = SATISFACTORY
 4 = HONORS

* **Note:** If student score = teacher score, add '1 point. If student score is different than teacher score, teacher score is used. Scoring is based on staff discretion and specified school rules.

Today's Total: _____
Percentage: _____

Goal Areas

EXPECTATIONS

WORK:

On task
Complete
assignments
Prepared

RESPECT:

Tone/volume
Physical boundaries
Verbal interactions/
language
Mind your own business
Responsible: for own actions

PARTICIPATION:

Be where you belong
Accepts direction
Class participation
Ignores inappropriate behavior
Problem solving
Positive leadership

PERSONAL GOAL:

_____ Student has to complete make-up time/restitution/make-up work/needs points/failing grades before moving up a level.

Parent/Guardian Signature

Student Signature

Date