

S.A.V.E.

Specialized, Academic, Vocational Education

45 W. Lake St.

Knox, IN 46534

1.888.788.3155 (toll free)

574.772.0787 (local)

574.772.0759 (fax)



S.A.V.E. Program Overview

Purpose Statement:

S.A.V.E. is a middle school program (grades 6-8) designed to provide an alternative learning environment that allows students to experience academic, social, and behavioral success in a controlled small group setting. SAVE has a limited enrollment of 10 students due to limited physical space, but more importantly, to maximize the individualized nature of the program. Students are placed on a “first available status” at the S.A.V.E. program. Duration of placement at S.A.V.E. depends on student academic/behavioral/social progress. Some students may spend a grading period, while others spend an entire school year or more. It just depends on the student and their overall progress and readiness.

Likely candidates for S.A.V.E. might include, but are not limited to, students who are...

- Academically overwhelmed
- Under-motivated
- Socially inept/ social anxiety (larger environments)

S.A.V.E. is NOT a self-contained program for Emotional Disabilities, nor is it simply a behavior management classroom. Unlikely candidate for S.A.V.E. might include, but not limited to, students who are...

- Physically aggressive and violent
- Openly or consistently defiant and disruptive
- Flight risks (elopement issues of leaving the classroom without permission)

* Schools served:

- * Argos
- * Culver
- * John Glenn
- * Knox
- * N. Judson
- * Oregon-Davis
- * Plymouth
- * Triton
- * Union-North

All students are referred by their home school and are only placed at S.A.V.E. after a case conference. The student will have an IEP that details the services offered at S.A.V.E.

Class begins at (approx.) 8:00 am and is dismissed at (approx.) 2:30 pm. All times are Central Standard Time. Due to distances involved and transportation requirements, some students may have slightly different arrival / departure times.

Contact Information

S.A.V.E. Classroom Teacher - Mr. Casey Ickes
45 W. Lake St.

Knox, IN 46534

888.788.3155 (toll free)

574.772.0787 (local)

574.772.0759 (fax)

J.E.S.S.E. Outreach Director/ S.A.V.E. program supervisor - Mr. Rob Richards

324 Kingston Rd. (P.O. Box 418)

Plymouth, IN 46563

800.388.0054 (toll free)

574.936.2627 (local)

574.936.8184 (fax)

Referral Process

Students can only be placed at S.A.V.E. after a case conference.

1. The Principal (or designee) of the referring school contacts the program supervisor to determine if openings exist.
2. Admission / exclusion criteria is reviewed.

Admission criteria:

- Grades 6-8
- Special Education Eligibility (List) _____
- Case Conference Committee recommendation

Exclusion criteria:

- Violent behavior
- Elopement (leaving the classroom/building)
- Refusal/inability to adhere to basic school rules
- Inability to meaningfully participate in age appropriate academics
- Gross insubordination

3. Parent / Child visit the program – discuss desired outcomes
4. Case Conference held to establish an IEP
 - a. Goals
 - b. Accommodations
 - c. Behavior expectations / interventions
 - d. Discharge criteria / anticipated date
 - e. Medical issues
 - f. Transportation
 - g. Desired outcomes

Discharge Process

Students can only be discharged from S.A.V.E. after a case conference.

Discharges typically happen at the end of a grading period.

1. Teacher reviews student progress:

a. Progress towards goals:

i. List goals / progress

b. Academic progress:

i. List specifics

c. Behavioral progress:

i. List behavioral data

2. Teacher contacts home school to discuss options.

a. Date discussed with home school _____

3. Teacher shares progress assessment with parent.

a. Date progress shared with parent _____

4. Teacher makes recommendation to discharge / retain in program.

5. If change is needed... Case Conference is scheduled

a. IEP is re-written to reflect new goals / placement

6. Based on the above data, the SAVE teacher

a. Recommends a return to the home school. _____

b. Recommends continued placement at SAVE. _____

i. Next review date _____

School Calendar

The S.A.V.E. class follows the Knox Community School Corporation calendar.

A copy of the Knox Community School calendar is attached.

Students are expected to attend every day that S.A.V.E. is in session. Some students may have a slightly different calendar in their home school. In the event of severe weather that cancels or delays school... both the student's home school and Knox school announcements will apply.

If Knox schools cancel or delay... S.A.V.E. will also cancel or delay.

If the student's home school cancels or delays... the student will be excused from attending that day or portion of the day.

School closing information will be announced on WKVI radio (99.3 FM) or on TV news Channel 16 or 22.

S.A.V.E. Class Policies

Academics

All students at S.A.V.E. have an IEP that details the strengths and needs of the student.

S.A.V.E. offers computer-based instruction as well as traditional textbook-based curriculum.

Academics are tailored to the individual student's need but also adhere to Indiana State Academic Standards.

Students earn grades and are able to progress in their educational program.

Grades are provided to parents and reported to the student's home school at a minimum of every 9 weeks, unless additional progress reports are requested to be sent more frequently.

Code of conduct / dress code – The S.A.V.E. class follows the general policies outlined in the Knox Middle School Handbook. Additional classroom rules will be posted in the classroom.

Cell phones – Students may bring cell phones but are not allowed to use them during class times. Phones will be held by staff during the school day and returned to students at dismissal.

Medications –

All medication must be in the original container or bottle with original prescribing information on the container.

All medication can only be given as prescribed by the doctor. Staff is not allowed to modify dosage without a doctor's written notice.

Over the counter medications can only be administered if there is written authorization from the parent.

Parents must provide any medications. S.A.V.E. staff do not provide any medications.

Illness – S.A.V.E. does not have a nurse on staff. A student complaining of illness may be sent home after contacting the parent.

Attendance – Regular attendance is expected. Parents should notify the S.A.V.E. staff of any absence. Parents are also responsible for notifying local transportation personnel. Absences are regularly reported to the student's home school.

Field trips – There may be occasional times when students accompany staff on short walking excursions in the immediate area. These may be educational, recreational, or therapeutic in nature.

Any field trip that requires transportation will require specific authorization from the parent.

Internet usage – Computer usage is primarily used for educational purposes. Computers are provided to students while at S.A.V.E. Students and parents need to understand and sign the Acceptable Use Policy. Violations of the AUP may result in suspension of computer privileges.

Counseling – School based counseling services are provided to students at no charge to parents. The amount and duration of services will be documented in the student's IEP.

Lunches – S.A.V.E. does not have a kitchen. Students may bring their lunch or sack lunches are available from Knox. Families who qualify for the free or reduced lunch program at their home school will also qualify at S.A.V.E.

Transportation – The student's home school is responsible for providing transportation at no cost to the parent. The actual pick up / drop off time will be communicated to parents by the local transportation staff.

Please remember that students who live a significant distance (or a different time zone) may have a slightly shortened educational day. The actual start / end times will be established at the case conference.

Discipline/ Classroom Management

Students at S.A.V.E. are generally subject to the same disciplinary code of conduct as any public school student. We use the Knox Middle School handbook as our guide. Students will be given a copy of the handbook. Specific exceptions to the disciplinary code of conduct will be noted in the student's IEP / behavior plan. The SAVE classroom utilizes a positive behavior incentive program where students earn class dollars for class participation, appropriate behaviors, and work completion. Students will have opportunities each month to spend their money on various items and privileges.

Daily class rules – Specific rules will be posted in the classroom and discussed with each student. Behavior will be monitored by staff and a behavior report will be sent home at the end of each week.

Suspensions – The classroom teacher has the authority to suspend a student for (1) one day for serious misbehavior. Parents will be notified of the behavior and the suspension. The student's home school will also be notified.

Suspensions of more than one day must be approved by the program supervisor.

Incidents of violence or aggression will not be tolerated. If a student violates the law, 911 will be called.

S.A.V.E. Medication Authorization

No medication will be administered without specific authorization from the student's parent.

Prescription medication can only be administered following the directions from the physician as printed on the original label on the original prescription bottle.

Over the counter medication can only be administered with parental permission. Medication must be in the original packaging and provided by the parent. S.A.V.E. staff are NOT allowed to purchase and administer any medications.

_____ I give consent for my student, _____, to receive:

_____ Ibuprofen (Advil)

_____ Acetaminophen (Tylenol)

_____ Other (list) _____

_____ I do not consent for my student to receive any over the counter medication.

Parent Signature

Date

S.A.V.E. Internet and Computer Acceptable Use policy

Computers are provided for educational purposes. The computers are the property of the S.A.V.E. class and do not leave the property. As with any school property, parents can be held responsible for deliberate damage or misuse.

Students are expected to follow school guidelines regarding internet / computer usage.

Specifically:

Students will have access to computers when approved by the teacher.

Students will treat all equipment with care. Deliberate misuse or damage will result in parents being held responsible for repair costs.

Students will only access school approved websites. Students who access inappropriate or unauthorized websites may have their computer privileges restricted.

Students will use computers for school related activities. Social media is not considered a school related activity unless specifically authorized by the teacher.

Students will use school provided programs and software. All downloads must be approved by the teacher. Students who download unauthorized programs / software will have their computer privileges restricted.

Teachers have the right to inspect a student computer at any time.

Students will follow all school rules with regard to language, respect, bullying, and personal behavior. Activity on the computer will be treated the same as activity that takes place face to face.

____ I have read and understand the S.A.V.E. class Internet and Computer use policy.

Parent

Date

Student

Date

S.A.V.E. Student Information

Student name _____ Date of Birth _____

Address _____

Parent name _____

Mother's phone _____ Father's phone _____

Emergency phone _____ Other phone _____

Emergency contact _____

Please list any medical conditions / issues / allergies:

Please list any medications the student takes (note medication name, dosage, and time given):

Please list any special considerations / issues you feel the staff need to be aware of: none _____

Family Doctor _____

Address _____

Other important people (therapist / minister / family friend)

Medical Consent

If possible and practical, in the event of a medical emergency, parental contact will be made as soon as possible. However, S.A.V.E. staff is obligated to contact emergency personnel when a student is injured or experiences a medical emergency.

By signing below, the parent or guardian give permission for S.A.V.E. staff to

_____ Contact emergency medical personnel (911)

_____ Authorize transportation to a hospital if deemed necessary by emergency personnel

_____ Share relevant student information with emergency personnel

Parent signature _____

Date _____

S.A.V.E. Release of Information

Education records are confidential. S.A.V.E. staff will not release confidential records without parental permission.

The following form authorizes S.A.V.E. staff to exchange information with the person / agency listed below.

Student _____ Date of Birth _____

Current Grade ____ STN _____ Sex __M __F

Parent _____ Phone _____

Address _____ City _____ Zip _____

___ **Permission is granted for:**

___ **Permission is not granted for:**

S.A.V.E. class Teacher / Administrator

45 W. Lake St.

Knox, IN 46534

Release/exchange information regarding the above named student with:

School/Agency/Professional _____

Address _____

City / State/ Zip _____

Purpose of disclosure _____

Specific information to be released _____

Parent signature / Date _____

S.A.V.E. staff initiating request _____