

# EMPLOYMENT RESOURCES INCORPORATED

## The Gladys H. Oberle School

### Enrollment Information

Date: \_\_\_\_\_

<p>Student's Full Name: _____ Social Security# _____</p> <p>Date of Birth: _____ Age _____ Place of Birth: _____ Birth Certificate # _____</p> <p>Address: _____ _____</p> <p>Phone# _____ Message# _____</p> <p>E-mail Address: _____ E-mail Address: _____</p> <p>Parent/Guardian Names: _____ _____</p> <p>**Child in legal custody of: Full Name (s) _____ c/o: _____ Address: _____ Telephone: _____</p>	<p>In the case of absence/tardiness, illness or discipline matters, the school is required to contact a student's parent/guardian. <b>It is the parent's responsibility to provide the school with contact number(s) so that we are able to contact them at ANY TIME during the school day.</b></p> <p>Mother's Employer: _____ Address: _____ Work# _____ Cell# _____ Fax: _____</p> <p>Father's Employer: _____ Address: _____ Work# _____ Cell# _____ Fax: _____</p> <p>Other Contact: _____ Address: _____ Work# _____ Cell# _____ Fax: _____</p>
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### AUTHORIZED TRANSPORTATION

The following person(s) is authorized to pick up student from The Gladys H. Oberle School.  
Please note, student will ONLY be released to those listed below:

<p>Full Name: _____ Vehicle Make: _____ License Plate Number: _____</p>	<p>Full Name: _____ Vehicle Make: _____ License Plate Number: _____</p>
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### CASE MANAGEMENT INFORMATION

<p>Social Worker's Name: _____ Telephone#: _____ Fax _____ Cell: _____ E-mail: _____</p> <p>Counselor's Name: _____ Telephone#: _____ Fax _____ Cell: _____ E-mail: _____</p> <p>Probation Officer's Name: _____ Telephone#: _____ Fax _____ Cell: _____ E-mail: _____</p>	<p>Homebuilder's Name: _____ Telephone#: _____ Fax: _____ Cell: _____ E-mail: _____</p> <p>Mentor's Name: _____ Telephone#: _____ Fax: _____ Cell: _____ E-mail: _____</p> <p>Other: Name: _____ Telephone#: _____ Fax: _____ Cell: _____ E-mail: _____</p>
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**EMPLOYMENT RESOURCES INCORPORATED**  
**The Gladys H. Oberle School**  
**MEDICAL INFORMATION**

**Please note that you must update this information as soon as ANY changes occur!**

Student Name: _____  Name of Medical Insurance: _____ Policy Number: _____	Physician's Name: _____ Type of Physician: _____ Telephone: _____  Physician's Name: _____ Type of Physician: _____ Telephone: _____
List all medical problems, allergies (include substance abuse, physical and mental health): _____ _____ _____ _____ _____ _____ _____  <b>* Please note, per State law, a copy of your child's immunization record and verification that a physical has been done <u>must be provided to ERI prior to enrollment.</u></b>	Current medication information: 1) Name of Medication: _____ Dosage: _____  Schedule: _____  2) Name of Medication: _____ Dosage: _____  Schedule: _____  3) Name of Medication: _____ Dosage: _____  Schedule: _____  <b>* If ERI personnel are to assist with administration of medication(s) during school, the student's physician and parent/guardian must complete and turn in the Request for Medication During School Hours Form.</b>

List two people authorized to be contacted in **CASE OF AN EMERGENCY:**

Name: _____ Telephone#: _____ Relationship to Student: _____	Name: _____ Telephone#: _____ Relationship to Student: _____
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I, \_\_\_\_\_, residing in the Commonwealth of Virginia and the parent/guardian of \_\_\_\_\_, a minor child born on \_\_\_\_\_ who resides with me, do hereby authorize and empower the staff of Employment Resources Incorporated or school chaperones to consent to administer (a) aspirin, acetaminophen or ibuprofen, cough drops and/or an antacid, and in more serious circumstances, (b) any X-Ray examinations, anesthetic, medical, or surgical diagnosis or treatment, and hospital care to be rendered to this minor child under the general or special supervision and on the advice of a duly licensed physician or surgeon. Further, I do hereby authorize staff to contact appropriate personnel, refer and/or transport my child to an emergency service worker should he or she be deemed a danger to himself or others. Further, I do hereby authorize staff to contact appropriate personnel for a possible screening should my child appear to be under the influence of alcohol or drugs. This authorization is in effect for all school functions including transition training experience, field trips and recreational activities during the 2015-2016 school year that begins June 1, 2015 and ends July 31, 2016.

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date

## **Regulations On The Administration Of Medication/Treatment During School Hours**

No student shall be given medications/treatments during school hours except upon the written request from a licensed physician who has the responsibility for the medical management of the student. All such requests must be signed by the parent or guardian. Medication/treatments must be brought to the school by a parent/guardian.

### **Responsibility of the Parent or Guardian:**

1. Parents or guardians will assume full responsibility for the supplying of all medications (please ask the pharmacist to provide a separate container for the school).
2. Parents or guardians should deliver any medication/treatment to be administered under this policy. All controlled medication will be counted and documented at the time of delivery.

### **Responsibility of the Physician:**

1. A request form for each prescribed medication treatment must be completed by the student's physician, signed by the parent or guardian, and filed with the school.
2. Medication containers must be clearly labeled with the following information:
  - A. Student's full name
  - B. Physician's name
  - C. Physician's telephone number
  - D. Name of medication/treatment
  - E. Dosage schedule and dose form
  - F. Date of expiration of prescription
3. Indicate to pharmacy if another bottle needs to be prepared for the school.

### **Responsibility of the School Personnel:**

School staff is trained in and follow approved medication administration procedures.

1. A school designee will assume responsibility for placing medication in a locked cabinet. Controlled medication will be counted and documented at the time of acceptance.
2. Per school policy, the school designee will provide the student access to all medications/treatments as ordered by the physician and will document date/time/dosage.
3. Discontinued or unused medications must be picked up by the parent/guardian. If not claimed by the end of the school year, the school will properly dispose of the medication.

**Employment Resources Incorporated  
The Gladys H. Oberle School**

404 Willis Street  
Fredericksburg, VA 22401  
(540) 372-6710  
(540) 373-1791 FAX  
(888) 371-0597 toll free

**REQUEST FOR MEDICATION/TREATMENT DURING SCHOOL HOURS**  
**THIS APPLIES TO ANY MEDICAL PRESCRIPTION**

Employment Resources Incorporated (ERI) requires that if medication/treatments are to be taken by a student during the school day, the school **MUST** have the following information completed and on file. In addition, this information **MUST** be updated as soon as changes occur:

**TO BE COMPLETED BY THE PHYSICIAN: (Please print)**

Student's Full name: \_\_\_\_\_

Medication/Treatment: \_\_\_\_\_

Dosage and Time Schedule: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Length of Time Medication/Treatment Required: \_\_\_\_\_

Precautions, Special Instructions, Possible Side Effects, Comments: \_\_\_\_\_

\_\_\_\_\_

Name of Physician: \_\_\_\_\_

Signature of Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY PARENT OR GUARDIAN:**

I request that school personnel assist my child in taking the above medication/treatment ordered by the physician as stated and according to the directions given. I authorize a representative of the school to share information regarding this medication/treatment with a health care provider in an emergency. I understand and agree to comply with the school's policies and procedures as stated on the back of this form.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Employment Resources Incorporated  
The Gladys H. Oberle School**

404 Willis Street  
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**REQUEST FOR OVER-THE-COUNTER MEDICATION/TREATMENT**  
**MEDICAL STANDING ORDERS**

*THIS APPLIES TO ANY OVER THE COUNTER MEDICATION*

Employment Resources Incorporated (ERI) requires that if medication/treatments are to be taken by a student during the school day, the school **MUST** have the following information completed and on file. In addition, this information **MUST** be updated as soon as changes occur:

I, \_\_\_\_\_, MD., authorize \_\_\_\_\_  
Doctor's Name Patient's Name

to receive the following over the counter medications administered according to the indications and instructions of that medication's label.

Check all that apply:

- Acetaminophen
- Antacid tablets
- Antibiotic cream/ointment
- Calamine (anti-itch topical)
- Cough syrup
- Hydrocortisone Cream (1%)
- Ibuprofen
- Menthol drops
- Midol
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

To my knowledge the patient has the following medication allergies:

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Gladys H. Oberle School  
Asthma Awareness Information Sheet  
2015-2016

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Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent(s)/Guardian(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact(s): \_\_\_\_\_ ; \_\_\_\_\_ - \_\_\_\_\_  
Name Relationship Phone

\_\_\_\_\_ ; \_\_\_\_\_ - \_\_\_\_\_  
Name Relationship Phone

Primary Health Care Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Asthma Medication(s): \_\_\_\_\_

Known Asthma Triggers: (circle all that apply)

Colds	Mold	Exercise	Tree pollens
Dust	Strong odors	Grass	Flowers
Excitement	Weather changes	Animals	Smoke
Food (specify):		Other (specify):	

Typical Signs and Symptoms of an asthmatic episode: (circle all that apply)

Fatigue	Rapid respirations	Dark circles under the eyes
Flaring nostrils	Persistent coughing	Gray or blue lips or fingernails
Difficulty playing	Difficulty eating	Difficulty drinking
Difficulty talking	Face red, pale, or swollen	Wheezing
Sucking in chest/neck	Mouth open(panting)	Agitation
Grunting	Restlessness	Complains of chest pain or tightness

Other(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employment Resources Incorporated**  
**The Gladys H. Oberle School**  
**Flu and Illness Agreement**

To ensure the safety of all students and staff, I will keep my child home from school if they show symptoms of the flu to include fever (100 degrees Fahrenheit, 37.8 degree Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. I will not send my child back to school until at least 24 hours after they are symptom free and have not had a fever, or signs or a fever, without the use of fever-reducing medications.

In the event, my child becomes ill at school with at least two flu-like symptoms, I will make arrangements for my child to be picked up within one (1) hour of being notified.

I have read and agree to comply with the Gladys H. Oberle School Flu and Illness Agreement. I understand that it is my responsibility to make arrangements for my child to be picked up from school within one (1) hour in the event he or she presents with at least two (2) flu-like symptoms.

Print Parent/Guardian Name: \_\_\_\_\_

Signature Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Employment Resources Incorporated  
The Gladys H. Oberle School**

**Permission to Transport**

This permission form allows Employment Resources Incorporated (ERI) to transport students to and from various school-related activities (PE, field trips, transition training experience...). All students must obey the following transportation rules:

- 1) Students must sit in assigned seats
- 2) Students must wear seat belts
- 3) Students must remain in their seats while the vehicle is in motion
- 4) Students may not open windows or door without permission
- 5) Students may not yell out the window nor may they make gestures to people outside the vehicle
- 6) Students may not operate the vehicle's radio/cassette player
- 7) Students may not curse in the vehicle
- 8) Students may not deliberately touch another student.

Each vehicle is equipped with a first aid kit as well as a cell phone. Staff has been instructed to stop the vehicle the moment that their concentration is broken by a student's inappropriate behavior.

Students who are unable to follow these safety rules will not be allowed to ride in company vehicles. ERI will not make alternate transportation arrangements for the student.

\*\*\*\*\*

Student's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

I hereby acknowledge that participation in The Gladys H. Oberle School programs requires that ERI transport my child to and from certain school-related activities. I agree and acknowledge that neither the Board of Employment Resources Incorporated, nor its officers, agents or employees, shall have any liability to me or to my heirs or legal representatives as a result of any loss, injury or damage (including death) incurred or suffered by my child in connection with such transportation. I further expressly waive all rights, claims, causes of action and the like, of any nature whatsoever, which I or my heirs' legal representatives may have against Employment Resources Incorporated in connection with my child's participation in and transportation to and from school-sponsored activities.

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Employment Resources Incorporated  
The Gladys H. Oberle School**

**PERMISSION TO PHOTOGRAPH**

I give permission for \_\_\_\_\_ to be photographed or videotaped. I understand that the photographs or video may be incorporated into ERI's oral and electronic presentations and written publications to include but not limited to newsletters, catalogs, brochures, webpage, and newspaper articles.

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Parent/Guardian Signature

Date

**PERMISSION TO VIEW VIDEOS**

I give permission for \_\_\_\_\_ to view videos while attending ERI's Gladys H. Oberle School. Videos will be used as an educational resource and for occasional recreational purposes only. I understand that only those videos deemed appropriate by ERI school staff will be viewed.

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Parent/Guardian Signature

Date

# Acceptable Use Policy

We are pleased to offer the students of The Gladys H. Oberle School access to the computers and the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the school. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with the Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. The Gladys H. Oberle School supports and respects each family's right to decide whether or not to apply for access.

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## **The Gladys H. Oberle School Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the computer networks are responsible for the behavior and communications over those networks. It is presumed that users will comply with school standards and will honor the agreements they have signed. Within reason, freedom of speech and access to information will be honored. Teachers will guide students toward appropriate materials. School personnel, while not held responsible for, will attempt to restrict, monitor or control the communications of the individuals utilizing the network.

Network storage areas are treated as other areas in the facility- administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Students should not expect that files stored on school servers will be private.

### **The following are not permitted:**

- X Sending or displaying offensive messages or jokes
- X Using obscene language
- X Harassing, insulting or attacking others
- X Damaging computers, computer systems or computer networks
- X Violating copyright laws
- X Using another's password
- X Trespassing in another's folders, work or files
- X Intentionally wasting limited resources
- X Employing the network for personal or commercial purposes

**Violations may result in a loss of access as well as other disciplinary or legal action. Students found guilty of damaging or destroying a computer and related equipment will be required to pay restitution to Employment Resources Incorporated.**

**Employment Resources Incorporated  
The Gladys H. Oberle School**

## **Computer Network and Internet User Agreement and Parent Permission Form**

As a user of Employment Resources Incorporated's computer network, I hereby agree to comply with the rules outlined in the Acceptable Use Policy. I will honor all relevant laws and restrictions. Further, I understand that violation of the Acceptable Use Policy will result in the termination of my computer usage privileges as well as possible legal charges. I agree to pay Employment Resources Incorporated restitution for any and all damage that I cause to corporation computers and computer-related equipment.

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of the Internet use, and setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

I further understand that violation of the Acceptable Use Policy will result in the termination of my child's computer usage privileges as well as possible legal charges. I agree to pay Employment Resources Incorporated restitution for any and all damage incurred by my child.

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Employment Resources Incorporated**  
**The Gladys H. Oberle School**  
**Electronics Agreement**

Personal electronic devices (cell phones, MP3 players, iPods, gaming systems, etc.) **must be placed in the student locker or turned in to a staff member upon entrance to the school building.**

Failure to adhere to the above policy will result in the following consequences:

- 1st Offense – Student asked to put electronic away
- 2nd Offense – Electronic will be taken and given back at the end of the school day
- 3rd Offense – Electronic will be taken and the parent/guardian will be required to pick up the item
- 4th Offense – Electronic will be taken and will not be returned until the last day of school, June 17, 2015

I have read and agree to comply with the Gladys H. Oberle School Electronics Agreement. I understand that the fourth (4th) violation will result in the confiscation of my electronic device until the last day of school, June 17, 2016.

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and agree to comply with the Gladys H. Oberle School Electronics Agreement. I understand that I will be required to come to the school to pick-up my child's electronic device and that the 4th violation will result in the confiscation of the electronic device until the last day of school, June 17, 2016.

Print Parent/Guardian Name: \_\_\_\_\_

Signature Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Employment Resources Incorporated  
The Gladys H. Oberle School**

**Email Contact Information**

Student Name: \_\_\_\_\_

We send a variety of information to parents and families through email. Please provide us with the email address you would like for us to use.

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Gradelink is our online student information system. With Gradelink you can stay updated on you or your child's academic progress at school and get information on upcoming assignments such as assignment descriptions and due dates. Upon student entrance, each family will be provided with a login and password so that they are able to access this secure information. The login and password will remain the same while they are enrolled in our program. The following information is available to you when you log in to Gradelink:

- Current Grade in each class
- Descriptions, Grades, and Teacher Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Email Alerts you can configure for grades and attendance
- Behavioral Progress

To access this information go to [www.gradelink.com](http://www.gradelink.com)

If you do not have access to the internet and would prefer to have information sent in the mail, you may request that.

I would prefer to have reports sent in the mail.

Please use the following mailing address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT RESOURCES INCORPORATED**

**The Gladys H. Oberle School**

404 Willis Street -- Fredericksburg, VA 22401

540.372.6710 (Office) 540.373.1791 (Fax)

(888) 371-0597 toll free

**AUTHORIZATION TO RELEASE INFORMATION  
TO EMPLOYMENT RESOURCES INCORPORATED**

Student's Full, Legal Name: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Address: \_\_\_\_\_

I give my permission for Employment Resources Incorporated (DBA The Gladys H. Oberle School) to obtain and exchange specific information or reports from the following: (Check all that apply and add any others that may apply)

\_\_\_\_\_ Local Education Agency (School)

\_\_\_\_\_ Mental Health Provider

\_\_\_\_\_ Previous Private Placements

\_\_\_\_\_ Court Services

\_\_\_\_\_ Medical Doctor

\_\_\_\_\_ Department of Social Services

Other: \_\_\_\_\_

These records or reports include information that may affect my attendance and/or performance at The Gladys H. Oberle School including academic, behavioral, discipline and attendance information from public and private placements; Juvenile records from the Court Service Unit that includes juvenile offenses, mental health, substance abuse and other counseling, probation rules and other court-ordered rules; Health records that include current physical examination, immunization records and physical/mental health status, current medications and restrictions as they relate to my ability to successfully participate in school- and community-based activities; and (list any other information that may apply)

I am aware that my records are protected under the Federal Confidentiality Regulations and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I hereby release ERI or its representatives from all legal responsibilities or liability that may arise from this act. I understand that this consent may be revoked by me at any time by providing written notice to ERI or its representative. I further understand that information released prior to any revocation cannot be retrieved nor can ERI or its representatives be held responsible for such an act. In any event, this consent expires automatically when the above student is no longer enrolled in The Gladys H. Oberle School or July 31, 2016, whichever comes first.

Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Employment Resources Incorporated Representative Signature

# EMPLOYMENT RESOURCES INCORPORATED

## The Gladys H. Oberle School

### ENROLLMENT STANDARDS

Employment Resources Incorporated (ERI) maintains a policy of non-discrimination for reasons of race, religion, national origin, gender or handicapping condition. In order to protect the safety and well being of students enrolled in The Gladys H. Oberle School, ERI requires that certain standards of behavior be present. ERI has identified that students who present the following behaviors may not be successful in our program and will not be offered enrollment:

1. Utilize illegal mood altering substances.
2. Exhibit physical or verbal aggressive behavior which could place themselves or others in jeopardy.
3. Be unable to learn in small, structured settings.
4. Be unable to independently manage their medication.
5. Be unable to consistently follow the Code of Student Conduct.

All students who are enrolled are accepted on a 30-day trial basis. ERI is most concerned that a student's placement be appropriate to meet his or her academic, behavioral and transition needs. A student's performance is measured, documented and reported to parents, referring school personnel and others as requested. A decision as to the appropriateness of the placement will take place within the 30-day trial period. Meeting(s) between ERI, the student and parents, referring school personnel and others determined to be integral to the student's case management may be held to solicit input during this process.

**In addition, State law mandates that the following be provided to ERI prior to a student's enrollment: an up-to-date immunization record and proof that the child has had a physical. Your child will NOT be allowed to attend ERI's Gladys H. Oberle School until these items are in his/her student file.**

I have received and agree to comply with the Enrollment Standards from Employment Resources Incorporated.

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Signature of Student

Date

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Signature of Parent/Guardian

Date

# BEHAVIOR MANAGEMENT

**Per the Department of Education, we are informing you of the Behavior Management System utilized by The Gladys H. Oberle School. The following excerpt is taken from The Gladys H. Oberle School Student Handbook:**

*You are getting closer to being on your own - becoming responsible for yourself. You need to learn that every privilege carries responsibilities. We understand that you may need to learn techniques that will help you learn how to handle situations that, if handled inappropriately, may result in your getting into trouble. We are here to help you learn these techniques.*

*We have certain expectations regarding your behavior, just as you have certain expectations about our behavior. Every member of the ERI staff will treat you with the respect due to a young man or woman. Respectful, mature conduct towards ERI staff as well as other students and visitors, is required. Demonstrations of disrespect, including the use of profane or obscene language or conduct, will result in disciplinary action.*

*Students are enrolled on a 30-day trial basis. Students who exhibit acceptable behavior and are able to follow the Code of Conduct are allowed to remain at The Gladys H. Oberle School after the 30-day trial period. Staff will provide you with daily feedback regarding your behavior - helping you to identify those areas in which you excel as well as those areas in which you need to change your behavior. We will provide you with opportunities to learn and implement new behavior management techniques designed specifically for you.*

*Remember that your behavior will be measured, documented, and reported to your parent/guardian, referring school system and probation officer (as applicable) on a weekly basis. This is your chance to demonstrate your abilities and be recognized for your success!*

*Every student is expected to follow the Code of Conduct located in the back of the Student Handbook. These general rules of conduct are modeled on those utilized in local public school systems and were established to ensure the rights and welfare of all students and to prevent a disruptive few from interfering with the education of other students.*

*Following the Code of Conduct will enable you to be more productive so that you can get more out of your educational experience. It will also allow you to demonstrate to yourself, your parents, your probation officer and your referring school system that you understand the importance of rules and that you are able and willing to follow rules. This is especially important for those students who are planning to transition back to public school.*

## **BEHAVIOR MANAGEMENT STRATEGIES**

*The Gladys H. Oberle School community, including students, parents, teachers, administration, and others, must work together to create and maintain a safe and supportive environment that promotes teaching and learning. Staff have a positive attitude towards their role - that of teaching, not coercing, students. Our staff believes in the empathetic and equitable treatment of all students.*

*All students are expected to follow the Student Code of Conduct and, as outlined, certain incidents/offenses (e.g. smoking, bringing a drug/weapon to school, leaving school grounds ...) will result in immediate disciplinary action.*

*Our behavior management program includes positive strategies designed to help students learn and implement appropriate behavior so that they can avoid getting into trouble. Corporal punishment and abusive techniques and interventions are not authorized, permitted or condoned.*



*Besides using the strategies outlined in a student's IEP, the following continuum of strategies may be used when a student exhibits (and then continues to exhibit) a disruptive behavior:*

*Example: A student is disrupting the class by talking out of turn.*

*1) Non-verbal Cues: The teacher will stop presenting the lesson and pause, giving the student an opportunity to stop talking and get back on task. Should the student continue:*

*2) Verbal Cue: The teacher will remind the entire class that talking out of turn is disruptive. The teacher will then remind the students how to appropriately ask for assistance. Should the student continue:*

*3) Verbal Cue: The teacher will remind the disruptive student that talking out of turn is inappropriate. The teacher will inform the student that he will be relocated to another area in the room if he continues to disrupt his peers. The teacher will ask if he needs help with his work. Should the student continue:*

*4) Relocation within the Room: The teacher will relocate the student to another work space in the room. Again the teacher will ask if the student needs help with his work. Should the student continue defying the teacher:*

*5) Time Out: The teacher will request that the student be removed from the room for a timeout (not to exceed 30 minutes per incident). The time out area shall not be locked nor the door secured in a manner that prevents the student from opening it. During the timeout, the student will be able to communicate and process the incident with staff. Staff shall check on the student at least every 5 minutes and more often depending on the nature of the student's disability, condition, and behavior. If accommodations are needed to assist the student, they will be implemented. Staff shall document the frequency, duration, and interaction(s) of each time out. Should the student be unable to return to class or, upon return to class, begin exhibiting the same (or similar) inappropriate behavior, (See 6)*

*6) In-School Suspension: The student will be placed in In-School Suspension. The student is expected to follow all rules and complete all academic assignments during this time period. He will lose all privileges including off-site activities. Should the student refuse to complete his assignments, continue to exhibit inappropriate behavior and/or defy the school administrator (See 7):*

*7) Removal of Student from School by Parent: The School Administrator or designee will contact the student's parent to remove him from school for the remainder of the day. Should the student become verbally or physically abusive or assaultive (See 8):*

*8) Removal of Student from School by Police: The School Administrator or designee will contact the police to remove the student from school.*

*As part of our behavior management program, staff documents the behavior of our students. Incidences of negative behavior are submitted on discipline referrals to administration, acted upon, and documented on a cumulative discipline record. This record is submitted to LEA, probation officers, and parents. A daily point system may also be utilized to recognize positive behaviors. Serious incidents as well as chronic behavioral issues are also documented on a student's weekly report.*

*When a student exhibits chronic behavior problems, a functional behavioral assessment is conducted. The information gathered during the assessment help the staff, student and parents identify possible reasons for the problem behavior as well as intervention strategies.*

*Our behavior management program strives to decrease a student's challenging behaviors in the least intrusive manner possible. However, the use of restrictive procedures may be used when the behavior exhibited is dangerous to the student or others around him. In addition, staff may use restrictive procedures when the challenging behavior significantly disrupts the regular activities of students, staff and visitors and when valued property is being damaged or destroyed. Staff has been trained in approved restrictive procedures.*

## **PARENTAL RESPONSIBILITY FOR STUDENT BEHAVIOR**

*We believe that our students experience the most success when their parent(s)/guardian(s) are active participants in their educational process. The Gladys H. Oberle School strives to maintain open communication with parents - discussing a student's academic and behavioral performance or lack thereof, and requesting input and assistance in designing creative strategies to reward progress and address deficiencies as needed.*

*ERI has found that The Gladys H. Oberle School parents have, in the past, been eager to participate as a part of their child's educational team. The Code of Virginia § 22.1-279.3 requires parents to assist the school in enforcing the standards of student conduct and compulsory school attendance. This Code states that each parent of a student enrolled in a public school (and placed by the public school at The Gladys H. Oberle School), has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons, property, and supportive of individual rights.*

*If an issue arises, the school administrator may request a student's parent or parents, if both parents have legal and physical custody of the student, to meet with the school administrator or designee to review the Code of Conduct. It is the parent or parents' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.*

*The school administrator may notify parents of any student who violates a Code of Conduct policy when such violation could result in the student's suspension, whether or not the school administrator has imposed such disciplinary action. The notice shall state the date and particulars of the violation, the obligation of the parent to take actions to assist the school in improving the student's behavior; and that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.*

*No suspended student shall be admitted back to school until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school administrator or her designee determines that readmission, without parent conference, is appropriate for the student.*

*Upon the failure of a parent to comply with the provisions outlined above, the school administrator may request that the student's home school, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior.*

**Employment Resources Incorporated  
The Gladys H. Oberle School**

**Behavior Management Program**

I am familiar with the Behavior Management Program utilized by The Gladys H. Oberle School. I understand that staff follows established strategies when attempting to help my child modify his or her behavior. Further, I understand that the use of restrictive procedures may be used when the behavior exhibited is dangerous to the student or others around him. In addition, staff may use restrictive procedures when the challenging behavior significantly disrupts the regular activities of students, staff and visitors and when valued property is being damaged or destroyed. I understand that The Gladys H. Oberle School staff has been trained in approved restrictive procedures.

I agree that The Gladys H. Oberle School staff may follow their behavior management program when dealing with my child.

Child's Name (Print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**STATEMENT OF RECEIPT OF  
The Gladys H. Oberle School Student Handbook  
and Code of Conduct**

I am the parent/guardian of the below name child and, by my signature, I acknowledge that I have received a copy of The Gladys H. Oberle School Student Handbook and Code of Conduct. In The Student Handbook , I read and understood the information presented regarding School Attendance and Parental Responsibility. I understand that The Gladys H. Oberle School is required to work cooperatively with my child's home school system in implementing the state laws that necessitated these policies.

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's policies or decisions.

Print Parent/Guardian Name: \_\_\_\_\_

Signature Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

I have been given a copy of The Gladys H. Oberle School Student Handbook and Code of Conduct. I have no questions and fully intend to abide by all policies outlined in The Gladys H. Oberle School Student Handbook and all rules outlined in The Code of Conduct.

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_