The mission of the Next Step Transition Program is to empower young adults who have disabilities with the skills and confidence to achieve their greatest level of independence within their community.
This Parent/Student Handbook provides information to help you understand more about the Next Step program. Please call 651-425-5101 if you have any questions. Thank you.

Hmong
Nov yog phau ntawv uas piav thiab qhia txog koj tus me nyuam lub tsev kawm ntawv kom koj tus ua niam nua txiv paub txog cov kev pab cuam uas muaj nyob rau hauv tsev kawm ntawv. Yog muaj lus nug, thov hu rau tus xov tooj 651-425-5101. Ua tsaug.

Spanish
Este es su Folleto para Padres y Estudiantes que provee informacion que les ayudara a entender mejor las reglas de la escuela de sus hijos. Por favor llame al 651-425-5101 si tiene alguna pregunta. Gracias.

Vietnamese
Day la quyển sách cần thiết cho bà con phụ huynh, cung cấp những thông tin nhằm giúp người cha mẹ hiểu rõ hơn về con em của người cha mẹ trong trường. Nếu người cha mẹ có thắc mắc gì xin liên lạc với số điện thoại này 651-425-5101. Xin cảm ơn người cha mẹ.
Next Step provides several opportunities for students in the areas of transition including: employment, post-secondary education and independent living skills. We are continuing to work with the YMCA, 916 Vocational Technical College, the Goodwill Easter Seals program and Minnesota Vocational Rehabilitation services.

In January 2014 District 833 opened a new vocational lab called Pathways to Independence. Students in our Next Step program have the opportunity to participate at the Next Step site at 7155 80th Street South in Cottage Grove and also at the Pathways site at 1750 Weir Drive in Woodbury.

The PAES and First Step labs are located at the Pathways site along with the assessment/curriculum entitled “Project Discovery.” Project Discovery focuses on career development, skills training and lifelong learning activities.
Five Elements that Contribute to A Safe and Respectful School

RESPECT
Our goal is a school where everyone is respected for who they are. We appreciate and respect differences and acknowledge the contributions of every individual.

A DUTY TO REPORT
Everyone accepts responsibility for reporting incidents, intruders, suspicious behavior or potential problems to teachers and administrators.

STRICT AND CONSISTENT ENFORCEMENT
Our school provides strict and consistent enforcement with severe consequences for weapons, threats and violence, acts of violence, and disruptive behavior.

MEDIATION
We communicate respectfully with each other and take action when necessary to help resolve conflicts peacefully. Students and staff seek mediation and get involved in peaceful solutions to conflict. Ask for help when needed.

CARING
We become more inclusive and less exclusive in our actions and social relationships. No one should feel left out. Learn to care about each other.
Table of Contents

General Information
  Main ................................................................. 6
  Student Support Staff .......................................... 6
2018-19 Next Step SCHOOL CALENDAR ......................... 8
Accident/Illness at School ......................................... 9
Age of Majority ..................................................... 9
Attendance Procedures ............................................ 9
Cafeteria-Lunch Payment ......................................... 10
Case Management .................................................... 10
Cell Phones, Pagers, and Headphones ............................ 10
Change of Address/Telephone Number .......................... 10
Classroom Rules ...................................................... 10
Data Privacy .......................................................... 11
Discipline ............................................................ 11
Dress Policy .......................................................... 11
Displaying of Affection ............................................. 12
Distribution of Literature and Materials in School .......... 12
Drug Use and Abuse ................................................ 12
DRS/ Vocational Division of Rehabilitation Services ....... 13
Emergency Closing, Delays or Early Dismissal ............... 13
Equal Opportunity Policy ......................................... 13
Expectations ........................................................ 13
Fighting/Threatening Behaviors .................................. 13
Fire Drills and Tornado Alerts/Lockdowns ..................... 14
Graduation ........................................................... 14
Harassment/Bullying ............................................... 14
Health Services ..................................................... 15
  General ........................................................... 15
  Illness at School ................................................. 15
Homebound Services .............................................. 16
Insurance ............................................................ 16
Laser Pointers ....................................................... 16
Lost and Found/Theft .............................................. 16
Lockers ............................................................... 16
Medications at School ............................................. 17
Messages for Students ............................................ 17
Permit to Leave ..................................................... 17
Phones ................................................................. 17
Policies ............................................................... 17
Program Schedule .................................................. 17
Progress Reports and Report Cards .............................. 18
PSEO and 916 ....................................................... 18
School Hours and Class Times ................................... 18
Schedule Options ................................................... 19
School Grounds ..................................................... 19
School Outings ....................................................... 19
Storage Spaces ....................................................... 19
Substitute Teachers ................................................ 19
Tardiness ............................................................. 20
Teen Depression .................................................... 20
Tobacco .............................................................. 21
Transportation ....................................................... 21
Theft of School, Student or Employee Property .......... 21
Truancy ............................................................... 22
Vandalism ............................................................ 22
Visitors ............................................................... 22
Withdrawal from School .......................................... 22
Work-Based Learning .............................................. 22
South Washington County Schools ISD 833
Next Step hours – 7:50am – 2:20 pm

Next Step Transition Program
7155 80th Street South
Cottage Grove, MN  55016-3324
Main (651) 425-5101
Fax  (651) 425-5115

Pathways to Independence Lab
1750 Weir Drive
Woodbury, MN  55125
Main (651) 425-5202

Main
Front Office (Main line) ........................................ 425-5101
FAX ................................................................. 425-5115
Nancy Meyer (Sp Serv Supervisor) ............. 425-5104
Jody Antoniou (Admin. Asst./Health Asst.) ... 425-5101
Health Office .................................................. 425-5106
School Resource Officer (SRO) ................... 425-3791
Community Education ................................. 425-6600
District Service Center ................................. 425-7201
Food and Nutrition Services ........................ 425-6280
Special Services ............................................ 425-7201
Transportation .............................................. 425-5303
Pathways Lab .................................................. 425-5202

Student Support Staff ....425-5101
Case Managers
Donna Augustine-Nikpai ............................... 425-5205
Angelo Ayers .................................................. 425-5207
Rebecca De La Rosa ..................................... 425-5114
Shelley Lettner ............................................. 425-5111
Karin Marjanen ............................................. 425-5112
Jennifer Simon .............................................. 425-5206
Angela Spoto .................................................. 425-5109
Cat Gobernatz (Vocational Coord) .............. 425-5110
Kathy Paulsen (Vocational Coord) .............. 425-5103
Rachel Jarzombeck (DHH) ............................ 425-5101
Britt Prokop ( Social Worker) ...................... 425-5117
Christine Russell (SLP) ................................. 425-5101
Teresa Redmond (Psychologist) .................. 425-5105
Health Office ............................................... 425-5106

Tammy Hickey, RN, LSN
Janelle Taft Nurse/Health Care Specialist

Paraprofessionals
Amy Anderson
Julie Banaszewski
Carol Crossley
Deb Dahlstrom
Linda Homan
Jill Lindahl
Darla Pokela
Tanya Suchomel
Vicki Sullivan
Vicky Yeo
The final page of this handbook contains a form requesting your signature signifying your understanding of the Next Step policies and rules and your support of those policies and rules as well as your intention to comply. Please sign the form on page 23 and return it to the Next Step office.

Information of page 23:

Please sign and date that you understand you are responsible to read and follow the contents of this document.

I have received and will read the 2018-19 Student Handbook. I understand and agree to follow the expectations of The Next Step Transition Program.

DISCLAIMER
This booklet does not cover all policies and procedures of The Next Step Transition Program. Additional policies and procedures will be presented and discussed with students as they occur. Should a question arise on a topic not covered in this booklet, students are encouraged to meet with school personnel for clarification and interpretation. The program supervisor reserves the right to make final decisions regarding any issues. School personnel will review the Student Handbook with all students.
2018-19 NEXT STEP SCHOOL CALENDAR
revised 06/18

Aug. 29 - Open house 5:30 - 7:30 pm
Sept. 3 - Labor Day
Sept. 4 - First day of school
Oct. 15 - Midterm Conferences - 4:00 - 7:00 pm
Oct. 18 - 19 Professional Convention/No School
Oct. 23 - Student Pictures
Nov. 22 & 23 - Thanksgiving Break/No School
Nov. 28 - Conferences - 4:00 - 7:00 pm
Nov. 30 - end of 1st Trimester
Dec. 3 - Workshop/No school
Dec. 24 through January 1 - Winter Break/No School
Jan. 21 - MLK Jr. Day Holiday/No School
Jan. 30 - Midterm Conferences - 4:00 - 7:00 pm
Feb. 15 - President's Day Holiday/No School
Feb. 18 - No School
Feb. 27 - Conferences - 4:00 - 7:00 pm
March 7 - end of 2nd Trimester
March 8 - Teacher Workshop Day/No School
March 11 through 15 - Spring Break/No School
April 19 - No School
April 29 - No School
May 9 - New Student Conference - 4:00 - 7:00 pm
May 27 - Memorial Day/No School
May 30 - Next Step Graduation (Last Day for Graduates)
June 7 - End of 3rd Trimester
June 7 - Last Day of School
June 10 - ATPPS
June 11 - Teacher Workshop Day
Accident/Illness at School
If a student feels ill or is injured while in school, the student should ask to see the nurse. The health office staff will call the student’s parent/guardian for permission to go home, if necessary.

General Guidelines:
If the student:
- Has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without fever reducing medication.
- Has vomited or has had diarrhea, the student should stay home until 24 hours after the last episode.
- Has a rash that may be disease-related or the cause is unknown, check with health care provider before sending student to school.
- Has an illness, keep the student home and call Next Step (651-425-5106) daily to report the symptoms for Influenza tracking and attendance purposes.

Age of Majority
Students who reach the age of 18 during the school year are subject to the same school rules as the rest of the student body. If a student is 18 and parents/guardians have not established legal guardianship, the student must sign Consent to Release form allowing school personnel to communicate with their parents or guardians. Next Step staff needs to know whether the parents are the guardians of the student or the student is his/her own guardian.

Attendance Procedures
Quality schools and teachers have little impact on students who are not regularly in school. Students attending the Next Step Transition Program are expected to follow their established schedule.

Students must attend all portions of their schedule including their work schedule, if employed. Failure to do so will result in being dropped from the program after fifteen (15) consecutive days.

Next Step is a closed campus. Once students have arrived on school grounds (via school bus, parent drop-off, car or walking) they may not leave the grounds. No students are allowed outside the building without staff permission.

The Next Step calendar is followed for required attendance days and appropriate holidays. If a student is absent, parents or the student who is his/her own guardian should call Next Step at 651-425-5106 and notify the school of the nature of the illness or absence. If the absence is not verified by the parent/guardian it will be counted as unexcused. Depending on the student’s age and situation, frequent absences may result in disciplinary actions, dismissal from the program or a referral to Washington County or other outside agencies.

Excused Absences
Illness
Bus doesn’t come (will be verified by Transportation)
Doctor’s appointment
Family emergency
Court/probation (notify Next Step staff)
Out-of-town (prearranged by parent)
Funeral (verified by parent)

Unexcused Absences
Car trouble
Missing bus
Oversleeping
Hair cut
Baby-sitting
Working (without a work experience program)

Cafeteria-Lunch Payment
Breakfast and Lunch is provided on scheduled school days. Meals are prepared at Cottage Grove Middle school and shuttled over to the program. Students are expected to sign up for breakfast/lunch each day by 8:35 a.m. in the Next Step office. If a student fails to do so, he/she will not be guaranteed a lunch for the current day or breakfast for the next day.

Case Management
Every student is assigned a case manager. The case manager is their primary contact for the student as it relates to the IEP, Summary of Performance and Graduation Plan. The case manager develops a class schedule and communicates progress on the Individual Education Plan.

Cell Phones, Pagers, and Headphones
We prefer that students not be in possession of cell phones during the day. Next Step is not responsible for any cell phone (or any personal item/device) that is lost/stolen while the student is at school. Cell phones and other electronic devices must be turned off and put away during class time unless used as a part of the class work. Staff has authority over all phone usage. Cell phones can be used during the period between classes, before/after school and at lunch. Excessive phone usage outside of the approved times will result in the cell phone being checked in at the office and may result in parent/guardian contact.

Change of Address/Telephone Number
If you have a change of address and or telephone number; please report the change to the office at 651-425-5101 and to the Transportation Department at 651-425-5303.

Classroom Rules
Each classroom teacher determines his/her rules based on the Next Step philosophy. These rules are established to maintain the maximum learning environment for all students. Seating is assigned by the teacher to optimize learning conditions. Technical devices or any item that causes a distraction will be removed. Technical devices will be confiscated if they have been used to threaten/bully any student during the school day. School staff are not responsible for any device or personal item lost or stolen.
Data Privacy
The district’s policy 515 relating to the protection and privacy of student records is in place to allow minimal information, as defined by the district in accordance with state statute, is available to the public. Should parents or the individual (18 or over) not want the information shared, the High School Denial of Release of Information/Photography Opt Out form must be completed and submitted to the Office of Student Information, District Service Center, 7362 E. Pt. Douglas Road S., Cottage Grove 55016, or to the office of the school the student attends NO LATER THAN OCT. 1 EACH SCHOOL YEAR.

Discipline
Students are expected to follow all district and school policies as stated in the Student Responsibility Policy Book for District 833. Any ISD 833 action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, MN Statutes and School District policies. ISD 833 will take such disciplinary action deemed necessary and appropriate including warning, suspension or immediate discipline or expulsion in the case of a student, to end sexual harassment and/or violence and to prevent recurrence.

The Next Step Transition Program’s philosophy regarding discipline is based on restorative practices. A restorative practice defines accountability for offenders in terms of taking responsibility for actions and repairing the harm caused to the victim and community.

Restorative practices:
Focus on problem solving by those directly involved
Foster discussion and working things out.
Make use of restitution as means of restoring both parties define justice by the outcome
Seek to understand the impact of actions and how to make things right

It is important to keep in mind the administration’s commitment to taking appropriate action, which may not always be identical for all students as individual circumstances may vary. Therefore, the Next Step Administration may impose or recommend longer suspensions, expulsion, or any other discipline deemed appropriate on a case-by-case basis.

School administrators reserve the right to inspect student’s designated space, automobiles, and personal items located on school property.

Dress Policy
STUDENT DRESS AND APPEARANCE
A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student’s parent(s) or guardian(s).
B. Appropriate clothing includes, but is not limited to, the following:
   1. Clothing appropriate for the weather.
   2. Clothing that does not create a health or safety hazard.
   3. Clothing appropriate for the activity (i.e., physical education or the classroom).
C. Inappropriate clothing includes, but is not limited to, the following:
   1. “Short shorts,” skimpy tank tops, tops that expose the midriff, clothes that expose undergarments, and other clothing that causes a disruption to the learning environment.
   2. Clothing bearing a message that is lewd, vulgar, or obscene.
   3. Apparel promoting products or activities that are illegal for use by minors.
   4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves,
advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.

5. Any apparel or footwear that would damage school property.

D. Hats/headwear/masks are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations, religious apparel).

E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or may be sent home for the day. Parents/guardians will be notified.

B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Displaying of Affection
Although we live in a time when physical signs of love and affection are openly displayed, our students are to refrain from such displays in the building or on school property. What is and what is not appropriate is determined by the Next Step staff and discussed with the students involved. If excessive displays continue, parents/guardian will be notified and consequences may be assigned.

Distribution of Literature and Materials in School
Any person desiring to distribute literature to students in school or on school property must observe the following procedures:
1. A copy of the material is to be submitted to the Administrative Supervisor for approval.
2. The Administrative Supervisor may permit the distribution of pamphlets or printed material as long as such distribution is related to curriculum or the health and welfare of the students and as it would not result in the disruption of the educational process or be a violation of any Federal, State or Municipal law.

Drug Use and Abuse
Use, influence, possession or the selling of any controlled substance in the building or on school property is prohibited. Immediate suspension will result. Any student suspected of possessing chemicals or paraphernalia or under the influence of chemicals will be searched by school personnel. Refusal to cooperate will result in suspension and appropriate legal responsibilities. Dismissal from the program may result. Students who exhibit behaviors indicative of possible use/abuse will be sent home and a parent conference will be scheduled. A chemical evaluation could result. Police will be involved when necessary. Students are encouraged to seek help if
they, school staff or family members chemical use is a problem. The harmful effects of chemical use/abuse are part of the Next Step curriculum.

**DRS/ Vocational Division of Rehabilitation Services**
Washington County provides career assistance to qualifying student after graduation. The Next Step Transition Program works closely with DRS as student’s transition to adult life.

**Emergency Closing, Delays or Early Dismissal**
If poor weather conditions or other unforeseen circumstances necessitate emergency closing of school buildings, a delay in opening, or an early dismissal, you will be notified by Blackboard Connect broadcast message via phone and/or email. Announcements will also be made by radio. The Superintendent of Schools or his designee will forward an announcement by 6:00 a.m. (830 AM along with many other metro area radio/TV stations) will broadcast that information. Students and parents should listen to radio/TV stations for emergency messages.

**Equal Opportunity Policy**
It is the policy of the South Washington County School District not to discriminate on the basis of race, color, religion, creed, sex, national origin, disability, marital status, parental status, economic status, or status with regard to public assistance, in its educational program, curriculum, or activities as required by State and Federal statutes and regulations. Inquiries regarding compliance with this policy may be directed to your building supervisor or to the Human Resources Director.

**Expectations**
Students are expected to work toward completing transition IEP goals/objectives while attending the Next Step program. Teachers develop a seating chart based on the academic needs of the class. Those that are engaged in party/drug talk or other distracting topics will face disciplinary procedures which may include removal from class. Continued disruption will lead to a program placement review. In addition, since party/drug talk may indicate abuse and/or preoccupation, staff may recommend a chemical evaluation.

**Fighting/Threatening Behaviors**
Any student that is involved in a physical fight will be suspended. Students threatening other students or staff will also face consequences which may include suspension/expulsion. In addition, a parent/student conference may be required for a student to re-enter the program. The student will be expected to attend the conference. A re-entry plan will be established at the re-entry conference. The student will be expected to abide by the re-entry plan. If the student does not abide by the reentry plan, then he/she may be asked to leave the program. If a student involved in a fight or engaging in threatening talk or behavior is determined to be a danger or physical threat to other students or staff, then the student may be asked to leave the program. The Special Education administrator and staff reserve the right to make a determination as to whether a student is a danger to himself/herself, a danger to other students, or a danger to staff members. The Special Education administrator and staff also reserve the right to contact legal authorities if a
student commits a violent act that warrants legal involvement. No exceptions will be made to this procedure.

**Fire Drills and Tornado Alerts/Lockdowns**

Follow the regulations of the State Fire Marshall’s Office in regard to fire drills. Posted in each room is a notice telling the manner of exit from the room. Follow these directions unless an emergency causes other directions to be given. Move promptly without running. Each group is to stay together with the teacher in charge and exit to the parking lot. Students are to leave the building immediately. **DO NOT** stop at lockers or anywhere else whether you assume it is a drill or not. Keep orderly lines. Tampering in any way with emergency equipment is a serious matter and immediate suspension of persons involved may be the penalty used. Except in emergency situations, students are not to handle fire extinguishers, thermostats, alarms, and other operating equipment. Offenders will be referred to proper city officials. Everyone MUST vacate the building. In addition, lockdown drills will be conducted throughout the school year. Students are expected to conduct themselves in a serious manner and follow staff directives carefully.

In case of a tornado or severe weather alert, please follow these direction procedures:
1. Any teacher or student who sights a tornado will immediately inform the office. When it appears evident that a violent storm is approaching, we will tune to local radio stations for information regarding the approaching storm.
2. The alarm for an approaching tornado will be made by public announcement.
3. In cases where an alert is called, all students in Next Step will go immediately to the corridor assigned to the room. The classroom teacher will be in charge.
4. Students will remain in the corridor area until the all clear is sounded or until further directions are given by the administrator for evacuation.

The lockdown circumstances may change based upon the types of lockdown, thus the procedure may vary each time.

**Graduation**

The Next Step Transition Program does not offer a credit system. Instead, all students enrolled graduate based on IEP goal and Graduation Plan attainment. For new students, an IEP team meeting will be held to develop the graduation plan one trimester from the student’s first day of attendance. When the IEP team determines the student has met the expectations regarding goal and Graduation Plan progress, the student will provide presentation data that supports exiting the program to receive a diploma. Diplomas will be issued by the student’s home attendance area high school and dated the year the student completes The Next Step Transition Program.

Students who plan to attend or are currently enrolled at The Next Step Transition Program may walk through their home attendance area graduation ceremony with their chronological graduating class. Students will not receive a diploma until they have met the IEP goal and graduation plan progress outlined by their team (even if the student has accumulated all of the credits required at the referring home high school). The Next Step Transition Program offers a graduation ceremony every spring for students who have earned their diploma.

**Harassment/Bullying**

It is the policy of ISD 833 to maintain a learning and working environment that is free from sexual harassment, sexual violence, and bullying. The School District prohibits any form of sexual
harassment, sexual violence, and bullying. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Bullying consists of verbal comments/threats and/or actions designed to intimidate or abuse another individual. Please refer to the School Board’s policy on bullying/harassment for further information.

**Health Services**

**General**

Health Services is a team consisting of a Health Services Coordinator, Licensed school nurses (RN), Health Care Specialists (LPN), and Health Service Assistants, first aid and CPR trained.

**The Health Service Assistants:**
- Provide first aid;
- Administer medication;
- Assist with vision, hearing screening programs;
- Process immunization records.

**The Health Care Specialists (LPNs):**
- Provide care to students receiving special education services and/or are medically fragile.

**The Licensed School Nurses:**
- Assess individual student health and developmental status;
- Promote and maintain the health and well-being of all students;
- Develop health plans for students having need;
- Coordinate prevention and control of communicable disease;
- Develop a system of first aid and emergency care;
- Participate in health education;
- Recommend new and updated health practices/procedures.

All health records, immunization records and authorization for prescribed medications are located in the Health Office. Each student must have on file the Annual Health Service Emergency Sheet. Students may have medication(s) administered in the Health Office as needed, with proper doctor authorization.

**Illness at School**

If a student does not feel well enough to attend classes, he/she must report to the Health Office. Health Services Staff will call the student’s home to receive parental permission for the student to go home. If no one is at home the student’s emergency contact will be called. Students who leave school without following this procedure will be recorded with unexcused absences for any classes missed. If your child is ill, please call the school daily to report the illness. Questions concerning ill children or Health Services can be addressed by the Health Office at the school your child attends. In order for your child to return to school they must have been on an antibiotic 24 hours or free of fever, diarrhea, vomiting for 24 hours without the use of medication.

**Immunizations**

Minnesota state law requires all children enrolled in elementary and secondary schools to be completely immunized against disease. Parents choosing to exempt their children from immunizations must provide proper documentation.
For students age 18 – 21 the following are also recommended:

19 – 21 years
- Influenza – 1 dose annually
- Tetanus, diphtheria, pertussis (Td/Tdap) – every 10 years
- HPV

Please refer to the Minnesota Department of Health at [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize) or call your physician with further questions.

**Homebound Procedures**
Should a student be gone from school for more than two weeks due to a health concern, he or she may be entitled to apply for and receive homebound instruction. Homebound instruction may be provided up to an average of one hour per day with one hour of instruction equal to one day in attendance.

**Application Procedure for Homebound Service:**
Homebound form is issued to the family of the student. Form is signed by the attending physician and returned to Next Step Health Office. Information provided on the form is reviewed. Next Step makes arrangements for a homebound teacher. Teacher notifies student involved. Completed form is sent to the Director of Special Services for final approval and is filed with the State.

**Insurance**
The school does not carry accident or medical insurance on students.

**Laser Pointers**
Laser pointers are not allowed on school property or at school activities. If they are found, then they will be confiscated.

**Lost and Found/Theft**
Lost and Found/Theft If an item has been lost or found the items should be turned in at the reception desk.

Any incidents of theft should be reported to program administration. Depending on the situation, the local authorities may be involved.

**Lockers**
Students who spend the day at the Next Step building will be assigned a locker for storing books, lunches, and jackets. Other property should not be kept in lockers. School lockers are the property
of the school district. At no time does the school district relinquish its exclusive control of lockers. Lockers are inspected periodically by school officials. Do not place locks on locker. Lockers can be searched by school officials any time there is reason to believe a locker contains illegal contraband/substances or school property.

**Medications at School**
When a student requires any medication at school, the medication must be provided in:
- The original prescription bottle labeled for school;
- Written authorization from the parent for all medications;
- Written authorization from parent and physician for all prescription medications;
- Medications are kept in the Health Office unless arrangements have been made otherwise (alternate location, or self-carry)

**Messages for Students**
During the school day, only emergency messages can be accepted from the student’s parent/guardian. The parent/guardian must describe the nature of the emergency, and the student will be located as quickly as possible.

**Permit to Leave**
Bring a written note from parent/guardian indicating the time and location of your appointment. Your note must include a parent/guardian signature and a home/work phone number. Bring your note to the office administrative assistant. If the administrative assistant cannot verify your appointment, your permit will be denied. Next Step is a closed campus. Students may not leave for lunch during the school day.

**Phones**
A phone is available at the reception desk for students after school, and on an emergency only basis. Students are not to use classroom phones without staff permission. Telephone use will be limited to 2 MINUTES for each student.

**Policies**
All district policies are available at the South Washington County Schools Web Site. In addition to this handbook, each student will receive an 833 “Student Responsibility Handbook,” which outlines expectations related to student conduct.

**Program Schedule**
Next Step schedule will follow the same schedule as the high school with a six period day. School will start at 8:00 am and dismiss at 2:30 pm. Each student will have an individual schedule which may vary from start and end times and days of attendance.
Progress Reports and Report Cards
IEP progress reports are completed through the collaboration of the student’s case manager, classroom teachers, and Work-Based Learning Coordinator. Progress reports are mailed at the end of every trimester. The Next Step Transition Program operates on a “Pass/Incomplete” system. Specific grades are not issued. IEP and Conference times are offered during the school year to provide parents/guardians with an update regarding the student’s performance in classes, IEP goals, and graduation requirements.

PSEO and 916
Students, who are interested in attending college-level classes, must meet the same entrance criteria as the non-disabled peers (criteria vary depending on the college/institution). Students interested in attending post-secondary programming must complete the established application and selection process for enrollment consideration. The IEP team determines when the student is eligible to apply for post-secondary programs through Next Step. During this time, the student must demonstrate good attendance, good behavior and a positive work ethic. In addition, the student must have received a recommendation from the IEP team, after consideration of the student’s needs/abilities. This procedure is based on IEP.

School Hours and Class Times
Our school day is from 7:50 am – 2:20 pm. The day is structured as follows:

Students arrive at Next Step.

7:50 am – 2:20 pm Students who are scheduled for classes at Pathways are transported from Next Step to Pathways.

Next Step (students who spend the morning at Next Step) have class periods arranged as:
- 7:50 - 8:55
- 9:00 - 9:55
- 10:00 – 10:55
- Students who’ve spent the morning at Next Step are transported from Next Step to Pathways at 11:00 am to arrive at Pathways at 11:30 for Lunch and afternoon classes.
- Students who’ve spent the morning at Pathways are transported from Pathways at 10:30 to arrive at Next Step at 11:00 for Lunch and afternoon classes.
- 11:00 – 11:55
- 12:00 – 12:30 – LUNCH
- 12:35 – 1:30
- 1:30 - 2:20

Pathways (students who spend the morning at Pathways) have class periods arranged as:
- 8:30 – 9:25
- 9:30 – 10:30
- Students who’ve spent the morning at Next Step are transported from Next Step to Pathways at 11:00 am to arrive at Pathways at 11:30 for Lunch and afternoon classes.
• Students who’ve spent the morning at Pathways are transported from Pathways at 10:30 to arrive at Next Step at 11:00 for Lunch and afternoon classes.
• 11:30 – 12:25
• 12:30 – 1:00 – LUNCH
• 1:05 – 2:00
• 2:05 – Students are transported back to Next Step to board the bus for home. All busses routed to take students home are boarded and depart from Next Step location.

Schedule Options
Each student’s schedule is dependent upon the needs identified in their IEP and graduation plan. The primary program operates Monday through Friday from 8:00 a.m. to 2:30 p.m. Classes are scheduled with consideration of the student’s needs and work/post-secondary schedule and location (Next Step, Pathway or off-site work-based learning). Students who hold a paid/non-paid job, or who participate in Post Secondary Enrollment, or 916 classes may count the hours served toward their school schedule. All paid/non-paid job sites must meet the Work Based Learning guidelines and be supervised by a Next Step Work Based Learning Coordinator.
Scheduled changes will be made on a case-by-case basis, with the case manager’s approval. Changes to student schedules may not always be immediate.

School Grounds
Students not involved in off-site learning opportunities are required to remain in the Next Step or Pathways buildings throughout the school day. Students who drive need to notify Next Step staff. Next Step students are not allowed to be at other schools in ISD 833 while their school is in session. Visits must be arranged with the Next Step office as well as the office of the school to be visited prior to the visit.

School Outings
Students participating in class outings or activities must ride to and from the specified location in program approved vehicles.

Storage Spaces
Coat racks and limited storage space is available for student use. These designated spaces are not the private property of students, and may be searched by school personnel. School officials retain control of storage spaces and may inspect them periodically. The program/District 833 is not responsible for lost or stolen items.

Substitute Teachers
If the regular teacher is absent from the classroom, then students will have a substitute teacher to guide learning for the day. The substitute teacher assumes all the responsibility, as well as the authority, of the regular teacher. It is expected that all students will treat the substitute teacher with respect and provide assistance in making the day worthwhile and productive.
Tardiness
Students who arrive late should check in at the main office. A tardy will be documented on the attendance report. If you wish to receive credit for that day, you must make up your assignments and satisfy daily requirements for that class. Habitual tardiness to class will result in an IEP meeting to discuss attendance.

Teen Depression
What everyone should know to help themselves and their friends.
Not all people with depression will have these symptoms or have them to the same degree. If a person has four or more of these symptoms, if nothing can make them go away, and if they last more than two weeks, a doctor or psychiatrist should be consulted.
• Persistent sad or “empty mood”
• Feeling hopeless, helpless, worthless, pessimistic and/or guilty
• Substance abuse
• Fatigue or loss of interest in ordinary activities
• Disturbances in eating and sleeping patterns
• Irritability, increased crying, anxiety and panic attacks
• Difficulty concentrating, remembering or making decisions
• Thoughts of suicide, suicide plans or attempts
• Persistent physical symptoms or pains that do not respond to treatment

Know What to Do
✓ Listen carefully.
✓ Don’t judge.
✓ Focus on the behaviors that concern you.
✓ Reassure your friend that there is help and those suicidal thoughts are only temporary. ✓ Offer to go with your friend to his/her parents, counselor, or doctor.
✓ You can say things like, “I can tell you’re really hurting,” or “I care about you and will do my best to help.” Tell him/her, “It’s okay. It isn’t your fault.”
A supportive friend can mean so much to someone who is in pain.

Find Someone Who Can Help
› Parent(s), guardian, or other family member
› School psychologist, social worker, or case manager
› Personal physician
› Personal clergy
› Your local hospital
Many people can help you help a friend who is depressed or suicidal. But sometimes adults don’t understand depression and suicide. You can teach them. Ask for help until you find it.

Local Resources
Crisis Connection
Youth Service Bureau
Community Counseling Center Suicide Prevention
Face to Face (Counseling Services) What’s Up? Youth Info Line
For Emergency Call 1-800-SUICIDE
www.crisis.org  www.ysb.net
**Tobacco**

According to the South Washington County School Board, effective August 1, 2001, all district buildings and grounds are tobacco-free. No students or staff are allowed to use tobacco at any school district building or any district grounds. This policy applies to any vehicles on district grounds. Tobacco products (including e-cigarettes) will be confiscated if they are observed in the possession of a student on school grounds.

**Transportation**

District 833 provides transportation to all students outside of the walking area. If there is a question or problem regarding transportation, please call 651-425-5303. Students are reminded that district transportation is a privilege, not a right. Students must follow the directives of the bus driver at all times. Failure to follow directives and/or disrespect toward the bus driver or any bus assistant may result in suspension from the bus or denial of transportation services.

All school policies, procedures and behavior expectations are in force on school transportation. In addition, the students must follow the following rules and regulations. Failure to do so may result in a driver’s Bus Conduct report to an Administrator. Loss of transportation privileges and/or other disciplinary action may occur.

1. Be at the assigned bus stop five minutes before the scheduled arrival time
2. Quiet talking is acceptable on the bus. Excessive noise or shouting will not be tolerated.
3. Students must remain in their seats at all times with seatbelts fastened. Moving around in the bus is not permitted.
4. Paper and trash must not be left of the bus.
5. The safety of all riders requires that the driver’s directions must be promptly followed. Students must accept any seat assigned by the driver.
6. Students are responsible for any damage to the bus and must reimburse the district for costs of repair and replacement.
7. When requested, students must identify themselves and give correct information to the bus driver.
8. At the beginning of the school year, each student will receive a copy of the District’s BUS SAFETY CODE. This contains a complete set of rules and regulations governing student conduct while being transported on school buses.
9. Bus evacuation drills are practiced during the year and safety instructions are provided. Student cooperation in following these procedures is expected and appreciated.
10. Report items left on the bus to the a staff member.

**Theft of School, Student or Employee Property**

Theft of any school property or equipment or other student’s property or employee property may result in suspension, legal action, full restitution or replacement or recommendation for dismissal. The school district is not responsible for lost or stolen personal property. Next Step prefers that students not bring anything of value that may easily be lost or stolen.
Truancy
Students are expected to attend school unless they have an acceptable reason for absence. The State Compulsory Education Law will be followed.

Vandalism
Vandalism is any willful act that defaces or damages school property or private property. Any student committing acts of vandalism is subject to disciplinary action, including, but not limited to, financial restitution.

Videos/Headphones/Media/Music
Headphones/music is not allowed during teacher instruction. An exception may occur if teachers allow headphone usage during individual work time. Staff decision is final.

Visitors
When visiting a school district building for any reason, individuals are expected to conduct themselves in a manner that is fully consistent with the mission, policies and rules of the district, school and classroom, and in a manner that is not disruptive to the learning environment or to individuals. The building principal, teacher or employee has the authority to demand that visitors vacate the school property if they are acting in a disruptive or belligerent manner. Examples of disruptive behavior include, but are not limited to, arguing with the teacher or students, verbal or non-verbal participation in the class without teacher permission, or actions or words that take student attention away from the teacher and the lesson. The principal or designee may involve district or law enforcement authorities if necessary. Visitors who have demonstrated inappropriate behavior on previous occasions may be denied visiting privileges.

Withdrawal from School
Students are encouraged to complete their high school education. Education is vital in a democratic society and important for career choices. However, if you decide to withdraw, please do the following:
1. Sign Student Withdrawal Form (parents if student is under 18).
2. Hold a conference with the administration and review options.
3. Return all instructional materials and clean out locker.

Work-Based Learning
Every student is assigned a work-based learning coordinator. The Work Based Learning Coordinator is the primary contact for the student related to employment and career planning. Regular meetings are held with the student at the school, on the job site, or in the community to discuss employment issues. The Work-Based Coordinator is required to maintain verification of the student’s employment schedule, work evaluations, and training agreement and plan.
Please sign and date that you understand you are responsible to read and follow the contents of this document.

I have received and will read the 2018-19 Student Handbook. I understand and agree to follow the expectations of The Next Step Transition Program.

_________________  _____________________________  ________________
Student Signature                                           Date

_________________  _____________________________  ________________
Parent Signature (if student is under 18)                      Date

DISCLAIMER
This booklet does not cover all policies and procedures of The Next Step Transition Program. Additional policies and procedures will be presented and discussed with students as they occur. Should a question arise on a topic not covered in this booklet, students are encouraged to meet with school personnel for clarification and interpretation. The program supervisor reserves the right to make final decisions regarding any issues. School personnel will review the Student Handbook with all students.