



The Sonia Shankman Orthogenic School
at the University of Chicago

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Dear Incoming Student,

It is a pleasure to welcome you to the Sonia Shankman Orthogenic School. We hope that you will find the students and the staff friendly and helpful, and the environment safe and comforting.

"Orthogenic" is derived from the Greek language meaning "true path" or direction. The motto of the O-School, "A safe haven and a path to hope," reflects our desire to provide you with the best possible education and enjoyable living situation. In this way, the "O-School" can help to insure that you have a happy and successful future. We are looking forward to working with you towards reaching your goals.

Yours truly,

Pete Myers and Diana Kon
Co-Executive Directors

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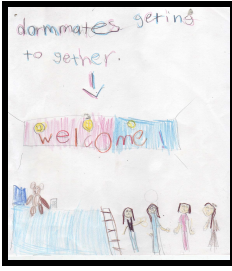


Introduction and

Welcome

I was asked to write the introduction to this manual that is “*for the students and by the students*” and, at first, I was skeptical of its worth and close to quitting due to personal bias. But then, I realized that my personal bias is really just my personal experience, which is unique – as is the experience of every Orthogenic School student. That’s the interesting part about the Orthogenic School and other places like it. Although you do have to “play the game”, how you play is up to YOU. Here, you’re not just some diagnosis on a piece of paper, or a logistical burden on an already thinly stretched budget. You are your own person – with your own experience and your own potential. Let your behavior speak for itself. Let your actions silence those who have doubted you and held you back. Situations change. People change. No matter how hopeless things appear, they can change in a second. Stepping through that Yellow Door can make things feel pretty hopeless, but the choice is yours: fold, or step up and play ball.

The manual we have written here is intended to provide you with some baseline rules and regulations so you aren’t flying blind for the first couple weeks. The student body and I sincerely welcome you to the O-School and hope that somehow it helps you find whatever it is you’re looking for.



Dormitory Life

In the O-School there are a total of 4 dorms that are on the third floor. There are 2 boys' dorms and 2 girls' dorms. Students in these 4 dorms are split according to identified gender, age and maturity. The boys' dorms are the Leviathans and the Hawks. The Leviathans are the High School students and the Hawks house mostly Middle School and Elementary School students. The girls' dorms are the Phoenix and the Starz. Generally, the Phoenix is home to the older girls (High School students) and the Starz is home to the younger girls (younger High School, Middle School and Elementary School students). In each dorm there are five Counselors and one Dorm Manager, who helps supervise the dorm, leads Family Therapy and works on Treatment Planning with students and their families. There are also five "CIL"/"Coverage" staff members (each of whom work different schedules) who help supervise dorm shifts and assist with crisis intervention when kids are having a tough time.

When you start off in the dorms, you are essentially at the bottom of the pyramid. You do not have many privileges, but with good work over time, you can obtain many privileges. The first privilege you get is your "off-grounds." Off-grounds allow you to leave the O-School's property with a counselor. Next come "home visits." Home visits allow you to spend time with your

family either at home or at the O-School for a pre-determined amount of time. It takes some time to receive home visits, but it's a process everyone here has gone through, and we all survived just fine. Another privilege that can be earned is "Alone Time." Alone Time allows you to go to a certain part of the building for a pre-determined amount of time. When you first receive Alone Time, you really know you are on the right track. The last privilege you can earn is "Independent Outings." Independent Outings (or IOs), allow you to go outside of the O-School's property on your own for a pre-determined amount of time. Getting IOs is a huge accomplishment for any student who receives them.

Your first couple of weeks here at the O-School could possibly be the toughest for you, as it is never a breeze to adjust to a new living setting, but with a positive attitude and perseverance you will be adjusted and rolling along before you even know it.



Day

School Life

Words of Advice from the Day School Students

Did you know that the O-School has a strong and vibrant population of Day School students? We do! In fact, approximately 30 of our current students are Day School students - meaning they do not live at the O-School, but come here for school each day. During the school day - these students are grouped with the Residential Students to make one, big school community.

But, here is some information made especially for Day School students, from Day School students...

Transportation:

Day school students get to and from school in a variety of ways including:

1. Taxi
2. School Bus
3. Parents

Going back and forth from school every day is not always easy (especially if you get stuck in traffic), but here are some ways you might want to pass the time....

1. Listen to music on your IPOD
2. Play video games on your Gameboy
3. Read a book, newspaper or magazine
4. Work on homework or an art project
5. Use your laptop for some creative writing.
6. Sleep

Schedule:

Day school students have somewhat different schedules than their classmates. Here is an average weekday for a day school student:

Time	Activity
6:00 AM - 8:00 AM	Wake up, get ready for school, leave for school
8:30 AM (or so)	Arrive at the Orthogenic School
8:30 AM	Meet in the Front Living Room and wait for staff to bring you to the dining room for breakfast
School Day (8:50 am - 3:15 pm)	
3:15 PM	Walk with staff and other day school students to the front door
3:20 PM	Meet your ride (bus, taxi, parents) in front of the school
4:00 - 5:00 PM	Arrive home and prepare for next school day

Also, some students will stay after school for extra-curricular activities, with the approval of parents and/or their school district.

Remember...

The O-School year is a full calendar year (September - August). There are exceptions made for family vacations.

Your First Week at School:

1. Concentrate on your school work.
2. Watch what you say to your classmates - remember that other students might have sensitivities that you do not know about yet.
3. Try not to take things too personally - someone might happen to insult you, but try and stay calm and focused on what you need to do.
4. Try to observe and listen more than you talk.
5. Stay focused on your goals, focus your mind and make sure you stay settled.
6. Use staff members to help you get better adjusted - talk to them if you have any questions or concerns. Here are some (of the many) staff members who can help:

Staff Member	Position at the School
Dane Davlantis	Case Manager for Day School
Samantha Prague	Case Manager for Day School
Raquel Rossi	Case Manager for Day School
Ronda Skilton	Case Manager for Day School
Jerry Martin	School Principal
Michelle Zarrilli	Academic Coordinator
Tim and Andrew	Crisis Intervention Leaders
Therapists	Individual and Group
Teaching Staff	Teachers, Teaching Assistants and One to Ones
Diana Kon	Co-Executive Director of Orthogenic School
Pete Myers	Co-Executive Director of Orthogenic School

Relating with Residential Students:

Sometimes it is difficult to make friends with residential students because they spend evenings and weekends together while you go home each night. Here are some things to know about getting to know Orthogenic School residential students:

1. Sometimes Residential Students get upset or resent the fact that you go home for evenings and weekends. Residential Students might think you have a lot of freedom because you are a Day School Student. You should understand where they are coming from, but remember that they also have some opportunities you do not have.
2. Remember that the Residential Students spend a lot of time together so, at first, it might seem like you are on the outside looking in. Just take your time and, sooner or later, you will be able to make friends with residential students. It takes time for them to get to know you and not just see you as a “Day School kid.”

Good Luck and Welcome to the Orthogenic School!



Academic

Life

The Orthogenic School has several unique characteristics that separate it from other schools. The Orthogenic School consists of eight classrooms and a gymnasium, and each classroom has their own unique subject (English, History, Math, Science, Foreign Language) and name (All Stars, Titans, Olympians, Archaeologists, Rhetoricians, Xenophiles, Pythagoreans, Professors). Every student has a “base classroom” - which are divided by age and grade level.

Basically, every student in the Orthogenic School has an Individual Education Plan or (IEP). This determines what special accommodations each student may require, such as a one on one or extra time on tests. For example, a one-to-one is used when a student requires a teacher with them at all times for educational needs or if they just need someone to talk to. Not every student at the Orthogenic School has these accommodations, but they can be provided if necessary.

The classrooms in the Orthogenic School are very laid back and chill, and have a main Teacher and at least one Teacher’s Assistant or (TA). The number of TAs you may have really depends on what class you are put in. At the Orthogenic School, you don’t really get to choose which class you would

like to be in. It is all either determined by faculty and staff, or on grade level and capabilities.

Every staff member at the Orthogenic School is prepared to help us to the best of their abilities. Certain days can be more stressful than others, and staff realizes this and tries to help us as best they can. From my own experiences, as I am a student at the Orthogenic School, whenever I had trouble with getting any work in, due to difficulties I was having at a given time, they would create a plan with me on how to get caught up.

In the hallways during school, there is always a “CIL”/“Coverage”/Crisis Intervention staff member available to assist in any form of crisis.

The Orthogenic School has actually been a spectacular experience for me. Throughout my stay, I have learned how to manage my time, cope with hard times, and keep up with school work and receive good grades. I hope you can get what I have gotten out of this school so that you can continue to pursue your future goals.



TLC: Transitional

Living Center

Transitional living center, transitional living care, tender loving care - these are some of the many meanings of the TLC acronym. The technically correct one as established by the Orthogenic School is Transitional Living Center. To get an understanding of the dream behind TLC, one must dissect its meaning in laymen's terms and that is what I will try to do for you now.

Therapeutically speaking, transition means a period where one adjusts to a change, normally of scenery, but it is not limited to this. The change the TLC students are adjusting to is that of living in the real world. Many people who are in TLC will graduate from the O-School and will move on to either college/technical school or the working world. However, other students move back home with their parents/guardians. This is not always the case, but generally, that's how it ends up playing out. At this present time, the O-School doesn't normally admit people straight into TLC. Instead, you have to work your way up to it. TLC kids have all lived in a dorm at one time or another. To be in TLC, you must be at least 16 years-old. You have to have IOs (Independent Outings) to get into TLC, and obviously all those other privileges that come before IOs, like Alone Time. TLC students earn

basically unlimited Independent Outings as long as they are where they are supposed to be when they're supposed to be there.

At the present time, all TLC rooms are occupied to be double rooms but it is not mandatory for people to have roommates if there is enough space (i.e. the program is not full). When TLC is full, there are two people to a room.

It is important to know that TLC kids aren't junior counselors, although we sometimes try to act like we are! Instead, TLC students are peers and the only seniority they have is more privileges and maybe depending on the case, they may have been here longer. Basically, TLC is supposed to be a place where kids get to try out living with their independence of the real world while having the safety net of the school to test out their new found skills. This is all what TLC is in principle, but in practice, there are always exceptions to the rules. In any case, as a TLC student, I welcome you to the school and wish you well!



Students at the Orthogenic

School

Students come to the Orthogenic School for a variety of reasons. Many struggle with their feelings, others have a hard time behaviorally, and some have difficulty with both. But for whatever reasons or realities that have brought us here, we all have work to do towards making positive changes in our lives. As you know, the Orthogenic School is a residential treatment center and a school. For many students, coming to a residential school is really hard, especially because you basically live here for awhile and you obviously don't get to see your family and friends as much as you would if you were at home. We do get to see our parents on home visits though which is good. Usually, home visits happen every other weekend, but they don't tend to happen until you have been here for a few weeks. I think it is even more challenging for the students who come from out of state because they don't get the chance to go home as often as we do.

Most, if not all of the students here have some type of mental illness. Many struggle behavioral, emotionally, and/or developmentally. We learn social skills here to help us function and how to be productive in our lives. Also, we learn self-control in handling our emotions. Working is a way to progress here. There are different ways of working here, but basically we all work on

our treatment goals, which are the things we need and want to accomplish before graduating from the program. Also, we get the opportunity to get jobs and earn money here. There are also steps towards earning more privileges. Privileges help us make our stay easier, so we all try to earn them.

In the end, the Orthogenic School helps people. Some people hate it, but we get the help we need, and if you work hard you will benefit from having been here. It just takes time. Please remember that we have all been in your shoes, so know that you aren't alone! Good luck!



Student Council

The O-School has a long-standing Student Council in place that is run by elected O-School students. There are four school elected officers that include: President, Vice President, Secretary and Treasurer. In addition, each classroom has a “Classroom Representative” - that is elected in an “in class” election.

In order to be eligible for one of the 4 officer positions, you must first receive at least two nominations for a specific position. After that, you can make posters and display them in the halls to inform the student body of your campaign plans. From there you give a speech in front of the student body and they vote on the nominees. Once the four officials are elected, each classroom elects one person to be their class’ Classroom Representative. Since there are a total of 8 classrooms, the Student Council consists of 12 total students. To learn about the specific responsibilities of the different Student Council positions, see the attached Student Council Constitution.



Rules

General Universal O School That All Students Should Follow

Each dormitory has its basic set of ground rules and guidelines to follow and some of them might differ by dorm. When you get here, your dorm mates and counselors will help you know and understand better how your dorm runs. But, we also have expectations that everyone should follow, and they really stem from respecting yourself and others. Here are some of them:

What you shouldn't do:

- No name calling or cursing.
- No sharing of computers in school.
- No checking email in school.
- Don't touch or take other people's belongings without their permission (common sense)
- Don't touch people (even something like giving a "high five") until you get a sense of their boundaries.
- No horse playing.
- Don't go in people's areas without their permission.
- Don't sit on any other student's bed.

- No sharing of another student's belongings unless you have received permission from the student and the counselors.
- Don't give people a hard time when they are in crisis, we are all here for a reason.
- No smoking.
- You need to be with a staff member and/or the dormitory unless you have earned Alone Time or Independent Outings.

What you should do:

- Try to get to know your peers and staff.
- Try to take care of yourself.
- Try to have fun while you are here!
- Try to work on your goals.
- Try to be kind and respectful to yourself and your peers and staff.



The Mecca That is Hyde Park

So, what is there to do around here, anyway? Well, all sorts of stuff! Within a fifteen-minute walk, there is 53rd street, which has a Starbucks, McDonald's, Walgreens, "Sit Down" Sushi, and many more restaurants and stores. 53rd is a happening place. Even closer is 57th Street, with a café called Medici, along with a few other eateries - like the University of Chicago's Reynolds Club (for milkshakes)! There are also several convenience stores, a park, and a plethora of new and used bookstores.

If you like cold weather, there is an outdoor ice-skating rink of the University of Chicago's Midway Plaisance, a ten minute walk from the O School. It is free as long as you bring your own ice skates. If you don't have your own skates, you can rent them there for just a few dollars.

Because we are located on the University of Chicago's campus, we enjoy many of the perks that the college students receive living in Hyde Park. For instance, there are many terrific campus museums to check out as well as Court Theatre for plays and productions. The Museum of Science and Industry as well as the DuSable Museum are also located in the neighborhood. One of Frank Lloyd Wright's houses is only a few blocks away and they offer tours to the public. Sometimes, we go to Ida Noyes Hall

to watch cheap movies at Doc Films. The library is also a place we like to frequent in order to go on-line after school.

One really neat place to visit in Hyde Park is Promontory Point, which is a really beautiful Park right on Lake Michigan. We often go there when the weather is nice for picnics and to swim. Really close to “the Point,” as it is referred to, is the Japanese gardens which are also a sight to see! Lastly, the Midway Plaisance, which is basically just a grassy boulevard where we like to play soccer or other games. As you can see, there is a lot to do in Hyde Park. And, we also have easy access to getting downtown where of course there is even more to do and see.



Student

Interviews

We interviewed 4 students, and asked them the same 3 questions. Here are their collective responses:

What is your favorite aspect of the Orthogenic School?

- The fact that it helps people get better and it gives them a second chance. I came here a few years ago, and the chances I had to be successful were against me and now thanks to the O-School, I am able to function in society without too many restrictions or problems.
- Free food!
- That even though we fight sometimes, I would have to say that my favorite aspect would have to be my dorm mates and sometimes my counselors. It is great to have people that know me and that are always there.
- I like that the O-School tries its best to help people in any way possible to help them get better so that they can manage their problems and be successful.

What kind of advice would you give to a new student?

- I would tell them not to put in 100%, but rather that should be their bare minimum. They should really give 125%, more than people expect, so that their hard work will get them farther. I would also have to say that they will have to want to get better in order for them to be successful. No one can force you to accept help - you must find a way to want and accept it.
- Do not expect to stay here less than one year.
- I would say to work hard to achieve their goals and to want to succeed and that they should try their best.
- I would say to be open and honest about your life and who you are. It's the best place to start. And have people accept you the way you are.

What is your favorite activity at the O School or what has been the most rewarding experience for you at the School?

- Succeeding in accomplishing my goals.
- Playing in the side yard!
- Accomplishing things like moving forward and doing a good job. Having people be proud of me and working through my problems so that I can be independent. I want to get my own room and eventually move into TLC.
- The Art Room! There are so many awesome opportunities to learn and experiment different mediums of art that help me express my emotions.



APPENDICES

The Sonia Shankman Orthogenic School
At The University of Chicago
6245 S. Ingleside Avenue
Chicago, Illinois 60637

Client Grievance Policy

Purpose And Scope:

The cornerstone of the Sonia Shankman Orthogenic School's client grievance policy is its "Open Door" policy.

The purpose of the Orthogenic School's Open Door Policy is to implement the philosophy that all students, parents, guardians, and responsible family members should have free and immediate access to supervisory personnel to raise any type of treatment and program concerns.

Student, parents, and/or guardians are encouraged to raise treatment and program concerns with the staff member assigned and directly responsible for the student's care as soon as possible after the events that cause the concerns. Alternatively, if the student, parents, and/or guardians believe that the immediate staff member or supervisor is not the appropriate person with whom to raise such matter, the student, parents, and/or guardians are encouraged to bring his or her concerns to the attention of any other supervisor, member of management team or the Co-Directors. Therefore, it is only after all avenues of resolve have been pursued within the Orthogenic School that an employee would contact a member of the Board of Directors, or any outside agency.

Student, parents, and/or guardians are further encouraged to pursue discussion of their concerns with the management official they have approached until the matters they have raised are fully resolved. The Orthogenic School cannot guarantee that in each instance the student, parents, and/or guardians will be satisfied with the result, but in each case an attempt will be made to explain the resolution of the matter to them, even when it is not the result that they sought.

The Orthogenic School believes that such concerns are best addressed through informal and open communication. No student, parents, and/or guardians will be disciplined or otherwise penalized or retaliated against for raising a good-faith concern. The Orthogenic

School will attempt to keep confidential all such expressions of concern, their investigation, and the terms of their resolution. At the same time, however, some dissemination of information to others may be appropriate during the process of investigating and resolving the concerns.

Written Grievances

Student, parents, and/or guardians who conclude that their treatment and/or program concerns should be brought to the attention of the Orthogenic School are also encouraged to submit a written grievance or complaint whenever such a problem cannot be resolved with the immediate staff member or their supervisor after an attempt to work things out through the Open Door Policy. Student, parents, and/or guardians who submit a written grievance or complaint under this procedure will not be subject to any reprisals. However, student, parents, and/or guardians submitting a written grievance or complaint should do so in such a manner that will not disrupt or interfere with the work of any other employees or disrupt the treatment and care of other students. Any student, parents, and/or guardians having a grievance or complaint that cannot be resolved initially should forward the grievance or a written complaint to the Co-Directors. The Co-Directors will review the grievances within 48 hours. Thereafter, the matter will be resolved promptly, or alternatively, the Orthogenic School will conduct a formal investigation pursuant to the Internal Complaint Review Procedure, which is described below.

Internal Complaint Review Procedure

The purpose of the Internal Complaint Review Procedure is to afford all of the Orthogenic School's student, parents, and/or guardians the opportunity to seek internal resolution of their work-related complaints. The Internal Complaint Review Procedure is intended to supplement the Open Door Policy. The Orthogenic School will attempt to treat all internal complaints and their investigation in a confidential manner, while at the same time recognizing, however, that some dissemination of information to others may be appropriate in the course of investigation and resolving internal complaints. The Orthogenic School will not retaliate or seek reprisals from anyone who brings a complaint in good faith, regardless of whether or not the complaint is found to have merit.

Procedure

1. Filing of Complaint

Student, parents, and/or guardians should prepare a written complaint and direct it to the attention of the Co-Directors as soon as possible after the events that give rise to their concerns. The written complaint should set forth in detail the reasons for the complaint and the resolution sought by the employee. It should be signed and dated by the employee and then sent to the Co-Directors in a confidential envelope. Client Grievance forms will be publicly and freely available in the classrooms, dormitories, and reception areas.

2. Investigation

The Co-Directors, upon receipt of a written complaint, will send the student, and parents or guardians an acknowledgement that the complaint was received and that it is under review. The Co-Directors will direct the investigation of the complaint. Where necessary, the investigation will include a face-to-face meeting with the student, parents, and/or guardians and with others who are named in the complaint or who may have knowledge of the facts pertinent to the complaint.

3. Resolution

On completion of the investigation, the Co-Directors will take action to resolve the complaint. In addition, the Co-Director will meet with the student and parents or guardians to discuss the resolution of the complaint.

Sonia Shankman Orthogenic School

Student or Parent Complaint Form

If after having attempted to resolve matters through the school's Open Door Policy, the student, parent, and/or guardian continues to feel further resolution is needed, the person(s) involved should complete the following form as soon after the event as possible. The completed form should be given to the Co-Directors. The person completing the form will be given written acknowledgement of receipt of the form within 48 hours.

Type of Complaint (check one)

----- Alleged discrimination on the basis of race, sex, religion,
national origin, mental or physical handicap

----- Alleged unfair treatment by staff member

----- Alleged poor service by staff member

----- Alleged abusive or neglectful treatment by staff member

----- Other

Please describe the nature of your complaint (Attach sheet if necessary)

Please describe the resolution that you are seeking (Attach sheet if necessary)

Signature and Date

Your complaint will be reviewed and resolved by the Co-Directors of the Sonia Shankman Orthogenic School within two weeks. You will be notified of our findings in writing.

Sonia Shankman Orthogenic School
Student, Parent and/or Guardian Grievance Resolution Form

Staff Members Evaluation of Problem: (Please include a description of your efforts to discuss the complaint with the client)

Supervisor's Comments:

ADR's Comments:

Co-Directors Comments:

Findings:

Staff Member's Signature and Date

ADR's Signature and Date

Supervisor's Signature and Date

Co-Director's Signature and Date

The Sonia Shankman Orthogenic School Student Council Constitution

The Student Council shall honor all agreements and uphold what we stand for.

Revised by the Student Council: School Year 2006 - 2007

Ratified by the Student Body: June 4, 2007

We the assembled students of the Sonia Shankman Orthogenic School, in Chicago, Illinois, in the United States of America, hereby establish this Constitution for the Student Council of the Sonia Shankman Orthogenic School.

Article 1: Organization

The Council will be directed by the efforts of four individuals elected to the positions of President, Vice-President, Treasurer and Secretary, along with a Representative From each class, and a non-voting Staff that shall be present at every Student Council meeting.

Article 2: Official Duties

The President:

1. Responsible for administration and organization of the Student Council itself.
2. Responsible for representing the Student Council before the Staff (along with the Vice-President and Representative chosen for the present Staff meeting).
3. Directs meetings with the help of the Vice-President.
4. Has vetoing power only over Classroom Representative if all Officers agree.
5. Creates an Agenda for meetings with Vice-President
6. Responsible for keeping a Master Binder of any/all records, proposals, votes, meeting minutes and Agendas for each term. This binder is public information, which will be kept in a designated place to be decided during each term
7. Responsible for submitting a monthly report to the Co-Directors of the Orthogenic School summarizing the most important activities and decisions of the Student council

The Vice-President:

1. Responsible for the administration, operation, and oversight of all affairs of Council members, along with representing at Staff meetings
2. Shall take over all duties of President if President is not present
3. Creates an Agenda for meetings with President

The Secretary:

1. Responsible for the maintenance and oversight of the records of Student Council meetings
2. Responsible for communication between Council members and the Student Body **through notes that will be displayed on the Student Council Board.**

The Treasurer:

1. Responsible for the maintenance and oversight of the financial affairs of the Council
2. May distribute funds as necessary that are approved by the Student Council members/Student Body

Classroom Representative:

1. Responsible for expressing all views, opinions, and concerns of the class they represent
2. Responsible for taking any classroom votes when the issue only affects their class, and reporting the number of votes back to Student Council

3. Responsible for taking notes and reporting back to classmates after each meeting
4. Responsible for appointing a temporary Representative if he/she will be absent from the meeting
5. Responsible for keeping a Classroom Binder with any/all records, proposals, votes, meeting minutes and Agendas, which will be brought to every meeting

Student Advisor(s):

1. Actively assist the students in the educational and therapeutic goals of running and maintaining a successful student government
2. Be present at every meeting giving minimal assistance during the meeting
3. Take notes about the progress of the group and other issues as well and will work closely with the Co-Directors of the school and Dorm Managers and staff
4. Keep a staff binder, which includes any/all records, proposals, votes, meeting minutes and agendas, which will be brought to every meeting

Article 3: Purpose

The purpose of the Student Council shall be to:

1. Create a “voice” for the students of the Sonia Shankman Orthogenic School
2. Involve students in important decision-making that may affect the learning and/or living situation of all residential and **day school students**
3. Help all students work well together
4. Teach students how to express their ideas in an official and appropriate manner
5. **Dispense information at the Community Meetings and by using the Student Council Board.**
6. **Assist in organizing school events**

Article 4: Elections

Section 1: All students that attend the Sonia Shankman Orthogenic School shall have the opportunity to be nominated unless there is recent history of **violence and/or property destruction**

Section 2: The students of the Sonia Shankman Orthogenic School shall elect the members of the Student Council in September of every year

Article 5: Nominations

Section 1: A student who wishes to be a candidate for the Student Council should:

1. Be a good citizen
2. Be a hard working, diligent student, **with no failing classes**
3. Relate well to other students and staff
4. Be interested in being an elected official
5. Have two written nominations
6. Have read and understand the Constitution

Section 2: Election of Student Council Officers (President, Vice-President, Secretary &

Treasurer) shall take place in a designated place, where the Student Body will vote by private ballot.

Section 3: The Election of Class Representative shall be within their own established electoral process

Section 4: The term of office shall run for the school year, from late September through June. In an ex-council member continues to meet all requirements and is elected in accordance with Articles Four and five, they are not limited in the number of terms they are able to serve.

Article 6: Meetings

Section 1: The Student Council meetings shall take place at least once a week. The Student Council will decide each term the appropriate meeting dates, times, and place.

Section 2: An agenda will be passed out prior to each meeting. Any student Council member may initiate agenda items, but they must be submitted to the President/Vice-President at least two school days in advance.

Article 7: Records

Section 1: Records of what is accomplished in student Council meetings and any important decisions will be available to the Student body and Staff

- a. The Student Body/Staff will be kept updated on all that occurs
- b. Whenever the Student Council takes a vote, the tally of the vote for and against shall be public information without naming who cast each vote.
- c. Section two: Any record or financial information is public information

Article 8: Student Council Budget

Student Council funding shall be spent in the interest of the Student Body.

- a. The student council must vote upon purchases made with Student Council funds before presenting this choice to the student body.
- b. After passing Student Council, any purchase totaling between fifty to one hundred dollars will be voted upon by the Student Body in a hand count with a simple majority vote in favor
- c. After passing Student Council, any purchase totaling over one hundred dollars will be voted upon by the student council by private ballot with 2/3 vote in favor

Article 9: Proposals

Section 1: **Classroom Representatives will provide Suggestion Forms for their class. Each suggestion/proposal must include name, type of suggestion and the date.**

Section 2: Suggestions/Proposals shall be void if:

- a. It is outside of Student Council's jurisdiction
- b. The suggestion is inappropriate or unclear

Section 3: Each Suggestion/Proposal shall be dealt with according to the same protocol, regardless of whose suggestion it is. It is treated as follows:

- a. The suggestion is said or read aloud
- b. The suggestion is discussed
- c. The suggestion is voted upon and if voted by simple majority, then approved
- d. Student Council will review and respond to student within 2 weeks.**
- e. If approved the Student Council will finalize the proposal and submit to staff.**

Section 4: Proposals that have been approved shall then be assigned to a Student Council member to write the proposal for submission to whomever it applies.

Article 10: Student Committee Groups

A separate committee outside of student council may be created. The Student Committee Group must report back to Student Council on its information and decisions
New Committees may be formed if:

1. A reasonable written or oral proposal is submitted by any member of the Student Body or Staff
- 2. The Group has a staff member that is willing to lead and advise the group**
3. If the Student Council votes in favor of a new Committee by 2/3, then the Committee will begin within two weeks of the vote

Article 11: Impeachment and Removal from Office

Section 1: Any Elected Official or Representative may be removed from office if he or she:

1. Is repeatedly or consistently a danger to himself or others
2. Is hospitalized repeatedly
3. Is failing one or more classes
4. Misses more than two meetings if not excused prior to the meeting
5. Uses position in Student Council to belittle other students
6. Severely impedes the progress of Student Council
7. Attempts to sabotage Student Council
8. Does little or no work that is assigned to the member
9. Is severely disorganized/doesn't follow directions that were assigned

Section 2: Any Elected Official or Representative may be removed from office with the following steps:

1. A member of the Student Body/Staff registers a letter of complaint, detailing reasons for impeachment, and gives it to one of the Officers of Student Council or

- a Student Council Advisor
2. Complaint is recorded if it clearly points to an impeachable offence.
 3. For every complaint letter that is officially recorded, the member who is complained about will be notified and expected to respond.
 4. The Council member has **one week** to positively respond to the complaints issued against him/her.
 5. At the end of the one week the Student Council will vote **on private ballot** to remove the accused
 6. If the vote is 2/3 in favor of removing the accused, then that person is dismissed

OR

1. **The Student Council Advisors please a member on Probation, then Suspension for their behavior/grades (see Article 11, Section 1).**
2. **If a member of Student Council moves through Probation and Suspension periods and does not address his or her issues, he or she may be removed from office without a 2/3 vote from the Student Council.**

Article 12: Resignation

1. If for any reason, a member of Student Council wishes to resign, they must submit a formal explanation to the entire Student Council and the Orthogenic School Co-Directors. They also must present this explanation in a designated meeting of Student Council, listing the reason(s) for their resignation **in written or verbal form**. These steps must be completed before the council member is officially relieved of duties of his/her position in Student Council.
2. **If a person resigns following the above steps he/she may run for a Student Council position in the following election.**
3. **If a person does not follow the above steps, and simply leaves his/her office, he or she must get permission from Student Council Advisors before being allowed to run in another election.**

Article 13: Replacement

President: If for any reason the President must be replaced, the Vice-President shall take over the duties of President and appoint the next Vice –President with the approval of 2/3 of a vote from the Student Council.

Vice-President, Treasurer & Secretary: If for any reason one of these officers must be replaced, the President will appoint the new officer with the approval of 2/3 of the Student Council.

Classroom Representative: Each class shall run elections within their own established electoral process of replacement.

Article 14: Amending this Constitution

This Constitution may be amended by a 2/3 vote of the Student Body.



Student Rights

1. Every student has the right to service without discrimination as to race, color, religion, sexual preference, or ethnic or national origin.
2. Every student has the right to be offered the service setting that is least restrictive to the student's physical and social liberties to achieve substantial therapeutic benefit.
3. Every student has the right not to be subject to physical restraint unless the student's behavior could result in harm to him/herself or others.
4. Every student has the right to be free from fear, injury, neglect, abuse, and sexual exploitation.
5. Every child has the right to prompt medical care for the prevention, diagnosis, and treatment of medical, dental, and mental health problems.
6. Every student and his/her family have the right to be actively involved in the treatment planning process, the development of an individual treatment and discharge plan including the right to voice grievances and to make recommendations/suggestions with regard to these plans and services provided.

7. Every child has the right to culturally competent care, i.e. care which recognizes and accepts variations in cultural practices and values.
8. Every child has the right to refuse services not essential to a court and/or parent/guardian approved plan of treatment.
9. Every student has the right to learn the program rules, regulations, and discipline methods that apply to their behavior, why they are used, and how they affect students.
10. Every student has the right to communicate freely with individuals in accordance with program guidelines.
11. Every student has the right to a safe and clean environment.
12. Every student has the right to have nutritious and balanced meals.
13. Every student has the right to maintain personal property and to have a place for safe storage of property.
14. If any rights, according to Chapter II of the Confidentiality Act of the IMHDD Code are to be restricted, this will be justified and documented in the case file, and the student, guardian, and any other agency designated will be notified.
15. Every student has the right to express opinions and grievances and appeal adverse decisions up to the highest level in the agency and has the right to be heard in issues concerning his/her care, treatment, and plans for the future.
16. Every student has the right to confidentiality in accordance with the Confidentiality Act of the IMHDD Code and in the

Health Insurance Portability and Accountability Act (HIPAA) of 1996.

17. Every student has the right to receive an education appropriate to his/her individual abilities and educational needs.
18. Every student has the right to enjoy freedom of thought, conscience and religion, including access to his/her preferred religious services.
19. Every student has the right to be provided with opportunities to establish close personal relationships with other children and with caring adults.
20. Every student has the right to be free from exploitation in employment and employment related training.
21. Every student has the right to contact the Guardianship and Advocacy Commission (866.274.8023), Equip for Equality, Inc., (800.537.2632) and DCFS (312.814.6800) as appropriate. The student will be offered staff assistance in contacting these organizations.
22. Services will not be denied, reduced, suspended, or terminated for students exercising their rights.

**ORTHOGENIC SCHOOL ELECTRONIC DEVICE and INTERNET ACCESS
POLICY
UPDATED OCTOBER 2014**

It is the goal of the Sonia Shankman Orthogenic School to provide its students with computer and internet access, in order to enhance their learning and, at times, for recreational purposes. Because there are some potential dangers associated with these technologies, their use must be monitored for everyone's safety. Additionally, given the cost of the equipment, monitoring is required to protect devices in order to ensure their availability and functioning at all times. As technologies evolve, so will policies regarding their use.

Internet Access:

- Internet use within the classroom shall be limited to staff approved academic purposes.
- Internet use shall be limited to sites and purposes that are appropriate and approved by staff.
- Students may only access the internet with authorization from staff. The use of any other person's password, or unauthorized use of a wireless connection (inside or outside the building), is strictly prohibited. This includes the use of non-computer personal electronic devices.

Software:

- Students may not bring in, download, or copy any shareware, licensed software, or freeware from home or elsewhere. Software shall only be downloaded to Orthogenic School-owned computers by staff.
- Students may not take any software from the Orthogenic School to use at home or elsewhere.
- Students may only use software provided by the Orthogenic School for Orthogenic School computers.

Shared Resources:

- Students may not attempt to evade, disable, or "crack" passwords or security measures put in place to protect others' property or facilities, or computer settings.
- Designated staff has the final say regarding use of any element connected to the computer, network, and connected peripherals.
- Students may not attempt to bypass limits set on computers, including any resource allocation parameters (ex. printing limits).

Hardware:

- Students shall refrain from harming or damaging the computers and accessories (including software and peripherals) that belong to the Orthogenic School. When appropriate and necessary, students and/or families will be held financially responsible for any damage to Orthogenic School property.
- Students shall refrain from attempting to fix or alter the hardware in any way. Computer maintenance shall be provided exclusively by the Orthogenic School Information Technology Support team.

Intellectual/Property Rights/Commercial Information:

- Students may not quote in any letters, papers, or emails, any source without attribution and permission.
- Orthogenic School computers shall not be used to create/alter legal or official documents.
- Students may not use the Orthogenic School computer network for commercial activity.
-

Email Access:

Students who are eligible for email should note that:

- Students may only email from designated computers at designated times, and with explicit permission from Orthogenic School staff.
- Students should only access email accounts approved by their parents, guardians, and the Orthogenic School.
- Classroom computers are not to be used for student email. Students should not be accessing email accounts during the school day.
- Email, as well as other mail service at the Orthogenic School, is subject to monitoring if clinically appropriate and/or necessary.
- Email should not be sent to other students without staff knowledge and approval, just as students should not pass notes.

Digital Millennium Copyright Act (DMCA):

Downloading and distributing copyrighted files is a violation of the *Digital Millennium Copyright Act (DMCA)*, which makes it a violation of Federal Law, for which the Orthogenic School will not bear any legal responsibility. The Orthogenic School cannot protect individuals who distribute copyrighted material without the appropriate license. The student and/or student's family will be responsible for financial and/or legal action taken in response to any violated copyright laws.

Personal Electronic Devices (Laptops, Computers, Cell Phones, Tablets, and Other Similar Devices):

1. Electronic devices (as described above) may only be used with staff permission, and in accordance with all regulations stated within “Electronic Device and Internet Access Policy.”
2. Staff retains the right to access and review any electronic communications or activities that may be contained in an electronic device, if a reasonable concern or clinical issue presents itself.
3. Only students participating in the Transitional Living Center (TLC) Program – or those with explicit permission from a Dorm Manager or Case Manager – are permitted to have cell phones (or similar devices, used for electronic communication).
4. Electronic devices may not be connected to the Orthogenic School’s wireless network system, because doing so compromises the security and performance of the overall networked system.
5. Electronic devices are not to be shared or passed around. Each device should ONLY be in the possession of the student who owns it. This applies when in the classroom and in the dormitory.
6. Electronic devices may be used in the classrooms exclusively for educational purposes, as approved and directed by staff. Electronic devices are not to be used during the school day for video-games, listening to music, or other non-educational purposes.
7. Headphones should not be brought to school, and should not be used during the school day.
8. When using a laptop or tablet (or other similar device) in the classroom or in the dormitory, the screen must be visible to staff at all times.
9. Recreational use of electronic devices in the dormitory is subject to staff approval. Excessive use of electronic devices for recreational purposes that results in a student becoming isolated and not engaging with others (thus not participating in the program) shall be curtailed.
10. Laptop hard drives, CDs, DVDs, flash drives, and all other memory products may be viewed at any time by staff, in order to ensure that contraband materials, and/or particularly graphic or disturbing images, are not present in the Orthogenic School.
11. The safety and protection of electronic devices is the responsibility of the student who owns it. The Orthogenic School is not liable for replacing or fixing lost or damaged

electronic devices. A secure cabinet is available for the storage of electronic devices, and other valuable items, when not in use.

By signing this contract (which is required at admission – and when updates are made), I acknowledge that I will be participating in a global electronic community, and that there are certain responsibilities that I accept as a member of this community.

I understand that the access given to students is a privilege, and not a right, and therefore, I consent to these policies and guidelines. I understand that violation of this policy may result in:

- Suspension/revocation of electronic device privileges
- Compensatory damage/replacement fees
- Legal action

Additionally, as a member of this community, I am aware that it is also my responsibility to notify school staff in the event that I believe another student may be violating these provisions, or compromising the system.

Any further violation of this contract by the undersigned student will result in electronic devices being permanently sent home – due to prior violations of previously signed computer contracts. Families will be requested to keep electronic devices at home.

No student shall be allowed access to electronic devices without a signed copy of this contract on file.

→ PARENT/GUARDIAN NAME: _____

SIGNATURE: _____

DATE: _____

→ STUDENT NAME: _____

SIGNATURE: _____

DATE: _____

Orthogenic School Dress Code

Mission Statement:

The Orthogenic School is designed not only to provide a safe haven in which a student can address personal issues, but also to help that student develop as a human being. Thus, students of the Orthogenic School are highly encouraged to express themselves through their own style and fashion, to help them explore who they want to be both as individuals and, also, as part of society.

Clearly, one of the ways that many students choose to express themselves is through their clothing, and the way they physically present themselves. It is important to the Orthogenic School that students are given the opportunity to express themselves in this simple, yet very important, manner.

However, it is also important that students learn what is acceptable in society. Thus, there will be a few general guidelines in place to help students achieve individuality, while still looking clean and presentable (which is an important life skill). Major themes of these guidelines include modesty and tastefulness, while retaining a gender-neutral stance, and, at the same time, encouraging student individuality and self-expression.

Lo' and behold... The Student Dress Code of the Orthogenic School...

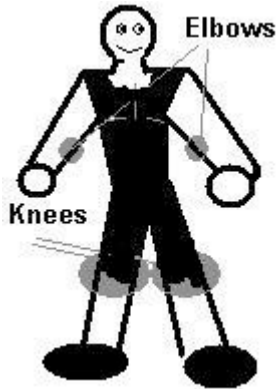
Appeals Process:

Many of the following rules are “under staff discretion,” meaning that if a staff member says the clothes do not follow this dress code, whether the student believes it or not, it is the staff member’s final decision to make. The student, at that moment, must change his/her outfit to abide by the staff member’s decision.

If a student disagrees with a staff decision concerning the dress code, however, he/she may later bring the issue to his/her Dorm/Case Manager. The Dorm/Case Manager must respond to the student’s concern within 3 business days. The decision of the Dorm/Case Manager is final.

General Guidelines:

- The Orthogenic School Dress code has no gender-bias.
- Students may not wear anything that contains images of (or references to) drugs, alcohol, violence, gang references, or any other inappropriate or explicit items.
- Students may not wear any apparel in a style/fashion that is representative of any affiliation with a gang.
- The drawing below illustrates which areas of the body must be covered at all times.



I. Clothing:

- Undergarments must be totally covered, as well as stomachs.
- Belts should be used if pants do not fit correctly or are falling off
- Clothes should be appropriate for daily activities (including PE, Exercise Night...)
- Shoes should be worn at all times, should be appropriate for the student's daily activities (including physical activity or PE Class), and should be suitable and safe for the weather.

II. Accessories/Misc:

1. Tattoos

- Students are allowed show tattoos if they are over 18 or if the tattoo is already there upon O-School admission.
- Tattoos can only be shown if they are appropriate and are on appropriate parts of the body
- The Illinois law says no one under 18 may get tattoos, so that is the internal rule as well. While we do not actively encourage getting tattoos, students who are 18 or older may make this decision outside of the school (preferably with his/her parents/guardian), as that would be outside the Dress Code's jurisdiction.
- Tattoos should be done only while students are away from the school (for students 18 and over) and must be administered in a safe, sanitary and professional environment.

2. Make Up

- Students over 12 years old (with permission from parent/guardian) and Dorm Manager (or Case Manager for Day School students) may wear make up.
- Make up should not be used to mask one's identity.

3. Nails

- Nails should be clean and cared for.
- Nails should be at a length that minimizes safety risks.

4. Hair

- Hair should be neat, clean, well-groomed and taken care of.
- Students over 12 years old with permission from parent/guardian and Dorm Manager (or Case Manager for Day School students) can be dye or cut their hair in any way the student desires.

5. Piercings

- All piercings must be approved by a parent/guardian and the Dorm Manager (or Case Manager for Day School Students)
- No “Excessive Piercings” – as determined by a dormitory and its staff – but students can have piercings in other places besides just their ears
- There is no age restriction for ear piercings (if ok with parent/guardian and Dorm/Case Manager), but only students 12 years old (or older) can have other (non-ear) piercings. If a student under 12 has a cultural/religious reason for a non-ear piercing, it will be allowed.
- If staff members think that a piercing is a safety risk, they hold jurisdiction to insist that it be removed.
- Piercings should be done only while students are away from the school and must be administered in a safe, sanitary and professional environment.

6. Hats

- Hats must not cover a student's face, if the student is not compliant with this rule they will be asked to remove it.
- Individual teachers are able to decide if they will allow hats in their classroom (each classroom should have a “blanket rule” – either yes or no). CIL Staff holds jurisdiction in the hallways of the school.
- Hats may NOT be worn in the dining room.
- There is no distinction between hats and other head coverings (bandanas, scarves...)
- If a student has a cultural/religious reason to keep his/her head covered, it will be allowed.

7. Jewelry

- Jewelry that causes a risk to self/others (as determined by staff) is not allowed
- Excessive amounts of jewelry (as determined by staff) are not allowed
- Wearing expensive jewelry is not recommended, but may be worn at the student’s own risk

III. Hygiene:

As a school, we would hope that we would not have to remind people of taking care of basic hygiene, but as good hygiene plays a large part in how we present ourselves, there must be rules for this area too.

- Students must be clean and presentable.
- Students should shower daily and should not smell offensively.
- Students should wear clean clothes.
- Students should brush and care for their teeth on a daily basis.

Closing statement:

While there are rules, it can't be stressed enough how important individuality is in this environment. So, in order to maintain this privilege of being able to continue to express ourselves, please follow these few simple guidelines. Thank you.