

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided access to the student handbook and school board policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all school and school district rules, policies and procedures.

I understand that the student handbook and school district policies may be amended during the year and that such changes are available in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with school and school district rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

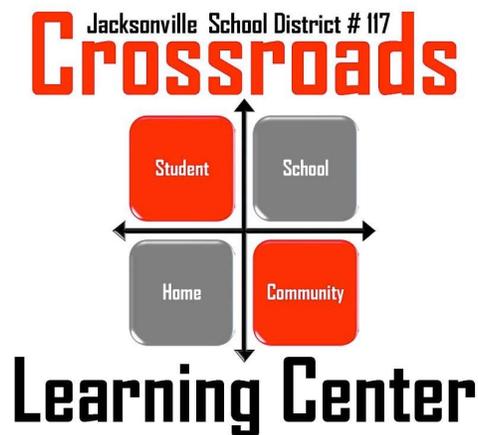
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I understand that the student handbook and school district policies may be amended during the year and that such changes are available on the school district website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with school and school district rules, policies and procedures.

Parent/Guardian Signature

Date



**The school is located and may be contacted at:
30 N. Central Park Plaza
Jacksonville, IL 62650
217.243.0065**

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at 211 West State Street, Jacksonville, IL.

Return to Learning 20-21 - COVID-19 Guidelines

- **COVID-19 Symptoms During the School Day:** Students or staff members exhibiting COVID-19 symptoms (temperature greater than 100.4, fever, cough, shortness of breath/difficulty breathing, chills, fatigue, muscle/body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea) or who test positive for COVID-19 must stay home. Once the school day begins, anyone exhibiting symptoms will be sent to the office in order to be separated to a safe area for quarantine. All areas used by the sick person will be closed until proper cleaning takes place. The school will work with JSD117 Central Office and Morgan County Health Department to contact trace to determine what individuals had close contact with the sick person. Anyone with close contact to the sick person should isolate at home for 14 days. Close contact means if the sick individual was within 6 feet for more than 15 minutes.

- **COVID-19 Positive Cases and Absence from School:** IDPH does not recommend testing for all students and staff before attending school and does not require additional testing to return to school. They are using symptom-based guidance. A positive case or symptomatic person is required to isolate for a minimum of 10 days after symptom onset and can be released after afebrile (without fever) and feeling well (without fever reducing medication) for at least 72 hours (3 days). Asymptomatic carriers must remain in isolation for 10 days from date of test. Example: A case that is well on day 3 and afebrile and feeling well for 72 hours must remain in isolation through day 10. Example: A case that is still symptomatic on day 10, and symptoms last until day 12, cannot be released until at least day 15. Close contacts must remain quarantined for 14 days after the last/most recent contact with the person when they were infectious. If a contact becomes symptomatic, they then should follow isolation rules.
- **Students Attendance/Grading:** All students are expected to attend school everyday. Daily attendance will be taken for in-person and remote students. Truancy guidelines will continue to be followed. Grades will be determined and given for all classes.
- **Masks and PPE:** Anyone entering the school must wear a facemask. They must be appropriate for the school environment. They may be removed for eating breakfast and lunch. Students choosing not to wear their masks will be sent home for insubordination. Teachers may remove their masks during filming in their classrooms by themselves with the door shut, but they must wear them at all other times. Anyone can choose to wear other school appropriate forms of PPE, in addition to masks, but are not required to do so.
- **Outside Visitors:** Outside visitors will have extremely limited access to District 117 property. Any visitor (parent, grandparent, other family member, delivery driver, salesperson, etc.) will be required to self-certify their health, wear a mask and are highly encouraged to make an appointment before visiting. All visitors must have a mask on while inside the building. While there are times for visitors to come to the school, JSD117, and ISBE guidance, discourages visitors to our buildings as much as possible during the COVID-19 pandemic. The office staff will be vigilant in watching for visitors to the building coming up to the security door and do their best to conduct business through the office security door when possible.
- **Self-Certification and Health Screening:** We will likely have families self-certify that they are checking temperatures. More information will be provided, as we finalize this process. All students/teachers/staff members need to use hand sanitizer/wash hands upon entry to school, entering the classroom, and after coughing or sneezing. Teachers/Staff members will likely self-certify themselves.
- **Social Distancing:** Students are encouraged to walk single-file and not side by side while keeping 6 feet between them and the person in front of them/behind them as much as possible.
- **Water Bottles and Fountains:** Students will be encouraged to bring a water bottle(s) to drink from during the day. Bottles need to have closable lids on them to help prevent spills in classrooms and hallways. Bottles are subject to search

based upon reasonable suspicion of an inappropriate substance present. Students will be allowed to refill bottles at the water fountain/bottle fill stations but must maintain a 6-foot social distance. An “X” will be placed on the floor to help students understand the distance they need to keep. Water fountains will be “bottle fill only” and students will not be able to drink directly from them.

- **Restrooms:** Students will be allowed to use the restrooms but must maintain a 6-foot social distance. An “X” will be placed on the floor to help students understand the distance they need to keep. All students/teachers/staff members need to use hand sanitizer/wash hands prior to and after using the restroom.
- **Arrival and Dismissal Times:** CLC students will arrive between 9 - 9:15 and leave at 3:30
- **Cleaning and Sanitizing:** All students/teachers/staff members need to use hand sanitizer/wash hands upon entry to school, entering the classroom, and after coughing or sneezing. Students/teachers/staff members need to use hand sanitizer/wash hands prior to and after eating breakfast and using the restroom. Teachers/students need to sanitize shared items each hour. This includes but is not limited to door handles, desks, chairs, writing utensils, computers/computer screens/computer keyboards/computer mice. Group work/projects is still allowed, but teachers and students must remember to wear masks and use disinfectants/hand sanitizers when possible. Hand sanitizer dispensers have been added to each classroom. Teachers will have wipes and hand sanitizer in classrooms. Numerous hand sanitizer pumps are available for use throughout the building in classrooms and hallways. Custodial staff will deep clean the building each day.
- **Special Services:** A high priority will be placed on providing in-person instruction for students who have Individualized Education Programs (IEP’s) and 504 Plans. Individualized considerations may include remote instruction for medically fragile students and students who demonstrate behaviors that may lead to safety concerns for staff and students. All meetings will occur as scheduled by the case managers and administrators. Meetings will be held virtually, as much as possible. All IEP meetings will continue to be held in accordance with special education timelines. All appointments and meetings with school staff will be scheduled in advance. Students who have chronic medical conditions will have their individual situation assessed by the school nurse. Health Care Plans, Individual Education Plans, 504 Plans, and any other relevant documentation will be reviewed. Schools will contact the student’s parents/guardians as well as the student’s physician, if needed. All students will be required to wear a face mask in accordance with the ISBE-IDPH guidelines. Should parents/guardians provide documentation from their child’s physician stating that wearing a face mask would pose a significant health risk to the student, the IEP and/or 504 team will meet to consider the recommendation. Adjustments will be made to the student’s plan as determined appropriate by the IEP and/or the 504 team. Individualized Remoted Learning Plans will be developed and modified as needed to address each student’s Individualized Education Plan (IEP). Each Remote Learning Plan will be individualized and

work to address IEP goals and consider accommodations/modifications that are needed for access to remote or a blended in-person learning model. These Remote Learning Plans will identify what services will be provided to each student. Students who receive related service minutes in the IEP will receive services using consultation/collaboration with case managers, video conferencing, hands-on tasks provided by the therapists, online materials, or materials that have been provided for families. District 117 staff will continue to work collaboratively with Four Rivers service providers to deliver services to all our students.

- **PE:** PE will not be a class offered during the day. However, students will be required to log daily physical activity and return the log to school to receive credit for the course.
- **In-Person Instructions:** Mrs. Gallo (CLC) will send information to the parents of in-person students to share the format of the class day.
- **Remote Instructions:** Ms. Dillard will arrange for the delivery of Chromebooks to those students who need them. Mrs. Gallo (CLC) will send information to the parents of remote learners to share more specific expectations for the remote learning students.

General Building Conduct

1. CLC will follow all Jacksonville School District #117 policies.
2. Students will turn in all electronic devices and all possessions upon arrival to CLC. Belongings will be stored in locked drawers and will be returned to students after successful completion of their school day.
3. Students will be “wanded” with a hand-held metal detector and searched before entering the facility. Students will be required to remove their shoes for the search.
3. Students will be escorted to the restroom and water fountain.
4. Students are allowed to bring unopened water bottles to school.
5. Breakfast and lunch will consist of a school meal or a packed meal brought from home. Food may not be delivered to students during the day. Mealtimes are not social times.
6. Student interactions will be monitored and limited to social skills training sessions.

7. CLC dress code is consistent with that of the home school. If students arrive and are not dressed appropriately for school, they will be required to change into something at CLC or spend the day in isolation.

- a. Hats and clothes with hoods are not allowed.
- b. Jewelry and accessories that pose a potential health hazard are not allowed.
- c. Pants must be worn at waist level.
- d. Skirts and shorts must be fingertip length or longer.
- e. Garments with holes above fingertip length will not be allowed.
- f. Shirts must cover the torso and the shoulders.
- g. Logos on clothing must be school appropriate.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 217.243.0065 before 9:00 a.m. to explain the reason for the absence.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Bus Transportation

The district provides bus transportation to and from school for all CLC students. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Student Medication

Taking medication during school hours is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. Expelled students must meet academic, social and emotional goals to qualify for reintegration into their home schools.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with any other of the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

All students must provide proof of immunization against measles before they may attend JSD #117 schools, per school board policy.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all

students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- a. Parents are required to notify the school nurse if they suspect their child has a communicable disease.

b. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

a.. Parents are required to notify the school nurse if they suspect their child has head lice.

b. Infested students will be sent home following notification of the parent or guardian.

c. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.

d. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Internet Acceptable Use

All use of the electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the district's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The district’s email system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students as an education tool.

a. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the school district’s email system constitutes consent to these regulations.

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well

as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to, or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities

Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.