



WESTERN PENNSYLVANIA  
SCHOOL FOR THE DEAF

# SCHOOL HANDBOOK For Parents and Students



2020-2021

It is the policy of the Western Pennsylvania School for the Deaf not to discriminate in its programs of education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, disability, or sexual orientation. Any complaints of discrimination should be directed to:

Doreen Bachar, Compliance Officer  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218-1469  
Telephone: (412) 371-7000  
FAX: (412) 244-4210  
Web Site: <http://www.wpsd.org>

**WESTERN PENNSYLVANIA  
SCHOOL FOR THE DEAF  
HANDBOOK  
For Parents  
and Students  
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**300 E. Swissvale Avenue  
Pittsburgh, PA 15218-1469  
(412) 371-7000  
FAX: (412) 244-4223  
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# Programs of Western Pennsylvania School for the Deaf

## PROFILE OF A GRADUATE



*As parents/guardians and staff, we expect that all graduates of the Programs of Western Pennsylvania School for the Deaf will become contributing members of society who will positively represent their school, their family, and their community as evidenced by their...*



**THE SCRANTON SCHOOL**  
for Deaf & Hard-of-Hearing Children



WESTERN PENNSYLVANIA  
SCHOOL FOR THE DEAF

### *Knowledge*

- Knows what his/her next step in life will be whether it be work, post-secondary education, or a training program;
- Knows his/her strengths and weaknesses;
- Knows what resources are available in the community, at work, and/or in school.

### *Skills*

- Advocates for him/herself;
- Locates and secures resources available in the community, at work, and/or in school;
- Communicates effectively using American Sign Language and/or written/spoken English;
- Thinks critically and analytically;
- Solves problems effectively;
- Applies knowledge to new situations and challenges.

### *Qualities*

- Confidence
- Respect, Kindness, and Compassion
- Acceptance and Tolerance
- Integrity and Honesty
- Positive Attitude
- Motivation
- Perseverance and Determination
- Strong Work Ethic
- Independence and Self-Reliance
- Self-Sufficiency
- Good Citizenship
- Pride
- Responsibility and Accountability
- Leadership
- Flexibility
- Teamwork

*Preparing Students. For Life.*

# **Mission**

We prepare children who are Deaf\*, deaf, hard-of-hearing, or have other communication needs for all aspects of life through high-quality, student-centered education and extracurricular programs in an All-Inclusive Communication Environment (AICE).

\* Deaf refers to a cultural identity that is important for our School.

# **Vision**

We will be acknowledged as the national leader and resource in education for students who are deaf and hard-of-hearing. We will empower our students to achieve their dreams and positively impact society.

# **Core Beliefs**

We believe in a teaching and learning environment that is:

- Rich in language, communication, and socialization.
- Individualized and personalized to the needs of each student.
- Equipped with state-of-the-art technology and facilities.
- Built on a partnership with families and our communities.



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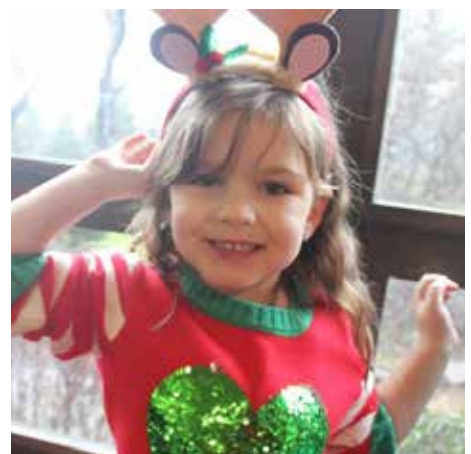
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# OVERVIEW

The Western Pennsylvania School for the Deaf is a private, state funded school approved by the Pennsylvania Department of Education that is accredited by the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD) and the Middle States Association (MSA). This tuition-free school provides a unique opportunity for deaf and hard-of-hearing children to learn the skills necessary to enter the world of education and employment that awaits them after graduation. Private funding is used for renovations and after-school programs.

In a brief fashion, this manual provides some information on academic schedules, residential life, after-school opportunities and general school regulations. We hope this information will help to create a positive understanding and cooperative effort among the parents, the school and the students.

Although this handbook has been designed to answer many of the questions asked by students and their parents, it is not intended to replace personal contact between students, parents and administrators. The Chief Executive Officer, Chief Operations Officer, Chief Engagement and Collaboration Officer, Chief Academic Officer, Director of Early Childhood Programs, School Principal, Director of Academic Support, Deans of Students, Coordinator of Student Services and the entire WPSD staff are available throughout the year for student guidance, parent conferences and any questions you might have regarding your child's program. If parents or students have questions regarding school policy, they should contact an administrator for clarification. WPSD is committed to parental involvement in their children's programs. We look forward to another productive year!



## School Personnel

|   |                    |
|---|--------------------|
| Steven E. Farmer, Ed.D.<br><i>Chief Executive Officer</i>                             | -----412-244-4217  |
| Marybeth Lauderdale, M.A., Ed.S.<br><i>Chief Engagement and Collaboration Officer</i> | ----- 412-244-4255 |
| Thomas Stanton, Ed.D.<br><i>Chief Academic Officer</i>                                | -----412-244-4214  |
| Aaron Noschese, M.S.<br><i>Chief Operations Officer</i>                               | -----412-244-4277  |
| Barbara Manning, B.S.<br><i>Chief Fiscal Officer</i>                                  | ----- 412-244-4246 |
| Doreen Bachar, M.A.<br><i>Director of Human Resources</i>                             | ----- 412-244-4243 |
| Matthew Campion, M.A.<br><i>Director of Institutional Advancement</i>                 | ----- 412-244-4250 |
| Carrie Rain, M.Ed.<br><i>Director of Early Childhood Programs</i>                     | ----- 412-244-4236 |
| Greg Mendenhall, M.A., M.Ed.<br><i>School Principal</i>                               | -----570-309-0123  |
| Donald Mazreku, M.Ed.<br><i>Director of Academic Support</i>                          | -----412-244-4269  |
| John Moser, B.S.<br><i>Director of Technology</i>                                     | -----412-244-3103  |
| Michael DelCimmuto, M.A.<br><i>Director of Campus Safety/Security</i>                 | ----- 412-244-4225 |
| Tom Halik, A.S.<br><i>Dean of Boys</i>  | ----- 570-309-0124 |
| Mary Ennis-Blahut, M.Ed.<br><i>Dean of Girls</i>                                      | ----- 570-309-0177 |

## Support Staff

Ancillary personnel are available to assist the teaching staff and administration in providing appropriate quality educational programs. The services of the ancillary staff are available to all the students and there is no charge for their services.

|   |                        |
|---|------------------------|
| Amy Dent, M.Ed.<br><i>Coordinator of Student Information and Data Assessments</i>   | ----- 412-244-3100     |
| Joel Grover, M.A.<br><i>Coordinator of Counseling and Evaluation</i>                | ----- 412-244-4299     |
| Jessica Marks, M.A., NIC<br><i>Director of Central Pennsylvania Outreach Center</i> | -----717-909-5577      |
| Nancy Possumato, R.N., BSN<br><i>Nursing Supervisor</i>                             | ----- 412-244-4212     |
| Tatiana Prezioso Au.D.<br><i>Audiologist</i>  | -----412-244-4272/4208 |
| Teresa Schriever, M.A.<br><i>IEP Coordinator</i>                                    | -----412-244-4187      |
| Sally Wellman, M.Ed.<br><i>Coordinator of Children's Services</i>                   | -----412-244-4268      |
| Valentine Wojton, III, M.Ed.<br><i>Athletic Director</i>                            | ----- 412-436-5071     |

Each of these numbers will connect you directly to the people listed above. If the person you are calling is not available, you may leave a message on his/her phone mail or contact the main switchboard at (412) 371-7000 for assistance.

# 2020 - 2021 WPSD CALENDAR

|               |   |
|---------------|---|
| August 23 –   | Residential Students return             |
| August 24 –   | First Day of School                     |
| September 7 – | Labor Day – No Classes                  |
| September 7 – | Residential Students return             |
| September 8 – | Classes Resume                          |
| October 12 –  | Columbus Day – No Classes               |
| October 12 –  | Residential Students return             |
| October 13 –  | Classes Resume                          |
| November 23 – | Thanksgiving Break begins               |
| November 30 – | Residential Students return             |
| December 1 –  | Classes Resume                          |
| December 21 – | Winter Break begins                     |
| January 3 –   | Residential Students return             |
| January 4 –   | Classes Resume                          |
| January 18 –  | Martin Luther King Holiday – No Classes |
| January 18 –  | Residential Students return             |
| January 19 –  | Classes Resume                          |
| February 15 – | President’s Day – No Classes            |
| February 15 – | Residential Students return             |
| February 16 – | Classes Resume                          |
| March 1 –     | Long Weekend – No Classes               |
| March 1 –     | Residential Students return             |
| March 2 –     | Classes Resume                          |
| March 22 –    | Long Weekend – No Classes               |
| March 22 –    | Residential Students return             |
| March 23 –    | Classes Resume                          |
| April 1 –     | Students dismissed at 12:30 PM*         |
| April 2 –     | Spring Break begins                     |
| April 11 –    | Residential Students return             |
| April 12 –    | Classes Resume                          |
| May 10 –      | Long Weekend – No Classes               |
| May 10 –      | Residential Students return             |
| May 11 –      | Classes Resume                          |
| May 31 –      | Memorial Day – No Classes               |
| May 31 –      | Residential Students return             |
| June 1 –      | Classes Resume                          |
| June 10 -     | Graduation                              |
| June 11 –     | Last Day of School                      |
| June 11 –     | Students dismissed at 12:00 PM*         |

\*Students are dismissed every Friday at 12:30 pm

Please note the additional days listed above that have an early dismissal.



# Parent Information

## PARENT INVOLVEMENT

Parents are essential members of the educational team at WPSD. They are their child's first "teachers" during the growth and development in their infancy and toddler years. Parents provide the environment in which students apply classroom information. Often they introduce the experiences essential to learning. At other times, they reinforce the concepts that children learn at school. Their values influence student manners, behavior and motivation. We recognize the tremendous responsibility inherent in raising a child and we want to give parents every support necessary in their quest to provide the best education for their children.

We ask parents to partner with us in discouraging the use of self-destructive agents such as tobacco and alcohol and in forbidding the use of all illegal drugs or weapons. We also ask that parents work with us to help motivate students toward higher achievement and attainment of their personal goals.

We encourage parents to visit classrooms and residences and to become familiar with their child's teachers, residential supervisors and classmates. Parents may contact their child's teacher, the Principal, or the Deans to arrange a class or residential observation.

Students receive a weekend packet on Fridays to bring home for parents to review and sign forms. Please check them and return the forms if necessary.

## WPSD PARENT STAFF ORGANIZATION

The WPSD Parent Staff Organization (PSO) was formed to provide parents and staff with current information about education, cooperatively plan activities that benefit students and be involved with some fundraising activities that directly benefit student programs. Membership is comprised of parents and grandparents of students currently enrolled in the school and staff who are employed at WPSD. Officers consist of a president, vice president, secretary and treasurer.

## ATTENDANCE POLICY

Regular attendance is vital to each child's educational success. For that reason, we discourage parents from keeping their children at home, except when absolutely necessary. We include long weekends and periodic long vacations in the school schedule and we encourage parents to make medical and dental appointments during these times whenever possible. Nevertheless, we do recognize that emergencies arise. If you need to pick up your child early from school or keep him/her at home for any reason, please contact the Deans or Principal. **If a student is absent the day after a special event or trip, the absence will be unexcused unless a doctor's note is submitted.**

### Approved Absences

*The Pennsylvania Compulsory Attendance Law* defines approved reasons for absences. These reasons are listed in Title 22, Pennsylvania Code, Chapter 11, Pupil Attendance, of the Regulations of the State Board of Education of Pennsylvania. The following are the only approved reasons for excused absences:

1. Religious holidays
2. Health care
3. Illness or other urgent reasons (e.g. family funerals)
4. Educational tours and trips
5. Other approved absences (tutorial work, graduation preparations, work study programs, homebound instruction)
6. Inclement weather (*i.e.*, snow closings)\*

\* Student absences/tardies will be excused if the student's local school district has a delay or closing.



Attendance is part of each student's permanent record. According to state law, any school age child must have a written excuse for every absence. When your child returns to school following an absence, please submit an absentee note to the child's Principal indicating the reason for the absence. The note must contain the child's full name, date(s) of absence, department and reason for the absence. These notes are maintained in your child's attendance file.

Likewise, please submit an absentee note for your preschool child when he/she is absent. Additionally, we need written notification from parents regarding early pick up from school or if a student is staying for after school events. All notes are maintained in the child's record.

## **PENNSYLVANIA TRUANCY LAW (ACT 138 OF 2016)**

**NOTE:** Three unexcused absences in a school year is considered truant according to the Pennsylvania Truancy Law.\*

### **Procedure when child is truant**

The law creates two distinct "procedural" sections: (1) procedures schools must follow when a child is "truant" and (2) procedures schools must follow when a child is "habitually truant."

The law expressly requires schools to *notify parents or guardians in writing* within ten (10) school days of the child's third unexcused absence that the child has been "truant." This notice:

- **Must** include a description of the consequences if the child becomes "habitually truant."
- **Must** be in the mode and language of communication preferred by the parent.
- **May** include the offer of an attendance improvement conference.

**NOTE:** if the child continues to incur additional absences after this notice has been issued, the school **must offer a student attendance improvement conference.**

### **Procedure when child is habitually truant.**

"Habitually truant" means having six (6) or more school days of unexcused absence during the current school year. The procedure schools must follow when a child is habitually truant depends on whether the child is **fifteen (15)** years of age or older.

#### **Under fifteen (15) years of age:**

The school **must** refer the child to ***either***: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for *services* or possible disposition as a dependent child under the Juvenile Act. Additionally, the school **may** file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

#### **Fifteen (15) years of age and older:**

The school **must either**: (1) refer the child to a school-based or community-based attendance improvement program **or** (2) file a citation against the student **or** parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school **may** refer the child to the local CYS agency for possible disposition as a dependent child.

**NOTE:** In **all** cases, regardless of age, where a school refers a habitually truant child to a magisterial district court or CYS, **the school must provide verification that it convened and held a student attendance improvement conference.**

## Procedures to Follow for Student Absence from School

1. Parents should call the school before 9:00 a.m. each day of the student absence. Please call the secretary of the department in which your child is enrolled:\*  
Children's Center (Preschool and Kindergarten) .....(412) 244-4235  
School Office ..... (412) 244-4244

\* If the department secretary does not receive a phone call by 10:00 a.m., he/she may call the student's home to inquire about the absence.

2. On the morning following the last day of an absence, the student must report to the department secretary with a written excuse from a parent/guardian stating the student's name, department, exact reason for absence and specific date(s) of absence.
3. The Principal will determine the legitimacy of every excuse and report the absence as excused or unexcused. The excuse is maintained in the student's attendance file.
4. If a school absence remains unexplained for **two** weeks, the absence is counted as an unexcused absence.
5. Even if the student is 18 years or older, a parent's signature on the excuse is necessary.

## Make-up Work

WPSD students who miss class work and exams due to an excused absence may make up all the work within the time period equal to the absence plus one additional day. In other words, if a student misses two days of school because of illness, he/she has two days plus one additional day, or a total of three days, to make up all work and exams.

## Procedures for Pre-approved Absences

Up to five (5) days of pre-approved absence may be granted to each student per year for a pre-planned educational tour or trip. The student must request approval in advance using the form that is available in the Principal's office. This form containing signatures of the parents must be submitted to the Principal prior to the date(s) of absence. This form also becomes the written excuse since it has been signed by the parent.

**Pre-approved absences are excused absences.** Additional days of pre-approved absence may be approved at the discretion of the Principal on a limited basis when the student is absent from school for educational purposes.

## Participation in After School or Evening Activities

Students must attend school **at least one full day prior to a weekend activity such as a sports tournament.** For example, to participate in a weekend activity, the student must report to school by 11:30 a.m. on Thursday if the trip leaves after 12:00 noon on Friday. The exception to this is an absence due to a medical appointment with a doctor's note.

Students who are absent from school for more than half a day are not permitted to participate in evening extracurricular or co-curricular activities, with the exception of school sanctioned absences such as field trips. To participate in an after school evening activity, **the student must report to school by 11:30 a.m.** to begin afternoon classes. Exceptions to this rule may be granted by the Deans or Principal.

## Unexcused Absences

An unexcused absence is defined as:

1. A disallowed absence, or missing school for a reason not approved by compulsory attendance laws.
2. A school absence remaining unexplained because a written excuse has not been turned in to the school secretary within **two** weeks of absence.
3. Truancy - a student missing school without the knowledge or consent of the parent/guardian.

## Penalties for Unexcused Absences

The following consequences pertain to **unexcused** school absences:

1. For each day of unexcused absence or truancy, a student may receive 75% of the grade value of work when completed. Students are given the number of days missed plus one additional day to make up any missed work. Work not completed will be assigned a grade of zero.
2. For truancy, the school notifies the parent/guardian and may request a parental conference to resolve the situation. Notification of the school district also occurs at the same time.

## Tardiness

Residential students may return Sunday afternoons no earlier than 5:00 p.m. or Monday mornings before classes resume at 8:00 a.m. Day students should report to school Monday - Friday no earlier than 7:30 a.m. and before classes resume at 8:00 a.m. Please make every effort to insure that your child is brought to school on time. When children arrive late, they miss valuable classroom instruction and interrupt others in classes that are in progress. Follow your local school district when delays due to weather are announced. Tardiness due to a school delay is approved.

## ACCESS TO STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA), The Western Pennsylvania School for the Deaf protects the confidentiality of educational records containing personally identifiable information at the collection, storage, release and destruction stages of that information.

Parents have the right to inspect, review, or copy any education record relating to their child. If parents wish to review their child's record, they should put such a request in writing. The School will comply with the request within 30 days. Parents also have the right to designate a representative to inspect, review, or copy the child's record. If the parents request copies of the educational record, the School may charge the parents a reasonable fee which cannot exceed the actual expense of the duplication or reproduction of those documents. The complete policy of access to student records may be viewed in the office of the Principal.

## DIRECTORY INFORMATION

The School may, without parental consent, release directory information from a student's educational records. Directory information includes the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, honor roll lists, dates of attendance, degrees and awards received and the most recent educational agency attended by the student. This type of information is most often requested by newspapers and other media when a student has achieved some newsworthy honor. *Parents/guardians may restrict the release of directory information by informing the School in writing at the beginning of each school year.*

## POLICY ON COMMUNICATION

Every student should be given the opportunity to grow educationally and emotionally to his/her maximum potential and to become an involved and productive member of society. At the Western Pennsylvania School for the Deaf, our goal is to educate students so that they communicate effectively both with individuals with hearing loss and those with normal hearing and develop competency in English. To that end, we work toward providing full access to communication in an environment where each student's skills are developed to the highest level of his or her abilities.

WPSD recognizes the possible use of a variety of communication modes to enhance mutual understanding both in and out of the classroom. Consistent with the individualized approach to education, the selective use of all means of communication is explored, including, but not limited to, American Sign Language and written and spoken English, with or without simultaneous manual representation. Such use does not require that only one single mode or language be used exclusive of all others. Instead, needs of students and specific situations should determine the language and mode to be used. With this in mind, staff members who interact directly with students at WPSD are expected to follow those principles outlined below.

- At WPSD, we have a unique obligation to teach students who use two languages, American Sign Language and English. We recognize ASL as the language of the Deaf Community and we respect the cultural heritage from which it is derived. Within the WPSD environment, students and staff members typically use ASL, English, or the contact language (commonly referred to as PSE) derived through the use of those languages. Students have formal instruction and/or informal exposure to ASL dependent on their individual abilities and needs. To insure consistency throughout the educational program, each staff member is expected to use the individual signs which are common to ASL and/or to the local Deaf community.
- Any student becomes better able to learn independently when he/she has access to information that is available through the written word. Also, students must be prepared to interact with the majority culture of this nation. Therefore, it is a primary goal for students at WPSD to learn the English language for the purpose of reading and writing as well as speaking. Each student receives formal instruction and informal exposure to vocabulary, grammar and English language use. This instruction includes reading and writing experiences. In the instructional setting, teachers provide exposure to English and encourage proficient English usage in all subject areas.
- Oral/aural communication programs are designed to meet a student's capabilities and needs as identified in his/her IEP. Students have the opportunity to develop skills in oral/aural interaction. They receive instruction individually and/or in small groups to improve speech production, auditory skills, speech reading skills and to become responsible in the use and care of amplification and assistive technology devices. This instruction is addressed in the student's IEP under related services.
- Every student, staff member and visitor to WPSD has the right to open and accessible communication.

Since staff members are very concerned about the developing language system of the students, they recognize that conversation between adults is both sharing with each other and a model of language use and interactive behavior for students. Although exceptional situations occur, faculty, students and staff members must be continually sensitive to the communication needs of all those in the School and assure that, whenever possible, that mode is used which will enhance the opportunity for mutual participation within the communication environment.

- Staff members have an obligation to achieve those receptive and expressive skills necessary to assure full access to clear communication throughout the school environment. The School supports staff development by providing courses in American Sign Language, Deaf Culture and other courses as needed.

## **STUDENT TECHNOLOGY AT WPSD**

WPSD students may have access to a variety of devices in the Schools and Residences. Students in grades K-12 may also be assigned an individual device. These devices remain the property of WPSD. Students must agree to comply with the specific guidelines regarding usage of student assigned devices through a Student Technology Usage Agreement signed by both the student and a parent or guardian. This agreement is separate from the WPSD Acceptable Use Policy (AUP) and must be signed and returned prior to receiving the assigned device. Students are expected to comply with all policies in the Acceptable Use Policy and in Student Technology Usage Agreement when using these devices.

Student technology devices are to be used for school purposes only, not personal use. Excessive use of WPSD equipment for personal use shall be cause for disciplinary action for Students. The return of these devices in good condition at the end of each school year, before transfer, or before un-enrollment at WPSD is required.

Students are prohibited from connecting personal devices to any WPSD network, wireless or otherwise. WPSD students in Grades 5 and above who have returned signed permission forms from their parents or guardians will be provided with a school-maintained, content-filtered email account. Students are allowed to use this WPSD provided email account only. Students in Grades 5 through 12 who wish to have a school email account must complete and return a Student Email Account Agreement. This permission form must be submitted in addition to the AUP Agreement before an email account will be assigned. Students in Grades 5 through 12 are not required to have an email account, but these content-filtered accounts are helpful for communication among teachers and students for academic purposes.

Guidelines for appropriate technology use:

- Use school equipment for school work only.
- Streaming movies, videos, and music is not allowed.
- Respect other student's equipment and privacy.
- Accessing other student's accounts is not allowed.
- ALL student email is monitored. Use email for school work only.
- Be responsible: remember your passwords so you are prepared for classwork.
- Keep your passwords private. Do not share with other students.
- Let a teacher know if another student is not using their technology appropriately.

## **Being a good Digital Citizen:**

Students are responsible for appropriate behavior on the WPSD network and on technology equipment just as they are in a school facility or a school-sanctioned event. General school rules for behavior and communications apply. When using the Internet, all students will be closely monitored to prevent accidental or deliberate access to inappropriate material. Outside of school, families bear the same responsibility for such guidance as students interact with the digital world including; computers, social media, online services, etc.

## **Videophone Use**

Our WPSD and SSDHHC students and staff have the opportunity to use WPSD/SSDHHC Video Phones in school offices and in the Residences. All are expected to comply with the conditions of the Acceptable Use Policy when using VRS devices on the WPSD campus.

Guidelines for student videophone use:

- The remote must be kept with staff at all times in a secure, locked place.
- All calls must be approved by staff and a log must be kept for the students each time they use the VRS.
- Students are not permitted to go into and/or change the settings of the device.
- Use of VRS is restricted to a fifteen minute limit unless otherwise approved by WPSD staff.
- The System closes at bedtime.
- No profanity or inappropriate behavior will be tolerated with using a videophone device.

## **TERMS AND CONDITIONS**

All users of the Western Pennsylvania School for the Deaf (WPSD) and Scranton School for Deaf and Hard of Hearing Children (SSDHHC) networks and Internet access are required to adhere to the school's Internet Acceptable Use Policy (AUP). The attached policy describes in detail the purpose of the WPSD/SSDHHC's networks and the rules governing use. All users and the parents of all student users are required by the WPSD/SSDHHC AUP to agree that they will abide by the policy while using computers, portable devices and network resources and any personal devices on the campuses.

All users must be aware that misuse of the network facilities could result in disciplinary action by WPSD/SSDHHC officials including legal action by local, state and/or federal law enforcement officials. Therefore, it is incumbent upon all to carefully read the WPSD/SSDHHC AUP and understand what is expected and the penalty for non-compliance. No signature is required to make this AUP binding on students. The use of the WPSD/SSDHHC networks, equipment and electronic information systems denotes the user's agreement of responsibility.

### **Disclaimer:**

1. While WPSD makes a best effort to protect and secure data, there is no guarantee against file and data loss. Connecting personal equipment, storing personal files, work related files, etc. is done at your own risk.
2. WPSD/SSDHHC cannot be held accountable for the information that is retrieved via the Internet, network, or e-mail.

3. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
4. WPSD/SSDHHC will not be responsible for any damages any user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user's own risk.
5. WPSD/SSDHHC makes no warranties (expressed or implied) with respect to the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information, or any costs, liability, or damages caused by the way the user chooses to use his or her access to the Internet, network, or e-mail.
6. All students of WPSD/SSDHHC shall be responsible for abiding by the policies of this AUP. No signature is required to make this AUP binding on students. The use of WPSD/SSDHHC's equipment and electronic media denotes the user's agreement of responsibility. However, WPSD/SSDHHC shall make concerted effort to inform students of this AUP through such means as publications in student handbooks, notices in all school offices, oral information from supervisors and/or teachers, and distribution of AUP copies.
7. Any staff or student who violates any of the AUP policies will be subject to disciplinary action, which may include, but not limited to: the loss of privilege to use the Internet, network, and/or equipment; loss of the e-mail account assignment, and/or any other disciplinary deemed appropriate by the WPSD/SSDHHC authorities.
8. WPSD/SSDHHC reserves the right to change its policies and rules at any time.

## **THE PROGRAMS OF THE WESTERN PENNSYLVANIA SCHOOL FOR THE DEAF INTERNET, TECHNOLOGY, AND ELECTRONIC INFORMATION ACCEPTABLE USE POLICY (AUP)**

### **Mission:**

The Programs of The Western Pennsylvania School For The Deaf (WPSD) offer students and staff access to our network and internet services through a variety of different technology device. Our goal in providing technology access and services is to promote educational excellence in the school by facilitating resource sharing, innovation and communication. The Programs of The Western Pennsylvania School For The Deaf are compliant with the Children's Internet Protection Act (CIPA), and will comply with any additional state and federal regulations that pertain to technology use, network infrastructure, and servers. Computer, network, and Internet access is a privilege, not a right, and is provided for staff and students to conduct research, fulfill course requirements, communicate with others, and to perform assigned job duties. Access to these devices and services is given to staff and students who agree to act in a considerate and responsible manner, in accordance with organizational policies. Activities using any WPSD property in violation of local, state, federal or school policies are strictly forbidden. Violations of any guidelines listed below may result in disciplinary action up to and including expulsion or termination. If necessary, WPSD will advice appropriate legal officials of any illegal violations.

## **Monitoring:**

WPSD uses a firewall, internet content filter, and network monitoring equipment in order to regulate and control activity on our networks from any connected devices, as well for monitoring internet usage. We prioritize the security and protection of WPSD students, staff, equipment, property, and assets as well as providing a safe internet experience for our students and staff as much as possible. We reserve the right to remove any equipment, including personal, from accessing our network or internet. We reserve the right to remove data and files from WPSD equipment, possibly without notice. We also reserve the right to revoke an individual's access to our technology equipment, network, internet, or other services.

1. WPSD reserves the right to monitor all actions and communications of any WPSD student or employee using WPSD equipment, WPSD property, or WPSD's network.
2. There is no absolute privacy with the following:
  - On the WPSD network with either WPSD or personal equipment.
  - On any WPSD equipment.
  - On WPSD email.
  - On any communications that use WPSD equipment, or the WPSD computer network.
  - Any files saved or stored on WPSD equipment, or WPSD provided web services. Even if those files are of a personal nature. This also includes using WPSD property at home or on other networks.

## **School Email:**

WPSD/SSDHHC students are ONLY permitted to use the school-provided email accounts on campus and school devices. External email sites (such as AOL Mail, GMail, Yahoo Mail, Verizon, Comcast, etc.) are prohibited and may be blocked from access on campus. WPSD email must be removed or deleted from any personal device when enrollment ends. WPSD can also remotely force the deletion of the data. The school communication systems, as well as the equipment and data stored, are and remain at all times the property of WPSD. Accordingly, all messages and files created, sent, received or stored within the systems should be related to School business and are and will remain the property of the Schools. WPSD reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to be retrieved. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed.



## Digital Communications Use:

When utilizing the WPSD/SSDHHC-provided electronic communications systems, etiquette is important. The basic strategies for effective e-mail communication are as follows:

- Keep all communication brief and efficient.
- Avoid communicating through these systems on sensitive subjects; confidential information should be communicated in another form.
- Retrieve/read all messages and respond regularly.
- Ensure that messages are deleted or saved; the server should not be used for permanent storage.

Additionally, while WPSD & SSDHHC encourage employee use of the school-provided email system, its use is restricted to the following:

- To communicate with employees, parents, or vendors related to an employee's assigned duties.
- To communicate with students and clients related to an employee's assigned duties.
- Employees may only use the school-maintained email systems to communicate with students and clients and should be aware that these accounts are monitored and correspondences can be retrieved at any time.
- To acquire information related to or designed to facilitate the performance of regular assigned duties.
- To facilitate performance of any task or project in a manner approved by an employee's supervisor.

The content of e-mail, messaging, VP use, video mail, voice mail or TTY messages may not contain anything that would reasonably be considered offensive or disruptive. WPSD expressly prohibits the following:

- Chat/client programs and chat/instant messaging.
- The use of school accounts to receive listserv e-mail or to solicit or send junk mail.
- Dissemination or printing of copyrighted materials, including articles and software, which are violations of copyright laws.
- Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Sending or soliciting sexually-oriented messages or images.
- Operating a business, usurping business opportunities or soliciting money for personal gain.
- Sending or re-sending email chain letters or engaging in any spamming activities where bulk mailings of unsolicited email are sent.
- Gambling or engaging in any other activity in violation of local, state or federal law.

Our WPSD and SSDHHC students and staff have the opportunity to use WPSD/SSDHHC Video Phones in school offices, in the Residences, and in public areas around campus. All are expected to comply with the conditions of the Acceptable Use Policy when using videophone devices on the WPSD campus. Videophone use for WPSD/SSDHHC employees is for work or business purposes only.

Violations of any guidelines listed above in the 'Digital Communications' section, may result in disciplinary action up to and including expulsion or termination. If necessary, the School will advise appropriate legal officials of any illegal violations.

### **Third Party Information Sharing**

It is strictly prohibited to transmit, store, upload, communicate, reveal or otherwise use WPSD and SSDHHC student or organization information that is sensitive with any un-approved third party.

A "third party" is defined as any group, company, online service or entity that exists outside of our organization.

- Sensitive information is any information that could jeopardize the privacy and livelihood of the organization. This includes but is not limited to:
- Student or staff demographic information
- Student or staff 'personally identifiable information.' 'Personally identifiable information' is defined as ANY information that could potentially be used to identify a specific individual (names, grades, social security numbers, addresses, etc.)
- Student grades or other performance related data
- Copies of internal communication
- WPSD/SSDHHC financial information
- Student documents related to educational services provided by WPSD/SSDHHC

Examples of approved third party entities which have access to our information and data: eStar, PowerSchool, Renaissance Learning, STAR Math, STAR Reading, Gaggle, StarFall, Study Island, and Enchanted Learning. It is the sole responsibility of each employee to protect sensitive data when using file sharing services such as Google Drive. Sensitive data should NOT be made public through those services. Use of WPSD/SSDHHC information and data with a third party must be approved by the WPSD/SSDHHC Director of Technology.

### **Prohibited Activities:**

Prohibited activities include, but are not limited to the following:

- Using another person's password or account or providing his/her password to another person.
- Invading the privacy of other individuals.
- Trespassing in another person's folder, work or files without permission, in the attempt to view, use, or alter others' work.
- Deliberate action that alters the computer's configuration or system settings or limits its usefulness.

- Downloading unauthorized software on school computers/networks. All software installed on WPSD and SSDHHC computers must be installed by the schools' Technology Departments and only after the proper licenses or authorizations for use have been acquired and verified.
- Making any attempt to hack into or defeat servers or network security on the WPSD or SSDHHC Network or any other client, server, or network on the Internet.
- Creating, uploading, or transmitting computer viruses, worms or other disruptive software code.
- Damaging computers, computer systems, or computer networks (hardware or software). If a student or staff maliciously damages or alters school technical equipment in such a way that requires service or repairs, they will be responsible for providing all expenses incurred for those services.
- Using the network to download, upload, stream or store large files such as music and video that are not directly related to a project or activity that is part of the school curriculum.
- Accessing streaming music or video sites (such as iTunes, Pandora, iHeart Radio, YouTube, ABC Player, etc.) unless specifically approved by a WPSD or SSDHHC Administrator for educational purposes.
- Accessing social media sites and media sharing sites (such as Facetime, Instagram, Snapchat, etc.) unless specifically approved by a WPSD or SSDHHC administrator for educational purposes.
- Connecting to personal Internet subscription services to view, stream or download media (such as HBO To Go, Verizon Anywhere, Comcast Xfinity TV Go, Netflix, Hulu, etc.)
- Accessing, transmitting, or retransmitting threatening, harassing, obscene, and pornographic (written, pictures, song lyrics, etc.) or trade secret material or any material deemed harmful to minors.
- Using the network to access, transmit or retransmit language that can be considered defamatory, abusive or offensive, or that could cause danger or disruption, engage others in personal prejudicial or discriminatory attacks or that harasses or causes distress to another person.
- Accessing, transmitting, or retransmitting material that promotes violence or the destruction of persons or property by any device including but not limited to firearms, explosives, fireworks, smoke bombs, incendiary devices or other similar material. All users agree to report any accidental access of any of the aforementioned material to the appropriate school authority.
- Using the network or school computer for commercial or for-profit purposes or political lobbying.
- Any activity harmful or reflecting negatively on the WPSD or SSDHHC community.

### **Consequences of Policy Non-Compliance**

Violation of this AUP (Acceptable Use Policy) may result in the denial, suspension or cancellation of the users' privileges as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, WPSD administration and/or local, state or federal law enforcement officials. Other action not specified above may include but are not limited to monetary restitution, school suspension or expulsion, detention or any other action deemed appropriate by the administrative authorities.

## VISITS TO WPSD

Parent involvement in all school activities is welcomed and encouraged. Nothing excites students more than members of their family coming to visit their classroom, cheering them on in sports, or meeting their classmates and friends from the residence.

The welfare and safety of our students and faculty are a prime concern to us. To maintain a high level of security throughout the School for students and staff, parents, alumni and visitors should observe the guidelines printed below.

1. All visitors to the main campus during regular school hours must enter the building through the main entrance. This entrance is off the semicircular drive by the large white pillars. Parents/visitors must sign in at the front office using the Scholarship Visitor Management System, and they will be given a visitor's pass. Visitors to the Children's Center may enter through the main school entrance or they may enter at the main entrance to the Children's Center, opposite the small gymnasium. Anyone unfamiliar with this part of the building should enter the main school entrance as explained above.
2. Classroom observations should be scheduled in advance with the Principal. Participation in any classroom activity is determined by the respective teacher.

\*Visitors will be escorted by WPSD staff during school hours when visiting class or attending meetings. All visitors shall wait in the main lobby until greeted by an escort.

3. Visits to the residence by parents of residential students are encouraged. When parents enter the residence they should immediately contact a residential supervisor. Visits by those other than parents are not permitted after 6:00 p.m. unless scheduled with the Deans.
4. Visitors for after school sporting events which are held in the gyms or on the playing field are not required to sign in.
5. Parents who plan to take students off campus during school and/or residence hours must arrange this through either the Principals or the Deans. If parents would also like to take their child's friend along, written permission from the parents of the friend is required in advance. When parents take their child's friend along, medical information must be shared between the parents. It is not WPSD's responsibility to share medical information with other parents.

## IEP CONFERENCES

Parent-teacher conferences are scheduled annually to write an Individual Educational Program (IEP) for each student. The IEP is a written plan and is developed with parents, teachers, Principals, IEP Coordinator, and local education agency (school district or intermediate unit) personnel. Parent attendance at the IEP meeting is very important. All IEP decisions are made by consensus of the team.

Other conferences can be arranged at the convenience of parents at any time throughout the school year. Requests for these conferences should be made to the Principals who will schedule other appropriate individuals to attend the meetings.

In some cases, parents may be requested to attend a conference called by the Principal or the Deans. Such conferences generally arise out of a need to resolve problems in the academic or residential setting. Parental participation in these conferences is vital to the educational progress of the student.

# INTERPRETING SERVICES AT IEP MEETINGS/CONFERENCES

A certified interpreter will be provided for meeting participants who are deaf or hard of hearing. It is not possible to meet requests for specific interpreters. Parents can arrange for an outside interpreter at their own expense if a specific interpreter is desired.

## SERVICE ANIMALS POLICY

A student may submit a request to bring a service animal to school for educational purposes. However, there is no automatic right to be accompanied by a service animal in the school setting.

Parents/guardians who believe their student needs to bring a service animal to school shall notify the Principal. Any service animal accompanying a student with a disability to school/school activities shall be handled and cared for in a manner detailed in the student's IEP.

The following documentation shall be provided by the owner/handler of the animal:

1. Verification of the need for the service animal.
2. Description of the function of the service animal.
3. Current dog license.
4. Proof of current vaccinations and immunizations of the service animal.

The owner/handler of the service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, cleanup and stain removal.
2. Control of the animal at all times through use of a harness, leash, tether or other effective means.
3. Damages to school buildings, property, and vehicles caused by the animal.
4. Injuries to students, employees, volunteers and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

School administrators may exclude a service animal from school buildings, property and vehicles under the following circumstances:

1. Presence of the animal poses a direct threat to the health and safety of others.
2. Owner/handler is unable to control the animal.
3. Animal is not housebroken.
4. Presence of the animal significantly disrupts or interferes with the educational process.
5. Presence of the animal would require a fundamental alteration to the program.

The decision to exclude, limit or remove a service animal may be appealed in writing, in accordance with school policy.

Source: Pennsylvania School Boards Association policy 718- "Service Animals in Schools"

## TRANSPORTATION PLANNING

Each school district is responsible for providing transportation for students residing in its district. The district may use its vehicles or may contract the services to an outside company. In either event, parents should be aware of the arrangements which have been made by the district and should retain the name and phone number of the driver and contact person who is responsible for their child's transportation. Should circumstances arise that would present a problem for the child's safety, welfare and access to education, parents should immediately call their district liaison and the transportation company to report the incidents.

***It is important that the Chief Operations Officer (COO) and the Administrative Assistant have the regular transportation arrangements of all residential and day students on file.*** In the case of preschool children, this information should be on file at the Children's Center. At the beginning of the school year, every effort is made to secure this information from the drivers as they return the children to school.

Parents should make certain the COO and Director of Early Childhood Programs are informed of the transportation arrangements that have been made for their child. If your child's transportation arrangements change during the school year, please tell the COO and Administrative Assistant immediately. ***If a student is not using his/her regular transportation for any particular day or week please notify the transportation company and the COO.*** Residential supervisors are on duty daily to check in students on arrival and to check out students on departure.

## VISITING OTHER STUDENTS' HOMES

If a student wishes to travel to a friend's home immediately after school hours, WPSD must have proper permission from both families involved. The school needs to have a written invitation from the host's parents and written permission from the visitor's parents. These permissions must be signed and dated by the parents and delivered to the Deans. A telephone conversation is not sufficient. We will accept faxed permissions. The school is not responsible for a student who is at home or visits a friend's house. WPSD is **not** responsible for sharing any medication, medical or dietary concerns of students with host families. It is the parents' responsibility to contact the other student's parents and inform them of the child's medication needs and or/ food restrictions. The host parent(s) are responsible for all medication. If the intention is for the child to spend the weekend at a friend's house, please submit written notification at least three days prior.

Some transportation companies do not permit guest riders or charge a fee for the privilege. Therefore, parents should contact the transportation companies prior to each visitation. Anyone other than a parent who plans to take students off campus during school and/or residential hours for other than official school business must have written permission from the parents and show appropriate identification.

## CHILD ABUSE - MANDATED REPORTING

By law, when a school employee has a reasonable cause to suspect a child has suffered any physical, sexual, or mental abuse or neglect, he/she is required to report their suspicions to the local children and youth services agency. An investigation is conducted by that agency.

WPSD personnel are sensitive to parent concerns when making any report of suspected child abuse. We make every effort to maintain communication without jeopardizing the welfare of the student, family, or the investigation itself.

For students over age 18 who have a mental or physical impairment, The Department of Aging will be contacted, pursuant to Act 70 of 2010.

## **EXPENSES**

There are no charges to parents for school tuition, room and board and most services. This does not include school supplies (paper, pencils, notebooks, etc.). There are certain charges that will be billed to parents. If your child is on Medical Assistance, please notify the Health Center. Some charges, such as prescription medicine, may be billed to Medical Assistance rather than to the parents.

### **Expenses That Will Be Billed to Parents**

1. Medical attention and examinations performed outside the school, such as emergency room and follow-up care.
2. Dental work performed outside the school in case of emergency.
3. Hearing aids and molds.
4. Replacement of lost or damaged textbooks and library books. \*
5. Expenses for repairs/replacement of school property due to vandalism or loss.
6. Lunch expenses for day students, whose parents are not eligible for the government free lunch program. Parents will receive a monthly bill and should not send money daily. Residential students are not billed for lunch.

*\* A student's report card will be held and all extracurricular activities restricted until payment is made.*

### **Services That Will Not Be Charged to Parents**

1. Routine state-mandated dental screening for students 5, 8 and 12 years old.
2. Routine state-mandated eye screening every year for all students.
3. Routine state-mandated scoliosis screening for students 11 and 12 years old.
4. Routine state-mandated physicals on 12 and 16 year-olds if not done by their family doctors.

# Student Information

100 DAYS  
SMARTER!





# STUDENTS' DAILY SCHEDULES

The following is the schedule of a typical day that your child experiences at WPSD. Of course, there are changes in routine for special events, but this should help to inform you about what your child is doing.

## Morning

### Wake Up

|                    |           |
|--------------------|-----------|
| Preschool          | 6:30 a.m. |
| Elementary School  | 6:30 a.m. |
| Middle/High School | 6:15 a.m. |

### Breakfast

|                    |           |
|--------------------|-----------|
| Preschool          | 6:50 a.m. |
| Elementary School  | 6:50 a.m. |
| Middle/High School | 6:50 a.m. |

### School Begins

|                    |           |
|--------------------|-----------|
| Preschool          | 8:00 a.m. |
| Elementary School  | 8:00 a.m. |
| Middle/High School | 8:00 a.m. |

### Lunch

|                   |                         |
|-------------------|-------------------------|
| Children's Center | 10:58 a.m. - 11:30 a.m. |
| Elementary School | 11:00 a.m. - 11:55 a.m. |
| Middle School     | 11:45 a.m. - 12:15 p.m. |
| High School       | 12:30 p.m. - 1:00 p.m.  |
| Fridays (all)     | 12:00 p.m. - 12:30 p.m. |

## Afternoon/Evening

### School Dismissal

|                    |           |
|--------------------|-----------|
| Preschool          | 3:00 p.m. |
| Elementary School  | 3:00 p.m. |
| Middle/High School | 3:00 p.m. |

\*Fridays all students are dismissed at 12:30 p.m.

### After School Activities

Avocational Clubs, Language Lab,  
Learning Center, Sports, etc.  
3:30 p.m. - 9:30 p.m.

## Afternoon/Evening

### Dinner

|                          |           |
|--------------------------|-----------|
| Elementary/Middle School | 5:30 p.m. |
| High School              | 5:45 p.m. |

### Study Hall

|                   |           |
|-------------------|-----------|
| Elementary School | 3:15 p.m. |
|-------------------|-----------|

### After School Activities

Library, Computer, Intramurals,  
Lion's Den, Sporting Events, Free Play  
3:30 p.m. - 9:30 p.m.

### Study Hall

|               |                       |
|---------------|-----------------------|
| Middle School | 6:30 p.m. - 7:15 p.m. |
| High School   | 6:30 p.m. - 7:45 p.m. |

### Bedtimes

|                           |            |
|---------------------------|------------|
| Preschool                 | 8:00 p.m.  |
| Younger Elementary School | 8:30 p.m.  |
| Older Elementary School   | 9:30 p.m.  |
| Middle School (8th Grade) | 10:00 p.m. |
| High School               | 10:30 p.m. |
| Juniors                   | 10:45 p.m. |
| Seniors                   | 11:00 p.m. |



# STUDENTS' WEEKLY NEEDS

Students should be properly outfitted for school. Since residential students spend four or five nights per week at the school, care should be taken to send sufficient clothing with them each week. The weekly needs for children in each department are listed below.

## Weekly Needs for Preschool Age Students

### *Residential students:*

- 5 face coverings
- 8 pairs of underpants
- 6 pairs of socks
- 8 undershirts
- 1 large package of disposable diapers (If child is in the toilet training stage, please send training pants.)
- 7 matching slacks/tops or dresses
- 1 pair of school shoes, 1 pair of play shoes, 1 pair of boots (for snow)
- 1 lightweight jacket and hat or windbreaker with hood (or a heavy sweater and hat)
- 1 snowsuit, hat, mittens
- 2 pairs of pajamas (without feet)
- 1 bathrobe, 1 pair slippers
- 1 plastic soap dish, soap, comb and brush, shampoo, toothbrush, toothpaste, special stuffed animal or doll for bed (if desired)
- 1 container of wet wipes
- Sandals/flip flops for shower

### *Day students:*

- Change of clothing that can be kept at school
- A box of diapers and/or training pants
- Suitable outdoor clothing

## Weekly Needs for Elementary Students

- 5 face coverings
- 5 or 6 sets of undershirts and underpants
- 5 sets of clothes for school
- 2 sets of play clothes
- 6 pairs of socks
- 1 pair of shoes for school, 1 pair of shoes for gym and play
- 1 pair of boots for snow
- 1 lightweight jacket or sweater for spring and fall
- 1 heavy coat, jacket or snowsuit - hat, mittens/gloves, etc. for winter
- Shampoo
- Toothbrush and toothpaste
- Hair brush and comb (hair ribbons or barrettes if necessary)
- Bathrobe and slippers
- 2 pairs of pajamas
- 1 plastic soap dish
- 1 bar of soap (We provide soap in a dispenser, if desired.)
- Sandals/flip flops for shower

## Weekly Needs for Middle School and High School Students

Middle School and High School students usually know what clothes and toiletries they need. A copy of the Student Dress Code follows this section. **Each boy should have a shirt, tie, jacket and shoes and each girl should have a dressy outfit and shoes for special dinners and other dress-up occasions.** Students also need gym clothes (which may be purchased at school) and gym shoes. Residential students must bring whatever toiletries they need for their personal use, including a plastic soap dish to assure good hygiene, sandals/flip flops for shower, and 5 face coverings.

Parents should use their own discretion regarding the amount of spending money their child receives. The Deans' office will send a letter home to parents if their child needs additional funds for a special event or an off-campus outing.

***Please do not send valuable toys, watches or other articles to school. Mark all clothing and toys sent to school with your child's name. This is important because many children have the same clothing and belongings.***

### STUDENT DRESS CODE

An important part of education is the development of personal grooming habits. In order to help students develop good habits, the school has a dress code. This dress code applies to all students. Students often go to off-campus activities that require nice attire and no jeans (i.e., khaki pants, collared shirts).

All students are expected to conform to the rules of dress in the classroom and in all activities on or off campus. Students who disregard the rules for student dress will be subject to reprimand or consequences as outlined in the Conduct Code. Students may be asked to return home or to the dorm or be given clothing if they arrive at school with inappropriate clothing.

### Clothing

1. All clothing must be neat and clean.
2. Undergarments must not be visible (including sports bras).
3. Shirts must be buttoned; midribs should not be exposed. Modest v-necks and scoop necks are permitted but cannot show any cleavage or undergarments.
4. Sports sandals or flip flops that go between the toes may not be worn during school hours, except for special designated days.
5. Nice shorts are permitted in the fall until October 15th and starting again in the spring on April 1st. Shorts must be longer than the mid-thigh. Cut-offs, sports shorts (nylon, mesh, knit, spandex, and sweatpants\*) and gym shorts are not permitted in schools. At the discretion of Principal, shorts may be worn when the weather forecast calls for temperatures at 55 degrees Fahrenheit or higher, in the school's zip code (15218).
6. Jeans with manufactured tears or holes below the knees are permissible. Any jeans with holes above the knees are not permissible and will require another layer of clothing under the jeans to cover the holes. Skinny jeans are permitted.
7. Leggings are permitted and must be covered by a top that reaches no higher than the mid-thigh.

8. Garments not to be worn include: clothes that are too tight, clothes that are soiled, frayed, ragged, sagging, patched or torn, or have holes; clothing with insulting vulgar or suggestive words or pictures; tank tops, crop tops, muscle shirts, tube tops and tight-fitting garments; spandex shorts or tops; and flannel and fleece jogging pants, terry sweat suits, and yoga pants.

\* Fridays are considered casual days. Students are permitted to wear sweatpants (**not fleece or yoga pants**) and sport shorts (**not spandex**).

9. Low rise pants that expose skin or undergarments are not permitted. Pants must be fastened and worn at the waist.
10. Chains such as those used to secure wallets may not be worn.
11. No inappropriate jewelry will be permitted, i.e., dog collars, bracelets, or necklaces with spikes.

*\*Some exceptions to the above guidelines will be made on an individual basis for younger Elementary and Children's Center students.*

## **Hair**

1. Hair must be neat and clean.
2. Length of hair will be determined by proper grooming, current trends, and safety.
3. Hair dyes must be reasonable in color.
4. Mustaches, goatees, and beards are permitted but must be neatly trimmed.

## **Accessories**

1. Excessive jewelry is not permitted.
2. Students may not wear earrings that hang or dangle excessively. Ear stretchers are not permitted.
3. Nose rings are not acceptable, but one nose stud is permitted. Visible rings or posts on parts of the body other than the hands or ears are not permitted. (i.e. eyebrow, tongue, and nose). Visible rings include eyebrow studs, nose rings, tongue rings, and labrets.
4. Tattoos cannot be visible.

Whenever there is a question concerning appropriate attire, students should consult the Deans or Principal to receive a final decision.



# Academic Program

# School Wide Positive Behavior Intervention Support (SWPBIS)

The Western Pennsylvania School for the Deaf supports a proactive approach to student discipline that promotes appropriate student behavior and increased learning through a research-based School Wide Positive Behavior Intervention Support (SWPBIS) program. WPSD's SWPBIS program is called "ROARS", which is an acronym for Ready, Organized, Accountable, Respectful and Safe.

How does this work?

Traditionally, models of school discipline tend to be reactive (i.e., student misbehavior results in punitive consequences). SWPBIS provides direction for developing a comprehensive system of behavior support tailored to individual school needs.

The system is based upon a three-tiered model. The first tier (universal) serves as the foundation upon which the other two tiers are built. This tier provides a system of supports to all students based on preventative practices that emphasize teaching and reinforcing expected student behaviors. Tier two provides targeted interventions to support students classified as "at risk," who require more intervention than is typically provided within tier one universal support. Supports offered in tier three require the most intensive level of intervention for students with the most significant behavioral/emotional support needs. Each department has a different SWPBIS program appropriate for the grade/developmental level of the student.

Characteristics of ROARS:

Interventions are planned and positive rather than reactive and punitive.

Conditions (antecedents) contributing to inappropriate behavior are carefully managed or eliminated.

Multiple opportunities for positive, corrective feedback are created while negative critical feedback is limited or eliminated. Pro-social behaviors are taught directly and practiced frequently so that they become automatic.

Student Accountability:

Students are accountable for their actions and for adhering to the Student Code of Conduct described in this handbook. Consequences for infractions, such as detention hall or suspension, may be applied based on the student's conduct.



# EARLY CHILDHOOD EDUCATION

## Choices For Children

The Choices for Children parent and infant education program offers early intervention services to deaf and hard-of-hearing infants, toddlers and their families in western and central Pennsylvania. This is primarily a home-based program where visits to the home or day care center are scheduled on a weekly basis to families in western, central, and northeastern Pennsylvania. The program:

- Provides information about child development
- Increases family involvement with their infants and toddlers
- Promotes a greater understanding and knowledge of deafness and hearing loss
- Helps children maximize use of residual hearing
- Helps children develop a solid language base to enhance communication skills (i.e., spoken English and sign language)
- Helps parents make informed decisions regarding preschool options for their deaf children

The program also offers school-based activities such as family workshops, “Discovery Days” toddler group and sign language classes to reinforce and enhance the home visits.

## The Children’s Center

Students in the Children’s Center preschool program range in age from three to six years. They participate in developmentally appropriate lessons and activities similar to those of any preschool or kindergarten program. At the Children’s Center we place considerable emphasis on the development of ASL, English language, listening and speech skills. The Children’s Center staff includes teachers of the deaf, ASL teacher, speech and language therapists, audiologists and specially trained paraprofessionals who work together in teams.

At the Children’s Center, the school day begins at 8:00 a.m. and ends at 3:00 p.m., Monday through Thursday. On Friday, the day ends at 12:30 p.m. Nap time for the youngest children, as well as recess for the older students, occurs after lunch each day. The program follows a typical preschool through kindergarten curriculum with increasing academic expectations as children move toward first grade. Discovery learning, children’s literature, developmental reading and mathematics skills are all components of this challenging program.

Parents of the youngest children receive summaries of each day’s activities every day from the classroom teacher. Parents of older children may receive information less often, but at least once each week. Parents are asked to reinforce concepts at home and to send news of family activities which their child may discuss in class. Formal progress reports are sent to parents quarterly during the school year. These include developmental checklists as well as narrative information. Conferences may be scheduled at the request of the parents or teacher at any time throughout the school year. Parents are welcome to arrange a classroom visit by contacting their child’s teacher or the Director of Early Childhood Programs. Your child will enjoy seeing you at school.

## The Children’s House

The Children’s House Preschool is committed to the development of the whole child in a caring and nurturing environment where deaf/hard of hearing students and hearing students can learn side by side. Our goal is to provide an exceptional educational program that is built upon a foundation of best practices in early childhood education and oral deaf education. The program is based on Montessori principles, which emphasize: individualization, development of independence, social interaction, expression of thoughts, feelings and needs, motor development and thinking and reasoning.

## ELEMENTARY SCHOOL

The Elementary School includes students in grades 1 through 4. The school day begins at 8:00 a.m. and ends at 3:00 p.m. The curriculum is typical of any elementary education program and includes reading, English, spelling, science, social studies, mathematics, handwriting, art, speech and physical education. If you have questions about the Elementary School curriculum, please contact the Principal.

Report cards give parents and students a comprehensive picture of the student's progress and performance in the academic setting. Each student's progress is formally evaluated four times a year. The grades and teacher comments reflect the student's progress in each subject area as well as the development of his/her work characteristics and social skills.

### Standards Based Report Cards

| Academic Standards Grading Scale   | Vocational Standards Grading Scale   |
|--|--|
| 4 = Consistently and independently demonstrates understanding of the skill/concept<br>3 = Frequently demonstrates understanding of the skill/concept<br>2 = Inconsistently demonstrates understanding of the skill/concept<br>1 = Seldom or never demonstrates understanding of the skill/concept<br>N/A = Not Addressed | O = Outstanding<br>G = Good<br>S = Satisfactory<br>N = Needs Improvement<br>U = Unsatisfactory<br>INC = Incomplete<br>N/A = Not Applicable |
| <b>** This student is in an Individualized Education Program (IEP) Each student's grades are based upon achievement of expectations as set forth on the IEP. They are not based upon age or grade level.</b>   |  |

The Elementary School uses a Standards Based Report Card as a communication tool to inform students' progress with respect to the Pennsylvania Academic Standards and Western Pennsylvania School for the Deaf elementary curriculum. For more information about the WPSD curriculum and the Pennsylvania Department of Education (PDE) standards visit: <http://wpsd.org/academics/curriculum/>.

There are two grading scales outlined in the new format: the Academic Standards Grading Scale (i.e. 1, 2, 3, 4) and the Vocational Standards Grading Scale (i.e. O, S, G, N, U, I). Students receive a report card at the end of each quarter, as well as a midterm report of progress half way through each quarter.

A few additional changes were the replacement of Spelling and Handwriting with Writing; Computers with Digital Literacy; and the addition of Health, American Sign Language, and Fountas and Pinnell (F & P). Grade Level Standards are provided for a better understanding about Fountas and Pinnell's reading scores. Students are given a F & P reading assessment at the end of each quarter.



# MIDDLE SCHOOL

The Middle School includes students in grades 5 through 8. Children who are Middle School age undergo rapid developmental changes that present unique educational needs. These changes affect cognitive development, physical growth, social awareness and moral/ethical development. Through understanding the nature of these changes, educational programming is designed to best promote student academic success and healthy self identity.

## Grading System

| Middle School Academic Grading Scale |        |              |
|--------------------------------------|--------|--------------|
| Numerical Grade                      | Letter | Grade Points |
| 97-100                               | A+     | 4.00         |
| 92-97                                | A      | 4.00         |
| 90-91                                | A-     | 3.75         |
| 88-89                                | B+     | 3.25         |
| 82-87                                | B      | 3.00         |
| 80-81                                | B-     | 2.75         |
| 78-79                                | C+     | 2.25         |
| 72-77                                | C      | 2.00         |
| 70-71                                | C-     | 1.75         |
| 68-69                                | D+     | 1.25         |
| 62-67                                | D      | 1.00         |
| 60-61                                | D-     | 0.75         |
| 0-59                                 | F      | 0.00         |

The Middle School schedule allows for a variety of elective courses Grade Point Average (GPA) is calculated based on all classes. Students maintaining a GPA of 3.0 are placed on the Honor Roll. Those who maintain a GPA of 3.75 or better will be placed on the Distinguished Honor Roll. Grades are based on classroom work, test grades, homework and classroom participation.

Middle School students attending classes off campus, with WPSD as their primary educational site, will have off campus grades calculated into their quarterly and overall grade point average.

Educators and parents maintain ongoing communications regarding student progress and needs. Parents may request meetings, telephone conferences or more frequent progress reports by contacting the Middle School office.

## Merit System

The Middle School uses a merit system to promote positive student behaviors. For each class period, students earn merit points for demonstrating expected academic behaviors. Student merit points are totaled and converted to time earned to participate in merit activities. Merit activities support the developmental social and academic needs of Middle School students. The Middle School Student Government plans and organizes the merit activities with the guidance of their teachers. Parents are encouraged to talk with their Middle School child about these regular event experiences and earning merit points.

In addition to the merit system, the rules of the Student Code of Conduct and Conduct Code do apply. Please refer to the Student Code of Conduct and Conduct Code under their own sections within this handbook.

## HIGH SCHOOL

The High School includes all students in grades 9 through 12. Satisfactory performance in the High School leads to a high school diploma. To receive a diploma, a student must complete IEP goals and objectives as mandated by the Pennsylvania State Special Education Regulations and Standards.

High School students are urged to take advantage of the opportunity to acquire the best possible education by forming good study habits, putting forth their best effort at all times and heeding the advice given to them by their teachers and supervisory personnel.

Parents are urged to encourage their children to maintain a proper attitude toward school work and to understand the important role it will play in their adult lives. Parents are also urged to take an active interest in their child's academic and vocational program at WPSD.

## Graduation Requirements

The Commonwealth of Pennsylvania and the Pennsylvania Department of Education require that students obtaining a high school diploma must complete minimum coursework in grades 9-12. Western Pennsylvania School for the Deaf (WPSD) follows all of the state requirements set forth for graduation, and also requires a few additional courses and credits needed for graduation. Students who attend either WPSD or both WPSD and Forbes Road Career & Technology Center are expected to meet the minimum requirements for graduation.

| Commonwealth of PA Requirements |  | WPSD Requirements |  | WPSD Attending Forbes Road CTC Requirements |  |
|---------------------------------|--|-------------------|--|---|--|
| Units of Credit                 | Subject  | Units of Credit   | Subject  | Units of Credit                             | Subject  |
| 4                               | English  | 4                 | English  | 4   | English  |
| 3                               | Mathematics  | 4                 | Literature   | 4   | Literature   |
| 3                               | Science  | 4                 | Mathematics  | 3   | Mathematics  |
| 3                               | Social Studies   | 3                 | Science  | 3   | Science  |
| 2                               | Arts/Humanities  | 3                 | Social Studies   | 3   | Social Studies   |
| 1*                              | Health/Physical Education*                                 | 2                 | Arts   | 2   | Arts   |
| 5                               | Electives (includes Career & Technology education courses) | .5                | Physical Education*  | .5  | Physical Education*  |
|                                 |  | .5                | Health   | .5  | Health   |
|                                 |  | 5                 | Electives (includes Career & Technology education courses) | 6   | Electives (includes Career & Technology education courses) |
|                                 |  |                   |  |   |  |
| 21                              | Total Credits  | 26                | Total Credits  | 26  | Total Credits  |

\*Physical Education shall be taught to every student yearly in grades 9-12.

## Request For Schedule Change

Parents and students who wish to make changes to their course schedule must complete and submit a course change request form. These course change request forms are **due by the end of the first week of the Fall or Spring semesters**. When schedule changes are completed, an official school schedule will be provided by the High School office.

## Exams

Various tests are given to WPSD students each year. Teacher-developed, subject-related tests are the most common. Students at all levels also take standardized achievement tests and/or comprehensive tests in specific subject areas. Final or midterm exams are given to students in academic level courses at the end of each semester (January and June). The midterm/final exam is worth 10% of a student's class grade. The teacher-made final exams are submitted to the Principal for approval at least one week before the test date.

| Regular Academic High School Classes<br>and Forbes Road CTC |        |              |
|---|--------|--------------|
| Numerical Grade   | Letter | Grade Points |
| 97-100  | A+     | 4.00         |
| 92-97   | A      | 4.00         |
| 90-91   | A-     | 3.75         |
| 88-89   | B+     | 3.25         |
| 82-87   | B      | 3.00         |
| 80-81   | B-     | 2.75         |
| 78-79   | C+     | 2.25         |
| 72-77   | C      | 2.00         |
| 70-71   | C-     | 1.75         |
| 68-69   | D+     | 1.25         |
| 62-67   | D      | 1.00         |
| 60-61   | D-     | 0.75         |
| 0-59  | F      | 0.00         |

| For Advanced Placement and college-level classes,<br>the following grading system is used: |        |              |
|--|--------|--------------|
| Numerical Grade  | Letter | Grade Points |
| 97-100   | A+     | 5.00         |
| 92-97  | A      | 5.00         |
| 90-91  | A-     | 4.75         |
| 88-89  | B+     | 4.25         |
| 82-87  | B      | 4.00         |
| 80-81  | B-     | 3.75         |
| 78-79  | C+     | 3.25         |
| 72-77  | C      | 3.00         |
| 70-71  | C-     | 2.75         |
| 68-69  | D+     | 2.25         |
| 62-67  | D      | 2.00         |
| 60-61  | D-     | 1.75         |
| 0-59   | F      | 0.00         |

## Grading System

For students in academic high school classes, the school year is divided into four nine-week marking periods. A report card is sent home at the end of each nine-week period. The grading process combines number grades, letter grades and a quality point average. The highest grade is 100 (A) and the lowest passing grade is a 60 (D). The grading system is as follows:

**High School students attending classes off campus, with WPSD as their primary educational site, will have off campus grades calculated into their quarterly and overall grade point average.**

High school students in Applied Studies classes are evaluated quarterly. The grading process combines number grades, letter grades and pass/fail grades for academic and vocational classes.

## **Academic Restrictions**

Students with a GPA below a 2.0 will be restricted from some special events such as going to the Lions' Den and participating in sporting events. Student progress will be monitored every three weeks to determine if the GPA has improved.

## **Honor Roll**

The Honor Roll is determined at the end of each nine-week marking period. Each student's grade point average is calculated using all the courses he/she has taken including physical education, fine arts and vocational classes.

A student must attain a 3.75 or better grade point average to be on the Distinguished Honor Roll. A student must attain between a 3.0 and 3.74 average with no single grade lower than a "C-" to be on the Honor Roll. Residential students attaining a 3.5 or above quality point average may be excused from required study hall in the dormitory. However, they are still responsible for completing all homework.

## **The National Honor Society**

The National Honor Society (NHS) is a recognition program for high school students. NHS honors those students who have demonstrated excellence in the areas of scholarship, leadership, service and character.

In order to be inducted into the National Honor Society, candidates must:

1. Be in 10th through 12th grades in the academic program
2. Earn at least 3.5 GPA or higher
3. Participate in school clubs/activities
4. Participate in home/school community services

Induction will occur only once a year. Students and their families will be invited to attend a formal induction ceremony.

## **Transition Services**

The Individuals with Disabilities Act (IDEA) defines transition as "a coordinated set of activities for a student with a disability, designed within an outcome oriented process, which promotes movement from school to post-school activities, including educational services, adult educational services, independent living and community participation."

WPSD offers a variety of transition activities which include: career presentations, Disability Mentoring Day, job shadowing, on-the-job-training, Pennsylvania Career Guide, summer employment, work experience, Work Training Center, workshop transition, college admission tests, tours, parent information packets to junior and senior parents, graduation portfolio, Bridges/CHOICES web-based programs for career planning.

In Pennsylvania, transition activities start at age 14. Prior to the IEP meeting, parents will receive a list of resources available in their home county. Parents should review the list and feel free to ask questions about any of the programs. As the student nears graduation, additional service providers will be invited to the I.E.P. meeting to assure a coordinated planning effort. For more information on transition activities or services, please see the Transition section of the WPSD website.

## **Valedictorian Guidelines**

As a tribute to high academic achievement and leadership ability, the honor of WPSD Valedictorian may be awarded yearly to a senior. The Valedictorian speaks at the graduation ceremony.

The WPSD Valedictorian must meet the following criteria:

- ACT score of 19 or higher
- Cumulative GPA of above 3.65
- Participation in two extracurricular clubs/activities during senior year
- No suspensions in 11th or 12th grades
- No more than 15 days of absences in any school year (grades 9-12) unless excused by a physician.
- Student in good standing

All valedictorian candidate qualifications will be reviewed by the Principal and Chief Academic Officer.

## **ACADEMIC PROGRAM OPTIONS**

The mission of WPSD is to provide the highest quality educational programs for deaf and hard-of-hearing children from Pennsylvania. In doing so, the academic program is always growing, adjusting and working to meet the needs of every student at WPSD. The diverse student population we serve creates the need for WPSD to offer a wide variety of services and support.

### **Mainstreaming Opportunities**

Educational opportunities abound at WPSD through our mainstreaming programs for 1st - 12th grade students. The mainstreaming program allows WPSD students to:

- Participate in learning activities with their hearing peers
- Share their culture with those who may have no understanding of deafness
- Take advantage of some courses that are not offered at WPSD

Students who live locally may have opportunities to take classes at WPSD as well as their local school district.

Students in 1st through 8th grade have the opportunity to be mainstreamed into a local private school provided they meet specific criteria and have needs that mainstreaming meets. SAT and PSSA scores along with other data are considered in the decision to mainstream a student.

Upon agreement at a student's IEP, high school juniors and seniors have the opportunity to attend an off campus vocational training program. Students in this program must demonstrate a unique interest in a vocational area for which training is not provided by WPSD and must have a high likelihood of using these skills upon graduation.

High school students performing on grade level also have the opportunity to attend academic classes at alternate sites for courses not offered at WPSD. The decision to do so is based on the student's needs. Some high school students may participate in an on or off campus Work Experience Program as indicated at their IEP meeting. The goal of this program is to provide an independent work experience to help students develop needed skills to enter the work force after graduation.

## **High School Summer Reading Program**

All high school students are expected to participate in a Summer Reading Program. Students are required to read two books that are chosen with the help of their reading teacher. This program is worth 10% of the first 9-week grading period.

## **Dual Credit Courses**

In collaboration with Rochester Institute of Technology (RIT) and National Technical Institute for the Deaf (NTID), and CCAC, high school students have the opportunity to take classes for college credit hours, including:

- Raster and Vector Graphics
- Introduction to Computer Applications
- Processes of Science: Environmental Studies
- Engineering Graphics
- Processes of Science: Forensics
- American Sign Language
- Film Production
- Engineering Graphics

When appropriate, these classes are enhanced through a partnership developed with Carnegie Mellon University's Digital Arts Department.

## **Forbes Road Career & Technology Center**

Forbes Road Career Technical Center offers a variety of programs that will give students the academic, technical, and employability skills needed for postsecondary and workplace success. Classes at Forbes Road Career Technical Center gives students the ability to learn the skills needed in order to help obtain future employment.

## **All School Science Fair**

All students taking science classes are required to participate in an annual Science Fair. The student's project is worth 5% of his/her grade of the 9-week grading period in which it occurs.

## **Accelerated Reading (AR) Program**

All 1st through 12th grade students take part in the Accelerated Reading Program. This program is part of the student's reading class and provides the wonderful opportunity to gain a better appreciation of literature.

## **Deaf Studies Class**

A Deaf Studies class for Middle School is held during the school year and also offered for students to take in the High School. This class gives the students an opportunity to learn about famous Deaf adults, as well as discuss issues that face them everyday.

## Applied Studies Program

The Applied Studies Program works within the structure of the academic program at WPSD to meet the needs of those students who benefit from hands-on learning, life skills training, or other specialized programming addressing their individual needs. The classes in this program include language arts, math, consumer economics, current events and communication. Applied Studies teachers use a functional and hands-on approach to learning. In certain instances, a student may have some classes in an Applied Studies classroom and others in an academic classroom. Placements such as this are made by the parents and school staff at IEP meetings.

## ACADEMIC PROGRAM STANDARDS

### Study Hall

Residential students have study hall time every night. Generally, homework should take ten minutes per grade level, i.e. 10 minutes in first grade, twenty in second grade, and up to two and a half hours in high school.

**Students need to finish their homework regardless of the time it takes.** Homework is meant to reinforce classroom ideas and information. WPSD stresses the importance of homework and the need to develop good study habits. Students may have homework on weekends depending on their classes and project deadlines.

### Request for Tutoring

The school faculty makes every effort to assure the success of each student. Students who need additional teacher support are often tutored by their teacher during lunchtime or after school. A limited number of volunteers may be available after school and in the evenings to work with students who demonstrate specific difficulties in class. The student and his/her parents must complete and sign a *Tutoring Request Form*. The student is responsible for obtaining the teacher's signature indicating the need for tutoring. Students must follow the attendance guidelines on the form or their tutoring privileges will be suspended or canceled. *Please note that tutoring is not a mandatory service provided by the school.*

### Midterm Progress Reports

A Midterm Progress Report is sent home quarterly to all academic students in Elementary School, Middle School and High School. The report informs parents how their child is progressing in each quarter. Parents may direct their questions concerning Midterm Progress Reports to individual teachers. If the need arises, a meeting can be arranged through the Principal of your child's department.

### Discipline System and Detention Hall

WPSD endorses School Wide Positive Behavior Intervention and Support (SWPBIS or the shorter version PBIS) that is part of the Children's Center, Elementary, Middle School, High School, and Residential positive behavior management program. SWPBIS is different in each department meeting the appropriate developmental and behavioral needs of our students. SWPBIS is a decision-making framework that guides selection, integration, and implementation of the best evidenced-based academic and behavioral practices for improving important academic and behavior outcomes for all students. While positive behaviors are recognized and reinforced, infractions are also managed.

High School, Middle School, and Elementary behavior infractions are defined as Classroom Managed Behavior/ Minor Incidents or Office Managed Behavior/Major Incidents. Incidents will be documented daily and interventions given as needed. Incident data will be reviewed on a monthly basis. Four Minor Incidents in a single class in a 9-week grading period will be considered an Office Managed Behavior. Please note the following actions will be taken for Minor/ Classroom managed Incidents:

- First Incident - Warning, Individual Instruction
- Second Incident - Warning, Individual Instruction, Parent Contact (email, phone call, VP)
- Third Incident - Warning, Individual Instruction, Parent Contact, Detention Hall, Letter Home by Principal, No Sports on This Day.
- Fourth incident - Office referral will occur. Principal/Deans will decide further consequences.

WPSD makes every effort to help students understand that they are responsible for their actions. The school appreciates parents who support WPSD by guiding their children to be respectful and responsible at school and at home.

### **Detention Hall Rules**

1. Students must report to detention hall on time. Tardiness is not permitted.
2. Students in detention hall may not communicate with each other in any fashion.
3. Students cannot sleep in detention hall.
4. Students must remain in detention hall for the duration of the detention period.
5. Students are not allowed to eat any food in detention hall other than detention hall lunch or a lunch prepared at home for day students.
6. Students will sit in assigned seats.

Students who do not comply with detention hall rules must report to the Principal. Further detention time may be assigned if rules are not followed.

Some examples of Classroom and Office managed behaviors are listed below. Please keep in mind this list is not all-inclusive.

| <u><i>Classroom Managed Behavior</i></u> | <u><i>Office Managed Behavior</i></u> |
|--|---------------------------------------|
| Off-task                                 | Class Cut                             |
| Unprepared for Class                     | Dress Code                            |
| Disruption                               | Fighting                              |
| Refusing to Work                         | Harassment/Bullying                   |
| Minor Disrespect                         | Drugs/Alcohol                         |
| Late for Class                           | Insubordination                       |
| Drinks/Food                              | Terroristic Threats                   |
| Dress Code Violation                     | Threats to Self or Others             |
| Inappropriate Language                   | Self Injury                           |
| Lying/Dishonesty                         | Theft                                 |
| PDA's - Inappropriate Public             | Vandalism                             |
| Displays of Affection                    | Weapons                               |
| Technology Violation                     | Technology Violation                  |
| Cheating/Plagiarism                      | Cell Phones                           |
| Harassment/Bullying                      | Cheating/Plagiarism                   |
|  | Repeated Minor Incidents              |



## **Parent Notification of Detention Hall**

Parents will receive a letter each time their child serves detention hall. The letter will include the date(s) of the student infraction(s), the teacher(s) who assigned the student the detention and the date detention hall was served. The letter will be sent out no more than one day after serving detention hall. Parents may request immediate notification of detention halls **in writing** to the Principal of the student's department. The Chief Academic Officer, Principals, and or Deans may assign detentions at their discretion.

## **Homework**

As part of our SWPBIS program High School and Middle School will be collecting data on the completion of homework.

- Students who complete their homework will be recognized through the SWPBIS program.
- When necessary for those students who have difficulty completing homework, High School and Middle School will provide appropriate supports by providing Study Hall lunches and/or Study Hall ISP periods, as well as provide individual classroom teacher support.

A portion of a student's classroom grade is earned from his or her submission of homework.

- Students will receive 100% of their earned homework credit when homework is turned in on time.
  - 75% of earned credit when it is turned in 1 day late,
  - 50% when 2 days late,
  - 25% when 3 days late,
  - 0% when 4 or more days late.
- 
- First incident of late, incomplete or no homework: Students receive a warning.
  - Second incident: Warning and parent contact.
  - Third incident: Warning, parent contact, study hall lunch, and letter home by the Principal.

In all situations, the teacher will e-mail the Principal, Deans, and School Counselor by 3:00 the same day.

## **COUNSELING & EVALUATION DEPARTMENT**

### **Who Are the Counseling and Evaluation Department?**

The Counseling and Evaluation Department consists of a School Psychologist, two School Counselors, an Art Therapist/Grief Counselor, and a Behavior Specialist. Our job is to help our students succeed academically, socially, emotionally, and behaviorally. The Counseling and Evaluation Team collaborate with educators, parents, and other professionals to create a safe, healthy, and supportive learning environment for all students that strengthen connections between home, school, and dorm.

The Counseling and Evaluation team members are highly trained in the fields of mental health, child development, school organization, learning styles and processes, bereavement, behavior, motivation, and effective teaching. We work to find the best solution for each student and situation and use different strategies to address student needs and to improve school support systems. We work with students individually and in groups. We also develop programs to train teachers and parents regarding effective teaching and learning strategies, and effective techniques to manage behavior at home, in the dorm, and in the classroom.

Individual art therapy provides students with frequent access to a variety of art materials and the undivided attention and support of a trusted therapist who can guide them in the use of these materials. Through

their interactions in a safe, creative environment, students can develop their communicative and expressive skills. They feel better about themselves and their abilities. As a result, they can become more productive and successful socially, emotionally, and educationally.

In addition, the Counseling and Evaluation Department provides the following service:

### ***Consultation***

- Collaborate with teachers, parents, residential staff, and administrators to find effective solutions to learning and behavior problems.
- Help others understand child development and how it affects learning and behavior.
- Strengthen working relationships between teachers, parents, residential staff, and service providers in the community.

### ***Evaluation***

- Evaluate eligibility for special services.
- Assess academic skills and aptitude for learning.
- Determine social-emotional development and mental health status.
- Evaluate learning environments.

### ***Intervention***

- Provide counseling to help resolve interpersonal or family problems that interfere with school performance.
- Work directly with children and their families to help resolve problems in adjustment and learning.
- Provide training in social skills and anger management.
- Help families and schools manage crises, such as death, illness, or community trauma.

### ***Prevention***

- Design programs for children at risk of failing at school.
- Promote tolerance, understanding, and appreciation of diversity within the school community.
- Develop programs to make schools safer and more effective learning environments.
- Collaborate with school staff and community agencies to provide services directed at improving emotional and physical health.
- Develop partnerships with parents and teachers to promote healthy school environments.

### ***Research and Planning***

- Evaluate the effectiveness of academic and behavior management programs.
- Identify and implement programs and strategies to improve schools.
- Use evidence-based research to develop and/or recommend effective interventions.

## **Growing Up Is Not Easy**

All children and adolescents face problems from time to time. They may:

- Feel afraid to go to school
- Have difficulty organizing their time efficiently
- Lack effective study skills
- Fall behind in their school work
- Lack self-discipline
- Worry about family matters such as divorce and death
- Feel depressed or anxious
- Experiment with drugs and alcohol
- Think about suicide
- Worry about their sexuality
- Face difficult situations, such as applying to college, getting a job, or quitting school
- Question their aptitudes and abilities
- Have concerns about their health or the health of a family member

The Counseling and Evaluation Department can help children, parents, teachers, and members of the community understand and resolve these concerns.

*Resource: National Association of School Psychologists*

## **PERSONAL GUIDANCE**

Personal guidance and counseling services are available to students. Any concerned individual may refer students for counseling to the school or residential administrators. Through the psychologist or counselor, students receive highly qualified professional assistance to enable them to deal adequately with the many social and emotional problems associated with growing up and developing independence. Students are expected to attend counseling sessions as scheduled when counseling is part of the student's IEP.

## **POST-SECONDARY EDUCATION COUNSELING**

Guidance and evaluation services are provided to students who are nearing completion of studies at WPSD. WPSD has a School Counselor for Guidance, Transition Coordinator and a Work Training Coordinator. These services provide each student with information about job opportunities; vocational, technical and trade schools; colleges and junior colleges; and the student's abilities in relation to the employment picture. Various individuals at WPSD work with students and parents to assist in the application process. It is important for parents to maintain communication with the contact person throughout the application and post-secondary placement process. WPSD personnel maintain copies of all pertinent documents that we receive as a student transitions into a new placement at graduation. Ultimately, however, the student and parents are primarily responsible for correctly completing application forms for college or vocational school admission and for financial aid.

## **Suicidal Behavior Reporting Procedures**

**(see [www.wpsd.org](http://www.wpsd.org) for full WPSD Suicide Prevention and Postvention Policy)**

Suicidal behavior includes a student threatening to hurt himself/herself, talking about suicide, or demonstrating severe self-abusive behavior or other extreme behavior. A psychologist and/or counselor will screen the student and make the appropriate recommendations. The Deans, Principals, Chief Academic Officer, or Coordinator of Counseling and Evaluation will contact the student's family and inform all necessary staff. A family member may be required to come and pick up the student and provide follow up as recommended. The school psychologist and/or counselor will contact the Chief Executive Officer, Chief Operations Officer, Health Center, Chief Academic Officer and Principal with information. The Chief Academic Officer and Principal will be responsible for contacting all other academic personnel and screening information with them. A written evaluation with recommendations will be given to the Chief Executive Officer within 24 hours.

### **During School Hours**

In the event of suicidal behavior, the psychologist and/or counselor will screen the student and make the appropriate recommendations regarding the student remaining at school or going home. The psychologist and/or counselor will present a written report and complete the findings and recommendations to the CEO, COO, CAO, Health Center and Principal within 24 hours of the incident. The Principal/Chief Academic Officer and counselor will contact the student's family during school hours and will also be responsible for contacting all other academic and residential school personnel and sharing information with them.

The Coordinator counselor will also contact the Chief Executive Officer, Chief Operations Officer, Director of Counseling and Evaluation and Health Center to share information with them. The psychologist and/or counselor will present a written report, complete the findings and recommendations, to the CEO, COO, CAO, Health Center and Principal within 24 hours of the incident.

### **Off Campus Threat**

*At Home* - If a parent reports a student making a harmful threat at home, staff should refer the parent to his/her local MH/MR program or to a local hospital that has a psychiatric unit. If the child is out of control, an ambulance may be needed to transport the child to the hospital.

*At an Off Campus School Event* - If a student makes a threat at an off campus school event, the staff will keep the student under constant supervision. In addition, the Chief Executive Officer, Chief Operations Officer, Chief Academic Officer, the Deans, and Principal should be notified. The information they receive should be shared with the WPSD psychologist or counselor, who can provide immediate feedback for the staff and student involved. If the child is deemed safe to return to campus, the psychologist or counselor will meet him/her upon the trip's return. If the child is considered at immediate risk, an ambulance will be summoned to transport the child to the nearest medical facility. A staff person will accompany the student in crisis in the ambulance. The counselor will meet them at the selected medical facility.



# After School Program

## RESIDENTIAL LIFE

Learning does not stop at the end of the school day. The residential program is an integral part of the WPSD program. A wide array of activities is offered every day after school. For the younger students, WPSD offers Mighty Mites sports, avocational clubs and more. These activities complement classroom learning with fun hands-on activities. Older students can participate in a variety of Junior Varsity and Varsity sports, avocational clubs, drama productions and more. There are also opportunities for after school off-campus outings for students of all ages resulting from Level System rewards or scheduled outings. Students may attend captioned movies, dine at various eateries and attend local special events. (Note: These activities will be adapted to address COVID-19 restrictions)

### Residential Supervisors

Residential supervisors are actively involved with helping students become mature, responsible and independent. Supervisors help students plan and implement the activities listed above. They also help students develop independent living skills. In addition, residential staff supervise all after-school activities.

### Peer Mentors

Each year, a group of 10th, 11th and 12th grade students is selected to become Peer Mentors. Up to 10 students are selected for this prestigious position. The students who are chosen to become peer mentors must be responsible, dependable, display leadership skills and maintain good grades, as they are frequently asked to help in various residence and school situations as the need arises. Interested students must apply for this position and submit two written references. In addition, each applicant must complete an interview by a committee consisting of the CECO, Deans, and Principal.

## The Independent Living Program at WPSD

### Mission Statement

The Independent Living Program (ILP) is designed to develop transitional skills and build character by providing experiences and structure leading to maturity and responsible behavior.

### Selection Process

Students in the 11th and 12th grades will be considered for the Independent Living Program. To be interviewed and selected as a resident of this program, students must submit or complete the following:

1. Parental Permission - Parents need to submit a letter permitting their child to live in the ILP.
2. Successful completion of the *Dormitory Level System* - Students need to demonstrate the ability to follow rules and earn privileges.
3. Dormitory Progress Report - Successful completion of basic skills which indicate the ability to manage themselves independently.
4. Grade Point Average - 2.5 or above.
5. Letters of Reference - Students need to obtain three letters of reference - one from the school, the dormitory and the community.
6. Interview- Students are expected to go through an interview process. The interview committee will consist of a representative from various departments including the CECO, Deans and Principal, along with input from teachers and residential supervisors.

## **Housing and Staffing**

The Independent Living Program is located on the third floor of the Math Science Technology Center. There are two dormitory wings, each with laundry facilities and connections to the WPSD Network (TV); separated by a shared co-ed lounge/living space, including a kitchen and common study area with computers.

## **Level System**

The Level System designed for the residential program is aligned with SWPBIS/ROARS. The Level System is a positive and successful program that allows students the opportunity to earn a defined number of points for following residence rules and expectations, and following through with everyday responsibilities. As students earn points they earn privileges and rewards. Earning privileges and rewards gives students a sense of accomplishment and provides incentives for continuing to follow school rules and expectations, while fostering independence and responsibility. Students who may struggle with behavior or meeting everyday responsibilities earn fewer points and therefore fewer privileges and rewards.

The following are general student expectations. Below each category are some specific examples. Examples may include, but are not restricted to:

### **Ready:**

- Being on time
- Completing daily chores
- Completing homework everyday
- Brushing teeth
- Combing hair
- Using deodorant
- Showering daily
- Following directions
- Dressing appropriately for school

### **Organized:**

- Completing tasks/assignments given
- Keeping room clean & unpacking clothes

### **Accountable:**

- Taking medications to the Health Center and attending appointments on time
- Signing in and out
- Not borrowing or loaning personal items
- Using manners (everywhere)
- Following directions
- Being in appropriate areas at all times

### **Respectful:**

- Accepting decisions
- Cooperating (with staff & students)
- Talking nicely/appropriately, no swearing
- Displaying appropriate public displays of affection
- Listening and following directions

- Using manners (everywhere)
- Being honest, nice and having a positive attitude (No lying/ teasing/ insulting/ gossiping)

**Safe:**

- Not displaying threatening behavior
- Not possessiong anything dangerous or illegal
- Playing nicely/no horse play
- Being in appropriate areas at all times

**Day Students**

All day students are assigned to residences for arrival/departure routines and participation in after school activities. When day students are on campus, they should be with their residential supervisors and have permission for activities.

Day students arriving at the school before the first morning bell must report to their residences and check in. After school, they must check out to go home or report to the appropriate residence.

There are times when a day student wants to remain at or return to the school for an activity. He/she may do so only if good behavior has been previously demonstrated. A written note from parents indicating their permission, how late the student may stay and how he/she will return home is necessary. If day students stay in the residences, they are expected to follow all residential rules such as pager and study hall policies.

\*These processes are revised for COVID-19 restrictions. Day students will not report to the residence, but rather to a designated spot.

**ATHLETICS**

**Participation in Athletics**

WPSD offers a comprehensive program in Athletics. Participation in sports is a privilege. The responsibilities of the student-athletes are greater than those of other students. Students must maintain good grades and demonstrate proper classroom and dormitory behavior in order to participate in team sports. A letter from each coach will be sent home at the start of each respective season.

If a student is suspended in or out of school, sports participation is suspended for the length of the suspension. Serious infractions or repeated misbehavior can result in removal from the team.

Education is the main goal at WPSD. Three (3) weeks after the start of each quarter, any student receiving a grade of below 70% in any courses will be immediately put on academic probation. Student-athletes will not be able to dress in uniform for home athletic games or travel to away games for two weeks. We will continue to evaluate academic performance at two-week intervals. Students will still be required to participate in practices and be with the team during home games.



At the end of the two-week window, if a student-athlete raises his/her average to 70% or better, the probation is lifted and he/she will be able to participate in home and away games. The dates of the grade check are listed below

| FIRST 9-WEEKS  | SECOND 9-WEEKS<br>October 26 - Jan. 22  | THIRD 9-WEEKS<br>Jan. 25 - April 1  | FOURTH 9-WEEKS<br>April 12 - June 11   |
|----------------|---|---|--|
| No Fall Sports | THURS., NOV. 12th<br>THURS., DEC. 10th<br>THURS., JAN. 7th<br>FRI., JAN. 22nd | THURS., FEB. 11th<br>THURS., FEB. 26th<br>THURS., MAR. 18th<br>THURS., APR. 1st | THURS., APR. 29th<br>THURS., MAY 13th<br>THURS., MAY 27th<br>THURS., JUNE 11th |

| Boys' Team Sports   | Girls' Team Sports   |
|---|--|
| Varsity Soccer<br>JV/Varsity Basketball<br>Varsity Softball<br>Cheerleading | JV/Varsity Volleyball<br>JV/Varsity Basketball<br>Varsity Softball<br>Cheerleading |

## Mighty Mites

Mighty Mites soccer, Mighty Mites basketball, Little Cubs Cheerleading and spring intramurals are available for Elementary School and Middle School students.

## Attendance/Participation

If a student arrives at school later than 11:30 a.m. the day of a game, he/she may not participate in a sporting event or the cheerleading squad. Team/squad members cannot play in a game or cheer if they are absent from school without a doctor's excuse or other acceptable excuse. In addition, most coaches require a student to practice the day before a game in order to play the day of the event. Exceptions to this rule may be granted by the department Principals or Athletic Director.

## Athletic Grading Policy

By the end of the third week of the first quarter and then again 3 weeks after the start of the second semester, any student receiving a D or an F (below 70%) in any one course will immediately be put on academic probation. Student athletes will not be able to dress in uniform for home athletic games or travel to away games for one school week from the date of the grade check (3 pm on Thursdays). The school will continue to evaluate academic performance at weekly intervals. Students will still be required to participate in practices and be with the team during home games.

At the end of the two-week window, if a student athlete raises his/her grade to a C the probation is lifted and he/she will be able to participate in home and away games.

Any student that earns below a 2.0 GPA at the end of any nine-week grading period will immediately be put on academic probation for five (5) weeks. Student-athletes will not be able to dress in uniform for home athletic games or travel to away games until the fifth week of the new quarter. Students will still be required to participate in practices and be with the team during home games.

Any proposed short- or long-term suspension would necessitate a review meeting with the Chief Academic Officer, Principal, Deans and Athletic Director.

## **School Policy on Student Concussion - (In accordance with state law)**

1. A student desiring to participate in any athletic activity and the student's parent or guardian shall, each school year, sign and return to the school an acknowledgment of their receipt and review of concussion and traumatic brain injury information.
2. All medical personnel, authorized to make decisions on when the student athlete can return to play must complete, or have completed, training in the evaluation and management of concussion. Material for this training is available on-line through the Pennsylvania Departments of Education or Health ([www.state.pa.us](http://www.state.pa.us)) and through the Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov)).
3. Authority is granted to game officials, the coach, athletic trainer, licensed physician, licensed physical therapist or other individual trained in the recognition of the signs and symptoms of a concussion and designated by the school, to determine that a student athlete exhibits signs or symptoms of a concussion or traumatic brain injury.
4. Once the student athlete has exhibited signs or symptoms of a concussion/traumatic brain injury he/she must be removed by the coach from participation. The student athlete cannot return to practice or play until he/she is evaluated and cleared for return to participation in writing by an appropriate medical professional (as defined in the Safety in Youth Sports Act) with training in the evaluation and management of concussion.

## **School Policy on Sudden Cardiac Arrest Symptoms - (In accordance with state law)**

1. A student desiring to participate in any athletic activity and the student's parent or guardian shall, each school year, sign and return to the school an acknowledgment of their receipt and review of warning signs information sheet.
2. Authority is granted to game officials, the coach, athletic trainer, licensed physician, licensed physical therapist or other individual trained in the recognizing the warning signs and symptoms to determine that a student athlete exhibits signs of sudden cardiac arrest.
3. Once the student athlete has exhibited any warning sign, he/she must be removed from the activity. The student athlete cannot return to practice or play until cleared for return in writing by an appropriate medical professional.

## **CLASS ORGANIZATIONS AND SERVICE CLUBS**

The Freshmen, Sophomore, Junior and Senior classes generally form class organizations for social and service purposes. There are also several service organizations including the Varsity Letter Club, Girls' Athletic Association, Residence Council, Student Body Government, and Jr. NAD. All class and service club activities must be cleared by the Principal and/or the Deans well ahead of the scheduled date. Any changes in activities must be approved by these same people.

Each organization will conduct a minimum of one community service project per year. The community project can be on or off campus. The project must be approved by the Deans and Principal.

Permission for all class and service club activities is given subject to the proper behavior and attitudes of the class and club members. Permission may be withdrawn and activities canceled at the discretion of the Deans and/or the Principal.

Each organization, program or club will be limited to two fund-raising projects per year (Freshmen and Residence Council will be exempt from fundraising). All fundraising projects and exceptions to this rule must be approved by the Principal and/or the Deans.

## SCHOOL ACTIVITIES

### **Intramurals/Play Opportunities/Playground Areas**

There are a large gym, small gym, playground, Children's Village and outdoor basketball courts for students to use after school. From time to time, there are tournaments in ping pong, pool, etc. Games are also available in the Lions' Den and dormitories for students to enjoy.

### **Study Hall**

High School students with a GPA of 3.49 and below are required to attend a one hour and fifteen minutes study hall on Monday through Thursday. Middle School students have a 45 minute study hall. Optional study time is provided immediately following the required study hall and on Sunday evenings. Study hall rules are posted in each dormitory room and study hall area. Failure to follow these rules will be reported to the Deans by the residential supervisors. These reports can result in extra study time or in a reduction of privileges. Students maintaining a grade point average of 3.5 are excused from required study hall and those having a grade point average of below 2.0 are denied Lions' Den and sports team privileges. Sometimes students with an average of below 2.0 are required to have an extended study hall period.

## SOCIAL ACTIVITIES

A full range of social activities is offered in recognition of the school's responsibility to provide a stimulating atmosphere for our students. These activities include parties, dances, athletic events, movies, special dinners and the Lions' Den. Students may not attend after school activities if they are absent from school on the day of the event or ARRIVE after 11:30 a.m. on that day without a doctor's excuse or another legitimate excuse (one that has been determined acceptable by the school).

In addition to the absence, students are expected to maintain good grades because education is the main goal at WPSD. Any student receiving a grade of below 70% in any course will be immediately put on notice and may not participate in after school activities (excluding sport practices) for two weeks. At each quarter, students with a GPA below 2.0 are not permitted to attend the after-school activities (excluding sport practices) for five weeks and are expected to use that time to pull up grades for a two week period. Students who make appropriate progress may participate in after school activities as determined by the Deans.

For our high school students, many of these activities are coeducational and use of proper social etiquette is required. Failure to conform to this requirement will lead to cancellation of this privilege for the students involved.

### **Lion's Den**

The Lion's Den is open to all students on a regularly scheduled basis. Items such as soft drinks, pizza, ice cream and hamburgers may be purchased by the students. In addition to providing refreshments, the Lion's Den performs an important social function in the school by providing an informal meeting place for young people to get together in a relaxed atmosphere. Students with a GPA below 2.0 are not permitted to attend the Lions' Den and are expected to use that time to pull up grades for a three week period. Students who make appropriate progress may return to the snack bar as determined by the Deans.

## **PART-TIME EMPLOYMENT**

A limited number of part-time jobs are available for our students. Students wishing to apply for these jobs must secure an application from the Deans or Principal. A student who is doing unacceptable work or misbehaving in school or in the dormitory will not be permitted to hold a job.

## **LINEN SERVICES**

There are laundry machines in the residences, Students are responsible for seeing that their clothes are removed promptly from the machines. Bedspreads, blankets, sheets, pillowcases, towels and washcloths are provided. Students must change linens once a week.

## **MAIL**

Mail is distributed daily by the residential supervisors on duty.

## **STUDENT BANK**

There is a Student Bank in each boys' and girls' residence. Deposits can be made at any time. Withdrawals can be made at regularly scheduled times and any time in case of emergency. Boys and girls are **strongly urged** to keep their money in this bank as the **school cannot be responsible for missing money that has not been deposited in the bank**. Students are not encouraged to bring large amounts of money to school.

## **TELEPHONES/VIDEO PHONES**

Telephones/VP's can be used anytime between 3:15 p.m. and 15 minutes prior to bedtime for all students. Due to the number of available phones and students, phone use is limited except in emergency situations.



**Medical Services**

## MEDICAL SERVICES

During the school year, the School's Health Center is open from 5:00 p.m. on Sundays through Friday afternoons, to support student health needs. Students who are ill, hurt, or require treatment or medications, are treated by the nursing/medical staff. Any student who is in need of Health Center services should see his/her teacher or residential supervisor for permission to visit the Health Center. The student will then be given a Health Center Admission Permit to go to the Health Center to obtain medications or treatment services.

In the event of a medical emergency, the Health Center staff is notified immediately. If the student is unable to come to the Health Center, then a nurse will go to the student's area. Depending on the situation, a nurse may advise to call "911". Also, in the event of an emergency situation, oxygen and AEDs (automated external defibrillators) are available to trained staff at strategic locations around campus.

**To assist the Health Center staff in providing good medical care, all serious accidents, illnesses, or hospitalizations that occur while your child is at home on weekends, holidays, or for the summer must be reported upon his/her return to school.**

Parents are notified of any illness, accident or admission to the Health Care Center.

## HEALTH CENTER POLICY

The Health Center is under the supervision of the Nursing Supervisor who reports to the Chief Operations Officer.

The school physician, who has final medical authority as it relates to the health care of enrolled students, is contracted by WPSD and has the responsibility over all aspects of students' medical conditions while they are in attendance at the school. The physician or nurse practitioner is available in the Health Center every morning, Monday through Thursday, and is on call for emergency situations. The school physician is NOT to be expected to act as the students' primary care physician.

The Health Center is staffed by registered nurses during the times students are on campus. The Health Center staff will conduct all state mandated vision screenings and records heights and weights with BMI calculations. They also assist the physician with state physicals. The nursing staff are responsible for tracking age-appropriate immunization requirements as directed by the Allegheny County Health Department (PA Department of Health). This involves reporting our students' immunization status as required by law. The nursing staff, under the direction of the school physician, will provide routine health services that include: first aid services for student injuries, administration of medication, the expedited referral services for emergency treatment, and notification of the parent/legal guardian. The nursing staff is available in the Health Center to meet the general needs of the students and to consult with department directors in regard to specific health questions or concerns (ie. seizure management, students with multiple disabilities, diabetics, asthmatics, behavior problems, medications, etc.).

Students who become ill at school may be sent home by the doctor or nurse and are to remain home until completely recovered. Students who have been out of school due to a communicable disease, extended illness, hospitalization, injury, or surgery and are under doctor's care must return with a written release from the physician. When a student requires extended medical treatment, the parent is responsible to make necessary arrangements for any follow-up appointments, testing, and/or treatments (i.e. physical therapy). The Health Center will notify the appropriate departments should there be any restrictions.

Please be aware there are some illnesses that are reportable by law from The Pennsylvania State Health Department and/or The Allegheny County Health Department. You will be informed if the illness is reportable.

Any minor surgery, diagnostic medical testing, or dental work requiring sedation anesthesia requires a 24 hour stay at home. Please provide the Health Center with any instructions and restrictions, and a release to return to school.

If your child has been discharged from a psychiatric facility, he/she must be home for a minimum of a full 24 hours before returning to WPSD.

Any medical or surgical admission requires a written release from the doctor for the student to return to school. This should include any restrictions and instructions. Please fax these to the Health Center (412-244-4291) prior to returning to school.

Please note if your child requires narcotic pain medication during the school day, he/she is not ready to return to school. (Tylenol and Ibuprofen are acceptable.)

## Medications

These are the procedures that we ask you to follow regarding your child's medications:

1. All student medications, prescriptions, acne medications and over-the-counter medicines are to be stored at the Health Center.

Students are not permitted to possess any medications and may not take any medication without obtaining permission from appropriate staff.

**\*\*Special exceptions can be made as required by law for severe allergies and asthma inhalers. Only those students authorized by their physician, parent, and Health Center staff can carry these medications. These matters should be specifically discussed with the school via the Health Center staff.\*\***

Any medication brought to school by a student must be turned in to the Health Center immediately upon ARRIVAL to school.

2. Any medication sent in requires a physician's order which provides instruction to the nurse for administration of medication. The Physician's *Request for Medication Administration* form must be signed by the parent(s)/guardian(s). A copy of this form is located in the back of the handbook for your convenience.

The school will provide Tylenol and/or Advil in accordance with standing orders from the school physician or a separately provided order from the student's physician.

Transport of any medications to school is the responsibility of the parents. Whether on the school bus or van is determined by the school district. Please check with your school district for their policy.

3. Over the counter medications, vitamins or other supplements will be handled only in the same manner as prescription medications. These will require specific medical instructions per the standard physician's form (accompanying this notice and available elsewhere from the School) and must comply with all original packaging requirements as per the general medications policy found in the handbook.
4. When possible, the school nurse will administer the medication before or following any off campus outing(s). If dosing times cannot be adjusted to permit on-campus administration, the school, at your request and direction, will arrange for the medicine to be provided to a responsible adult, in accordance with the Consent and Authorization for Medical Treatment form.
5. Always send any prescriptions and/or medications in the original container(s). The school cannot accept medicine delivered in any other way. DO NOT send medicines in baggies, jars or old unmarked prescription bottles. Most pharmacists will cooperate, by giving you an extra labeled bottle for prescription medication to send some portion to the school while retaining a portion at home.

**\*\*The Health Center Staff will not dispense medications that do not come in their original containers.\*\***

6. When sending in medication which is taken on a long term, ongoing, daily, or other basis, please send enough for the month. If the medication is to be taken on a temporary basis, be sure to send enough for the week. Always include a note or call the Health Center stating the time the last dose was given.
7. The Health Care Center will send home a medication reminder letter when medication needs to be refilled.
8. You must notify the Health Center immediately if a prescription changes or discontinues.
9. New prescription orders are needed at the beginning of every school year, and with any changes in medications throughout the school year.
10. Please notify the Health Center if you give your child any medication at home.
11. The *Physician's Request for Medication Administration* form must be used for all physician direction to the school and the school's Health Center, whether for prescriptions, over the counter medications or dietary supplements. A copy of this form is located in the back of the handbook. It may be freely copied, but the school must receive a copy bearing an original physician's signature.
12. It is the responsibility of the parent to check the student's suitcase for any medication, medication bottles, and notes that are sent home from the Health Center.
13. If a parent arranges for their child to visit another student's home for the weekend, it is the responsibility of the parent to communicate their health/medication needs.
14. It is the parents' responsibility to inform transportation providers, the head nurse and school administration that medications will be sent to the school.



## **DAY STUDENTS:**

PLEASE NOTE IF YOUR CHILD TRAVELS WITH THE SPORTS TEAMS, OR IF HE/SHE PLANS TO STAY IN THE RESIDENCE OVERNIGHT, ALL OF THE ABOVE RULES APPLY.

These procedures are extremely important for the safety of your child and our students. Remember to keep us well informed about your child's health and medication needs.

### **When to Keep Your Child Home (Residential & Day Students)**

Students who become ill at school are seen by the school Physician, Nurse Practitioner or WPSD nursing staff. The physician or nursing staff determine if the student should return to school or go home. If your child is a residential student, he/she can remain in the Health Center for 24 hours unless the school physician decides otherwise.

If your child is a day student and becomes ill at school, the student will remain in the Health Center until a parent or guardian picks him/her up. **You should have alternative plans to have your child picked up if you are unable to do so yourself.**

If your child does not feel well enough to participate in the educational setting, please keep him/her at home.

If your child is experiencing any of the following symptoms, please keep him/her at home and follow the procedure for reporting an absence:

- Fever or elevated temperature (100° or above). Students should remain fever free for 24 hours without the benefit of Tylenol or Ibuprofen.
- Persistent, uncontrolled coughing (unless seen and cleared by a healthcare professional.)
- Nausea and/or vomiting within 6 hours prior to school.
- Diarrhea (more than one stool) within 6 hours prior to school.
- ANY type of pain, stomach ache, ear ache, or sore throat until it subsides or is evaluated by a doctor.
- Inflamed and/or discharge in the eye(s) Pink eye is a common school problem. They cannot attend school until cleared by MD.
- Rash with a fever **or** any suspicious rash – until a health professional determines the child can return to school
- ANY communicable disease – a few examples are: chicken pox, flu, measles, mumps, rubella, strep throat

Please note WPSD will follow guidelines as recommended by Allegheny County Health Department and PA. Department of Health for school health issues.

**Certain health concerns may require a MD release to return to school. Please discuss any health concerns with the nursing staff at WPSD to determine what is needed to return to school.**

## **Bed Bugs**

If you suspect your child has been in contact with bed bugs please notify the nursing staff of your concern.

If a bed bug is found on the student's belongings, the student will be discreetly removed from the classroom so that the school nurse can examine the student's clothing and other belongings.

If a confirmed bed bug is found on a student, the school Principal or nurse should contact the student's parent or guardian to inform them of the bed bug presence on their child.

Educational materials will be provided to the family.

Students will not be excluded from school due to bed bugs unless repeated efforts have been made to remedy an infestation.

The school nurse or Principal will discuss with the family the procedure for school attendance.

For more information on bed bugs contact your local health department.

## **Lice**

Lice is a common problem among school age children. Please remember to check your child's head periodically and prior to starting school. Head scratching and complaints of itchy scalp are good indications of head lice.

Do not send your child to school if he/she has active head lice.

If your child has head lice, treat him/her and notify the nurse at the Health Center. The child may return to school after ALL NITS (small eggs) are gone. We will check him/her in the Health Care Center upon their return to school.

All students are checked on the first day of school. They can also be checked during the school year if indicated.

## **Physicals**

If your child does not participate in any sports during the school year a sports physical is not necessary. We do, however, encourage all students to have a yearly physical for their health. WPSD follows the P.I.A.A. rules pertaining to sports physicals. Students involved in Junior Varsity and Varsity teams must have a physical prior to starting practice. The physical should be scheduled AFTER June 1st or it will NOT be accepted.

The first sport a student competes in during the school year requires a complete physical performed by the student's own medical doctor. A copy of the exam should be sent to the Health Center. P.I.A.A. no longer requires re-certification of physicals before each sport unless your child has had a major injury or illness during the school year.

Mighty Mites sport players must have a current physical within the past 1 year to participate.

## Health Insurance

1. Please attach a copy of your child's insurance card to the Consent for Medical Treatment form sent to you every summer.
2. If your child's health insurance provider changes during the school year, please notify the Health Center immediately and send a copy of the new insurance card to WPSD. The school must have this information for emergency medical care.
3. **Please note it is the parent(s)/guardian(s) responsibility to verify insurance coverage for out of state sports and field trips/sports trips.**

## AUDIOLOGY SERVICES

An audiologist is on campus during regular school hours to help students care for and maintain their personal hearing aids, cochlear implant hardware and assistive listening devices. The audiologists conduct audiologic evaluations as needed for academic planning and consultation with parents, school personnel and students' primary health providers (audiologist, hearing aid dispenser and physician).

Parents are required to provide the following information in writing to the audiologists for all personal hearing aids, cochlear implant processors and other devices used in the dormitory and/or classroom: (1) manufacturer; (2) model number; (3) serial number; (4) name, address and phone number of vendor and (5) warranty/insurance coverage.

Minor repairs, earmolds and replacement parts (cords, batteries, coils, magnets, etc.) are available for a nominal fee for personally owned equipment with a written request from the parent. Information regarding the school's state-of-the-art audiometric classroom equipment is available to parents. The audiologists maintain a limited supply of audiometric equipment and loaner hearing aids for emergency situations and for trial use.

## Lost/Damaged Equipment

WPSD's audiologists will assist families in obtaining or replacing personal hearing aids/cochlear implants in the event that it was lost or damaged at school or in the residence. WPSD does not pay for lost or damaged personal equipment.

WPSD's audiologists will provide loaner equipment or parts while the family is in the process of obtaining replacement hearing aids or cochlear implants, depending on availability. Audiology will assist families with determining warranty information of lost equipment. If the equipment is not under warranty, the family should work with their clinical audiologist/hearing healthcare provider to go through medical insurance to have equipment replaced. This sometimes requires the parent and student to make an appointment with their hearing healthcare provider.

# Student Conduct



## RIGHTS AND RESPONSIBILITIES

At WPSD, all students and staff members have both rights and responsibilities. Students have rights under the laws of this nation and state to a free and appropriate public education. They can receive their schooling free of any education related charges to them or to parents. They also have other rights. They have the right to freedom of expression. They can state their opinions about a subject as long as it does not interfere with the rights of others. Verbal harassment or swearing, for example, is not acceptable because they interfere with other people's rights. They have the right to fair and equal treatment by all staff and the right to fair evaluation (testing, grading). They also have the right to choose their own friends and to join clubs and teams.

At the same time, they have the responsibility to honor the rights of others. That means that their way of behaving cannot hurt other people or stop them from acting in a way which is right for them.

There are three types of responsibilities:

1. **Responsibility to themselves:** Students have both the right and the responsibility to take care of themselves, set goals for their educational achievement, maintain a neat and clean appearance and respect their environment by keeping it clean.
2. **Responsibility to others:** Students share this world and this school with many other people. Their roommates, friends and families will be pleased when they take care of the dormitory and their home, think of others and keep promises.
3. **Responsibility to society:** As citizens of this country and students at WPSD, they have many rights. Their responsibilities include knowing those rights and following the rules and laws of the society. Students at WPSD need to learn and follow the rules of WPSD, the State of Pennsylvania and the United States of America.

Each student at WPSD has the following responsibilities to himself/herself and to WPSD to:

1. Be charitable and kind to others.
2. Develop skills and abilities as fully as possible.
3. Respect and value themselves and others.
4. Obey WPSD rules.
5. Ask questions when they do not understand something and listen to the answers.
6. Accept help with their class work, behavior, after-school activities, the residential program, or other areas where they have problems.
7. Use self-control and ask for help if necessary.
8. Create an environment for learning by not bothering other students.
9. Accept responsibility for their belongings and report vandalism, theft or suspicious behavior.
10. Represent their school in a positive way by cooperating with others and offering help when it's needed.

## CARS ON CAMPUS

Students are not permitted to have cars on campus at any time without permission from the Chief Operations Officer and the Principal. Students who have written permission from parents or guardians to drive to school must leave car keys in the Principal's office. In order to drive vehicles throughout the week while on campus, written permission must be obtained from parents or guardians. No other student may join student drivers without written permission from parents or guardians.

## DINING ROOM BEHAVIOR

Students are expected to observe proper manners such as napkins on laps in the dining room at all times. If in doubt, a residential supervisor or an administrator is always on hand to see that a correct atmosphere is maintained.

Students are required to report to the dining room for every meal. Day students may purchase lunch at school or bring a lunch from home. Those confined at the Health Center due to illness or injury will eat their meals at the Health Center. Day students must obtain special permission from the Deans to eat breakfast and/or dinner at school.

Students are not permitted to purchase candy, snacks or beverages from vending machines at lunch time. If a student forgets to bring a bag lunch, that student will receive a school lunch and will be expected to pay for that lunch as soon as possible.

Energy drinks (including as those with high levels of caffeine and/or energy boosting ingredients such as ephedrine, guarana and ginseng), energy mints and energy gum are **prohibited** on campus.

No iPods or other MP3 players with headphones shall be worn in the dining room. The use of communication devices will not be permitted in the dining room.

## PUBLIC DISPLAYS OF AFFECTION

Relationships naturally occur during the teenage years. Every student is expected to act in a responsible and respectable manner at all times. Excessive public displays of affection are not appropriate during school or in public meeting places during after-school hours. Excessive public displays of affection are described as any action in public directed toward another which exhibits a physical expression of affection that is intimate in nature. Hugging and kissing at inappropriate times and places are not permitted. Dating between Middle School and High School students is strongly discouraged.

## **BULLYING/HARASSMENT**

WPSD recognizes its responsibility to establish and maintain a safe educational climate and a residential living environment free from harassment and bullying. Bullying and harassment mean an intentional electronic, written, verbal or physical act or series of acts, including but not limited to one shown to be motivated on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics that is:

1. Directed at another student or students
2. Occurs in a school setting
3. Severe, persistent or pervasive
4. Has the effect of doing any of the following:
  - substantially interfering with a student's education
  - creating a threatening environment
  - substantially disrupting the orderly operation of the school

All bullying and harassment violations will be thoroughly investigated by the Principal, Deans and/or Chief Academic Officer. If substantiated, the appropriate disciplinary action(s) as indicated in the Code of Conduct, will be enforced. Students who have been bullied or who have bullied others are provided with supports in the school through the counseling department and all staff to promote respect for others, accountability and safety.

WPSD will continue to implement the School-Wide Positive Behavior Interventions and Supports (SWPBIS) framework initiated during the 2013-2014 school year to ensure that all students have access to the most effective instructional and behavioral practices and interventions possible. The ROARS program will continue to support SWPBIS to promote a positive school environment where every child can focus on learning.

## **SEARCH AND SEIZURE**

Lockers and rooms are considered school property and are loaned to the students. They may not contain anything illegal or dangerous. When there is a reasonable cause for concern, school authorities, standing *in loco parentis*, may search the lockers or rooms and seize any illegal or dangerous material. Prior to a locker search, students will be notified and permitted to be present during the search. If school authorities have a reasonable suspicion that the locker contains material which pose a threat to the health, safety or welfare of students in the school, lockers may be searched without warning. Student possessions, e.g. coats, book bags, suitcases, may be searched if there is reasonable concern that the student possesses some illegal or dangerous material as stated above.

Administration has the right to request outside assistance of local or state law enforcement (i.e. K-9, narcotics or explosive device) when conducting searches of lockers, rooms, or other school properties.

Whenever there is reasonable belief that a student has illegal or dangerous material on his/her person, a school authority of the same sex may search that student's person and seize the material. A witness of the same sex will be present during such a search. The administration has the right to request the help of local or state law enforcement (i.e. canine detector or explosive detecting dogs).

# WEAPONS AND ILLEGAL BEHAVIOR

## Procedure for Handling An Incident of Terroristic Threat

Below is a definition and a list of options to be used in the event that a student makes a violent threat to someone on the WPSD campus. Each student will be evaluated by WPSD staff, on an incident-by-incident basis, to determine which level of severity of consequence should be used for that student at that time. **Terroristic threat** shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. In the event of a terroristic threat, the local police will be contacted.

### 1. First Incident:

Minimum of two-day suspension from school with school district approval. The Edgewood Police will be called on campus. There will be a required meeting/evaluation by the Counseling and Evaluation Team before the student departs for home. A recommendation will be made to determine the need for future services upon the student's return.

or

One ten-day suspension from school must be done with school district approval. Edgewood Police will be notified of the threat, because the threat was made in that jurisdiction. If appropriate, the school district police department will be notified of the threat. An IEP meeting will be held to discuss placement options.

### 2. Second Incident:

One ten-day suspension from school must be done with school district approval. Edgewood Police will be notified of the threat, because the threat was made in that jurisdiction. If appropriate, the school district police department will be notified of the threat. An IEP meeting will be held to discuss placement options.

Procedures for children with cognitive challenges are determined by the state and all state regulations are followed.

## Procedure for Possession of a Weapon or Illegal Substance

Stated below are definitions and the procedure to use in the event that a student is found to be in possession of either a weapon or an illegal substance on the WPSD campus. Each student will be evaluated by WPSD staff, on an incident-by-incident basis, to determine which level of severity of consequence should be used for that student at that time.

### Definitions:

**Weapon** shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

**Drug** means (i) a substance recognized in the official United States Pharmacopoeia, or official National Formulary, or any supplement to either of them; and (ii) a substance intended for use in the diagnosis,



cure, mitigation, treatment or prevention of disease in man or other animals; and (iii) a substance (other than food) intended to affect the structure or any function of the body of man or other animals; and (iv) a substance intended for use as a component of any article specified in clause (i), (ii), or (iii), but not including devices or their components, parts or accessories.

***Controlled substance*** means a drug, substance, or immediate precursor in Schedules I through V of the ***Controlled Substance, Drug, Device and Cosmetic Act***.

## **Procedure**

**One 10-day In-School or Out-of-School Suspension.** Parents and police will be notified immediately. The student will be placed in a restricted area pending final decision. This must be done with school district approval. Edgewood Police will be notified of the possession, because the possession occurred in that jurisdiction. If appropriate, the school district police department will be notified of the possession. An IEP meeting will be held to discuss placement options.

Procedures for children with cognitive challenges are determined by the state and all state regulations are followed.

## **WPSD DISCIPLINE PROCEDURES (Grades 1-12)**

Part of the educational process for any child is the learning of self discipline. Families provide the majority of support for students as they grow up and learn appropriate socialization skills. Society provides laws to govern our behavior. The School also plays a part in the learning of self discipline.

Within the School, all students are guided by rules. The Student Handbook outlines general school rules and laws that guide our behavior. Each classroom teacher has a set of expectations or rules for behavior within the classroom. These rules are explained to the students at the beginning of the school year. In school, some students need more behavior support than others. To provide this support, we have a graduated disciplinary support system which is designed to help a student regain control of his/her own behavior. In the event that a student's behavior is disruptive or harmful to the learning of himself/herself or others, the student may be removed from the classroom with one of three possible consequences. Please refer to our SWPBIS procedures, outlined on page 30.

The intent of this *Conduct Code* is to hold students accountable for their own behavior and to teach them that their acts result in natural consequences. Good behavior results in positive rewards such as good grades and approval from parents, teachers and friends, while bad behavior results in negative responses such as restriction of privileges, unhappy parents, friends and teachers and other penalties appropriate to the severity of their unacceptable acts.

In some instances, punitive measures are NOT the most ideal method for resolving disciplinary issues. If this is the case, a disciplinary committee will convene. A designated team will confront the student and put into action the alternative option(s). These actions will be documented and placed in the student file.

WPSD provides optimum living conditions and a healthy learning environment to ensure each student's right to a free and appropriate education so all may achieve at their full potential. The following **Code of Conduct** has been formulated to help each student obtain the above goals.

## **Procedures for In-School or Out-of-School Suspension**

### **A. The following steps apply to in-school or out-of-school suspension from 1 to 10 days.**

1. WPSD notifies the local school district (this refers to the student's school district of residence). The student's school district is responsible for final approval on suspensions or expulsions.
2. If suspension is to proceed, the school district or parent will make appropriate arrangements for student's transportation home if necessary.
3. Students receiving in-school or out-of-school suspension will receive credit for any work completed during that time. The student will be given his/her assignments in order to keep pace with the rest of the class. Work not completed will be given zeros.

### **B. The following procedures apply to expulsion or suspension for more than 10 days. Such suspensions are considered to be changes in placement under special education.**

1. WPSD contacts the local school district and informs officials of circumstances.
2. A process is initiated for reevaluation, IEP review and placement recommendation if the school district concurs with WPSD's recommendation. In cases where the school district does not agree with WPSD's recommendation, proceed to Sec. C below.
3. School district provides a *Notice of Recommended Educational Placement* (NOREP) to the parent regarding the proposed action and of the right of the parent to request a hearing.
4. No expulsion, or change in placement will occur until approval is received from the parent, student's school district, hearing officer and/or the Bureau of Special Education. In emergency situations, the school district may request approval for an emergency change in placement. Such requests must be in writing.

### **C. When a disagreement arises as to the need for expulsion or an emergency change in educational placement, WPSD and the school district will proceed as follows.**

1. WPSD requests, in writing, the Bureau of Special Education's approval for an emergency change in placement.
2. The written request will include a description of the reasons the behavior constitutes grounds for immediate exclusion.
3. WPSD will simultaneously send a copy of this written request to the parent and the local school district.

## **In-School Suspension**

The student assigned in-school suspension continues to work on his/her IEP goals and objectives away from the classroom. The decision to place a child in this area is the joint decision of the staff involved and administration. School districts and parents are notified regarding the child's placement in this area and the duration of the assignment.

Children with cognitive challenges cannot be removed from their prescribed (IEP) placement without permission from the state.



# Code of Conduct

## CODE OF CONDUCT CATEGORY I\*

| <b>DESCRIPTION</b>  | <b>EXAMPLES</b>   | <b>DISCIPLINARY OPTIONS</b>  |
|---|---|--|
| <p>Minor misbehavior on the part of the student which impedes orderly classroom or residence procedures. These misbehaviors should be handled by employees responsible for the students at the time of the misdeed using resources for which they are responsible.</p>  | <p>Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Classroom and residential disruptions</li> <li>• Hallway, stairway, playground and dining room disturbances</li> <li>• Cheating, lying and stealing</li> <li>• Abusing school property</li> <li>• Tardiness</li> <li>• Violating the student dress code</li> <li>• Arguing</li> <li>• Throwing snowballs</li> <li>• Improper social behavior/excessive public display of affection</li> <li>• Use of profane, vulgar or obscene language</li> <li>• Threats</li> <li>• Vandalism/theft of up to \$49 (Repeated violations move up to Category II)</li> <li>• Computer use infractions (accessing chat rooms, using e-mail at unauthorized times, etc.)</li> <li>• Unauthorized use of pagers</li> </ul> | <p>Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>A. Verbal reprimand</li> <li>B. Withdrawal of privileges, i.e. parties, field trips, Snack Bar, etc.</li> <li>C. Special assignments</li> <li>D. Detention during lunch, after school or at other times</li> <li>E. Exclusion from group activities</li> <li>F. Behavior contract</li> <li>G. Restitution or payment for willfully destroyed property</li> <li>H. Counseling</li> <li>I. Written apology</li> <li>J. Dormitory room confinement</li> </ul> |
| <p style="text-align: center;"><b>PROCEDURES</b></p> <p>1. Immediate intervention by staff member(s) who are instructing or directing the actions of the students, i.e., classroom teachers would supervise detention halls and restrict students from classroom privileges, while residential supervisors would have afterschool activities available to them for disciplinary options. However, in a few instances, the support of other school personnel may be required.</p> <p>2. Accurate and current records of all Category I problems and disciplinary actions will be kept on file.</p> <p>3. Incident reports will be completed and forwarded to the immediate supervisor. The Chief Academic Officer, Principal and/or Deans will follow up with parental contact. The report will be routed to appropriate administrators.</p> |   |  |

\*Note: Category I Examples and Disciplinary Options are not limited to those provided.

## CODE OF CONDUCT CATEGORY II\*

| <b>DESCRIPTION</b>  | <b>EXAMPLES</b>  | <b>DISCIPLINARY OPTIONS</b>  |
|---|--|--|
| <p>Misbehavior, which because of the frequency or seriousness, tends to disrupt the rights of others on school grounds or during off-campus activities and classes.</p> <p>Category II referrals may include, but are not limited to, a continuation of Category I disciplinary actions. Included in Category II are misbehaviors which tend to disrupt the learning climate of the school and the normal operations of the dormitory program. These incidents are to be referred to the Chief Academic Officer, Principal and/or Deans.</p>  | <p>Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Persistent Category I misconduct</li> <li>• Vandalism/Theft of \$50.00 - \$99.00. (Repeated violations move to Category III)</li> <li>• Cutting classes, clubs, etc.</li> <li>• Forgery</li> <li>• Intimidation/Extortion/Threats</li> <li>• Abusive language toward a staff member</li> <li>• Fighting</li> <li>• Harassment</li> <li>• Disruptive behaviors</li> <li>• Defiance of authority</li> <li>• Possession, use, sale, or distribution of nicotine or tobacco products; e-cigarettes or vapor cigarettes</li> <li>• Unauthorized access of computer network</li> <li>• Computer use infractions. (Accessing inappropriate content on the Internet, abusing computer hardware, etc.)</li> </ul> | <p>Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>A. Continuation of expansion of Category I disciplinary actions</li> <li>B. Counseling</li> <li>C. Behavior modification</li> <li>D. Detention during lunch, after school or at other times</li> <li>E. Work assignments</li> <li>F. Restitution or payment for willfully destroyed property</li> <li>G. Restriction of after school privileges for in-school infraction and vice versa</li> <li>H. In-school suspension</li> <li>I. Out-of-school suspension</li> </ul> |
| <p style="text-align: center;"><b>PROCEDURES</b></p> <ol style="list-style-type: none"> <li>1. The student will be referred to the Director, Principal or Deans for disciplinary action.</li> <li>2. The referring staff member must complete an incident report and forward it to his/her immediate supervisor. If the administrator feels that the incident is serious enough to warrant a written report to parents, the incident report will be rewritten as a Behavior Report. The reporting procedure and routing of report copies are listed below.             <ol style="list-style-type: none"> <li>a. The originator of the report will sign the report and give it (original and copies A, B, C) to the Chief Academic Officer Principal and/or Deans.</li> <li>b. The actions taken by the administrator will be added to the Behavior Report.</li> </ol> </li> <li>3. The appropriate administrators will meet with the student and/or referring staff member. Parent/staff member/supervisor conference may be recommended either on campus or at the home of the student.</li> <li>4. A Child Study Conference may be requested.</li> </ol> |  |  |

\*Note: Category II Examples and Disciplinary Options are not limited to those provided.

## CODE OF CONDUCT CATEGORY III\*

| <b>DESCRIPTION</b>   | <b>EXAMPLES</b>   | <b>DISCIPLINARY OPTIONS</b>  |
|--|---|--|
| <p>Deliberate or continuing acts recommitted by students, which pose a definite interruption to the well-being of the students and employees of the school. The violations of the Conduct Code policies of the school resulting in referrals to Category III shall be handled by the Chief Academic Officer, Principal and/or Deans. Behavior referred to Category III may include persistent problems from Categories I and II.</p>   | <p>Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Persistent Category I or II misconduct</li> <li>• Failure to comply with existing school policy</li> <li>• Physical aggression toward staff member</li> <li>• Unauthorized occupation of school property and facilities</li> <li>• Vandalism/theft</li> <li>• Possession of weapons</li> <li>• Sexual misconduct</li> <li>• Sexual harassment</li> <li>• Fighting</li> <li>• Abusive language toward staff member</li> <li>• Possession, use, sale, or distribution of drug related paraphernalia</li> <li>• Possession, use, sale, or distribution of alcoholic beverages or drugs or medication (see p. 53)</li> <li>• Coming to school under the influence of any alcohol or drugs</li> <li>• Defiance of authority</li> <li>• False alarms</li> <li>• Unauthorized absence from campus</li> <li>• Unauthorized use of vehicles</li> <li>• Refusal to accept disciplinary measures on Category I or II misbehaviors</li> <li>• Unauthorized access of computer networks</li> </ul> | <p>Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>A. Continuation or expansion of Category I and II disciplinary actions</li> <li>B. Counseling</li> <li>C. Referral to law enforcement authorities</li> <li>D. Restitution or payment for willfully destroyed property</li> <li>E. In-school suspension</li> <li>F. Out-of-school suspension</li> </ul> |
| <p style="text-align: center;"><b>PROCEDURES</b></p> <ol style="list-style-type: none"> <li>1. A written report will be submitted by the Chief Academic Officer, Principal and/or Deans. An investigation of the incident will be conducted including personal interviews with the student and appropriate staff members.</li> <li>2. A group meeting will be held with the student and appropriate staff so that the student shall be guaranteed all his/her due process rights.</li> <li>3. A parent/staff meeting may be requested at the school or at the home of the student.</li> <li>4. A Child Study Conference may be requested.</li> <li>5. A letter and/or copy of the behavior report will be sent to the parent.</li> </ol> |   |  |

\*Note: Category III Examples and Disciplinary Options are not limited to those provided.

## CODE OF CONDUCT CATEGORY IV\*

| <b>DESCRIPTION</b>   | <b>EXAMPLES</b>  | <b>DISCIPLINARY OPTIONS</b>   |
|--|--|---|
| <p>Acts which result in violence to another person and/or property. Also those acts which pose a direct threat to the safety and health of the student or others.</p> <p>Category IV actions shall be directed to the Chief Academic Officer, Principal and/or Deans and Chief Executive Officer.</p>  | <p>Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Persistent Category I, II or III misconduct</li> <li>• Assault and/or battery</li> <li>• Possession/use/transfer of dangerous weapons, fireworks or other explosives</li> <li>• Vandalism/theft</li> <li>• Defiance of authority</li> <li>• Possession, use, sale, or distribution of any alcoholic beverages or drugs</li> <li>• Arson</li> <li>• Sexual misconduct</li> <li>• Sexual harassment</li> <li>• Any act that is against the laws of Pennsylvania or the United States</li> <li>• Refusal to accept disciplinary measures on Category I, II or III misbehaviors</li> </ul> | <p>Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>A. Continuation or expansion of Category I, II or III disciplinary actions</li> <li>B. In-school suspension</li> <li>C. Out-of-school suspension</li> <li>D. Expulsion</li> <li>E. Referral to law enforcement authorities</li> </ul> |
| <p style="text-align: center;"><b>PROCEDURES</b></p> <ol style="list-style-type: none"> <li>1. The incident will be investigated thoroughly by the appointed administrator or turned over to the police if appropriate. A record of this investigation shall be made and maintained by the administrator.</li> <li>2. Separate meetings will be held with the student and any witnesses to the incident. The student shall be accorded his/her due process rights prior to the determination of disciplinary actions.</li> <li>3. The parents will be notified in writing and requested to attend a meeting. Local school district (LEA) officials will be notified of the incident and actions taken.</li> <li>4. WPSD personnel will determine if suspension or expulsion is appropriate.</li> </ol> |  |   |

\*Note: Category IV Examples and Disciplinary Options are not limited to those provided.

## **Parent Notification**

Notification of more serious infractions (Category II-IV): As stated in the Code of Conduct, after a misbehavior occurs within Category II-IV, an incident or behavior report will be placed in the student's file. Parents will be notified by telephone of the incident and behavior reports will be sent to the parents and school district.

## **Definitions**

*Behavior Report* - A report completed by the Chief Academic Officer, Principal and/or Deans. Behavior reports are completed for all suspensions, both in and out of school. The report is sent to the parents and the school district and is filed in the student's file. Parents are always notified by telephone when an incident is serious enough to warrant serious consequences.

*Child Study* - School personnel meet to discuss the student's performance that may lead to non-disciplinary action; or may be related to concerns about poor academic performance that may lead to other educational recommendations.

*Detention Hall* - Removal of lunch room privileges or staying after school in a teacher's classroom or other designated area.

*Detention Hall* - Notification Letter sent to parents after student receives or serves a detention hall.

*Out of School Suspension* - Student is removed from classroom, residence and after school activities. The student's parent(s) or guardian are called and may be required to transport the student from school to home. Out of School suspension is determined in accordance with the severity of the offense. Out of School Suspension is pending school district notification and approval.

*Incident Report* - A report completed by the staff member witnessing an incident; includes information related to the incident and the consequence. Report is filed in student's file.

*Under the Jurisdiction of the School* - A student is under the jurisdiction of the school when he/she is in a class, on a field trip, in the dormitory, on WPSD provided transportation, or during athletic and student activities that are directed or supervised by school personnel during the academic school year.





WESTERN PENNSYLVANIA  
SCHOOL FOR THE DEAF

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2020-2021

**PHYSICIAN’S REQUEST FOR MEDICATION ADMINISTRATION**

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

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

Medication: \_\_\_\_\_

Route of Administration: \_\_\_\_\_

Dosage: \_\_\_\_\_

Frequency Schedule: \_\_\_\_\_

Adverse Reactions/Side Effects: \_\_\_\_\_

Length of Order: \_\_\_\_\_

Please provide any information you feel would be helpful to the school staff or health office:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone & Fax No.

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

\_\_\_\_\_  
Emergency Phone Numbers

## **WHOM TO CONTACT FOR ASSISTANCE**

The Chief Executive Officer, Chief Operations Officer, Chief Academic Officer, Chief Engagement and Collaboration Officer, Principals, Coordinator of Children's Services and Deans are available to give you assistance should any question arise. Please take advantage of our availability. If you have any questions, or if you don't understand something, please do not hesitate to give us a call. If you would rather come in and see us in person, please call us first to set up an appointment. We sincerely enjoy discussing your child with you and would like to encourage more parent participation.

(412) 371-7000

FAX: (412) 244-4210

[www.wpsd.org](http://www.wpsd.org)