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WESTERN PENNSYLVANIA  
SCHOOL FOR THE DEAF

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2023-2024  
Student Handbook

# Welcome

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.

This manual provides parents/guardians with information on academic programming, residential life, and after-school opportunities. School regulations and student expectations are listed in this handbook.

Although this handbook has been designed to answer many of the questions asked by students and their families, it is not intended to replace personal contact between students, parents/guardians and administrators.

If anyone has a question regarding school policy, they should contact an administrator for clarification. WPSD is committed to familial involvement in their children's programs.

We look forward to a productive year!

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:

Ms. Lauren Hayes, 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>

# 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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# School Personnel

## Administrators

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Interim Superintendent  
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Chief Fiscal Officer  
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Director of Support Services  
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Director of Campus Safety/Security  
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Director of Counseling and Evaluation  
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Director of Human Resources  
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Director of Institutional Advancement  
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Director of Student Affairs  
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Director of Outreach  
Jessica Marks, M.A., NIC

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Middle School and High School Principal  
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Elementary Principal  
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Assistant Principal  
Thomas Stanton, Ed.D

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Dean of Boys  
Tom Halik, A.S.

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Dean of Girls  
Venita Smith

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Kristen Beers, R.N., BSN, CSN

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## Coordinators

Coordinator of the Children's Center  
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Coordinator of Children's Services  
Tara Nikou, M.Ed.

412-244-4268  
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Coordinator of Student Information  
Amy Dent, M.Ed.

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Curriculum Coordinator/Data Analyst  
Mary Noschese, M.Ed

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IEP Coordinator  
Michelle Colville

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## School Staff

Administrative Assistant to the Interim Executive Officer  
Judy Taslov

412-244-4217  
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Administrative Assistant to the Interim Superintendent  
Anna Chinchic

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Athletic Director  
Kallie Mendenhall

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Audiologist  
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412-244-4272  
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Children's Center Office  
Sarah Vereb

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Front Office  
Rebecca Steinmetz

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Health Center  
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School & Attendance Office  
Skyler Sheron

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SchoolCafe Registration  
Jennifer Morris

412-244-4276  
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Transportation Office  
Jennifer Morris

412-244-4276  
jmorris@wpsd.org

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 or contact the front office at (412) 371-7000 for assistance.

# 2023-2024 Calendar

Date	Event:	Date	Event:
<b>August 20</b>	Residential Students return	<b>March 4</b>	Long Weekend – No Classes
<b>August 21</b>	First Day of School		Residential Students return
<b>September 4</b>	Labor Day – No Classes	<b>March 5</b>	Classes Resume
	Residential Students return	<b>March 28</b>	Students dismissed at 12:30 PM
<b>September 5</b>	Classes Resume	<b>March 29</b>	Spring Break begins
<b>October 9</b>	Columbus Day – No Classes	<b>April 7</b>	Residential Students return
	Residential Students return	<b>April 8</b>	Classes Resume
<b>October 10</b>	Classes Resume	<b>April 22</b>	Long Weekend-No School
<b>November 20</b>	Thanksgiving Break begins		Residential Students return
<b>November 27</b>	Residential Students return	<b>April 23</b>	Classes Resume
<b>November 28</b>	Classes Resume	<b>May 13</b>	Long Weekend – No Classes
<b>December 25</b>	Winter Break begins		Residential Students return
<b>January 7</b>	Residential Students return	<b>May 14</b>	Classes Resume
<b>January 8</b>	Classes Resume	<b>May 27</b>	Memorial Day – No Classes
<b>January 15</b>	Martin Luther King Holiday – No Classes		Residential Students return
	Residential Students return	<b>May 28</b>	Classes Resume
<b>January 16</b>	Classes Resume	<b>June 6</b>	Graduation Day
<b>February 19</b>	President’s Day – No Classes	<b>June 7</b>	Last Day of School
	Residential Students return	<b>June 7</b>	Students dismissed at 12:30 PM
<b>February 20</b>	Classes Resume		



# Parent/Guardian Information



## Caregiver Involvement

Parents and Guardians 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/guardians provide the environment in which students apply classroom information. Often they introduce the experiences essential to learning. At 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 caregivers every support necessary in their quest to provide the best education for their children.

Families are asked to partner with WPSD in discouraging the use of self-destructive agents such as tobacco and alcohol and in forbidding the use of all illegal drugs or weapons. Parents/guardians are also asked to work with the school to help motivate students toward higher achievement and attainment of their personal goals.

Parents/guardians are encouraged to visit classrooms and the Residence to become familiar with their child's teachers, residential supervisors, and classmates. Caregivers may contact their child's teacher, the Principal, or the Deans to arrange a class or residential observation.

Parents/Guardians will receive a "weekend packet" **via email** on Fridays. The same information is also posted to the [WPSD website](#) under the Parent tab. Please check your email for all school related information. Parents of Middle School and High School students will receive a monthly newsletter called the NewsFlash. It lists upcoming events. It will also be posted to the WPSD website.

***Please be sure to return signed forms if necessary***

## Parent/Guardian Staff Organization

The WPSD Parent Staff Organization (PSO) (1) provides its members with current information about school events, (2) plans activities that benefit the students, and (3) fundraises for activities that directly benefit student programs. Membership is composed of staff members, parents, guardians, and grandparents of students currently enrolled in the school. Officers consist of a president, vice president, secretary, and treasurer. **Meetings are held online quarterly. See the [WPSD website](#), under the Parent Tab, for specific dates and times.**

## Attendance

Regular attendance is vital to each child's educational success. For that reason, we discourage parents/guardians from keeping their children at home, except when absolutely necessary. Long weekends and periodic long vacations are included in the school schedule and caregivers are encouraged to make medical and dental appointments during these times whenever possible. Emergencies do arise. If you need to pick up your child early from school or keep them at home for any reason, please contact the Deans, Principal, or attendance secretary. **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.**

**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 teacher and/or the attendance secretary 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.

Additionally, written notification is needed 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.

## 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.

## Pennsylvania Truancy Law (Act 138 Of 2016)

**Three unexcused absences in a school year is considered truant according to the Pennsylvania Truancy Law.\*** 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/guardian
- 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 a 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/guardian of a habitually truant child under fifteen (15) in 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/guardian in 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 magisterial district court or CYS, **the school must provide verification that it convened and held a student attendance improvement conference.** \* [Education Law Center](#)

## Procedures for Absence from School

1. Parents/guardians should **email the attendance office** before 9:00 AM each day of the student's absence.
  - a. Children's Center (preschool & Kindergarten) [svereb@wpsd.org](mailto:svereb@wpsd.org)
  - b. Attendance Office (grades 1-12) [ssheron@wpsd.org](mailto:ssheron@wpsd.org)
2. Include in the email 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 **5 days**, the absence is counted as an unexcused absence.
5. **Even if the student is 18 years or older, an email from a parent or guardian 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, the student has two days plus one additional day, or a total of three days, to make up all work and exams.

## 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 parent/guardian 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 or guardian.

**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 am on Thursday if the trip leaves after 12:00 pm 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 am 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. An unexplained school absence due to no written excuse has not been turned in to the school secretary within **5 days** of absence.
3. Truancy - a student missing school without the knowledge or consent of the parent/guardian. Three unexcused absences in a school year is considered truant according to the Pennsylvania Truancy Law.

## 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 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 PM or Monday mornings before classes resume at 8:00 AM. Day students should report to school Monday - Friday no earlier than 7:30 AM and before classes resume at 8:00 AM. Please make every effort to ensure 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. Tardy students are to report to the main office, room 141, upon arrival at school.

## Lunch Payments-Day Students

WPSD utilizes a 3rd party program to manage lunch payments for Day students. **SchoolCafe** is a secure, online system where parents/guardians can upload payments to their student's cafeteria account. **SchoolCafe** can be accessed through the website, [www.schoolcafe.com](http://www.schoolcafe.com) or downloaded as an app to your phone. The student will withdraw from the account each time they purchase lunch at school. This allows parents/guardians to set low balance alerts on the account. Caregivers can also review their child's purchase history.

## Meal Costs

Lunch is \$3.20. Reduced-cost lunches are \$0.40 per meal. Parents/guardians are encouraged to upload enough money for their student to withdraw from monthly. Please note that *SchoolCafe* charges a convenience fee of \$2.95 every time you upload a payment. **Caregivers are encouraged to complete the application for the Free and Reduced Lunch Program (within *SchoolCafe*).**

## 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/guardians have the right to inspect, review, or copy any education record relating to their child. If guardians 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. Caregivers also have the right to designate a representative to inspect, review, or copy the child's record. The complete policy of access to student records may be viewed in the office of the Principal.

## Directory Information

The School may, without parent/guardian 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.*

# Visits to WPSD

## *All visitors will be escorted by WPSD staff at all times*

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, guardians, alumni, and visitors should observe the following guidelines:

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. 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 at least 48 hours in advance with the Principal. Participation in any classroom activity is determined by the respective teacher.
3. Visits to the Residence by parents/guardians of residential students are encouraged. When parents/guardians enter the Residence they should immediately contact a residential supervisor. Visits by those other than parent/guardian are not permitted after 6:00 PM 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/guardians who plan to take students off campus during school and/or Residence hours **must arrange this through either the Principals or the Deans**. If caregivers would also like to take their child's friend along, emailed permission from the parents/guardians of the friend is required in advance. When parents/guardians take their child's friend along, medical information must be shared between the families. It is not WPSD's responsibility to share medical information.

## IEP Conferences

IEP 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/guardians, teachers, Principals, IEP Coordinator, and Local Education Agency (school district or Intermediate Unit) personnel. Caregiver 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/guardians throughout the school year. Requests for these conferences should be made to the Principals who will schedule other appropriate individuals to attend the meetings.

Parents/guardians 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. Caregiver participation in these conferences is vital to the educational progress of the student. IEP conferences will be offered virtually or in person.

## Interpreting Services at IEP Meetings/Conferences

A certified interpreter will be provided for meeting participants who are Deaf or Hard of Hearing or use a spoken language other than English. It is not possible to meet requests for specific interpreters. Parents/guardians can arrange for an outside interpreter at their own expense if a specific interpreter is desired.

## Transportation

Each school district is responsible for providing transportation for students residing in its district. The district may use its own vehicles or may contract the services to an outside company. In either event, **parents and guardians 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 the person who is responsible for their child's transportation.** If a problem arises related to the child's safety, welfare and access to education, parents/guardians should immediately call their district liaison and the transportation company to report the incidents.

It is important that WPSD has the transportation arrangements of all residential and day students on file. 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/guardians should make certain that WPSD is informed of the transportation arrangements that have been made for their child.

If your child's transportation arrangements change during the school year, please email the transportation office at [jmorris@wpsd.org](mailto:jmorris@wpsd.org) or call 412-244-2276. **If a student is not using regular transportation for any particular day or week please notify the transportation company and the WPSD transportation office.** Staff are on duty daily to check in students on arrival and to check out students on departure.

## Student Illness

**If a student becomes ill at school, it is the parent's responsibility to transport the child home.** Failure to pick up a child who is medically dismissed from school is considered child abandonment. A report will be filed with CYS.

## 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 family and written permission from the visitor's family. These permissions must be signed and dated by the parents/guardians and delivered to the Deans or Principal. **A telephone conversation is not sufficient.**

- 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 responsibility of the parents/guardians to contact the other student's family and inform them of the child's medication needs and or/ food restrictions.
- The host parents/guardians 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 to the event***

Some transportation companies do not permit guest riders. Parents/guardians **MUST** make arrangements with the transportation companies prior to each visitation.

Parents/guardians who plan to take students off campus during school and/or Residence hours **must arrange this through the Principal and the Deans**. If parents/guardians would also like to take their child's friend along, emailed permission from the parents/guardians of the friend is required in advance.

## Expenses

Parents are responsible for:

1. Replacement of lost or damaged textbooks and library books. \*
2. Expenses for repairs/replacement of school property due to vandalism or loss.
3. Expenses for lost or damaged chromebooks/iPads and their chargers.
4. Day students are required to pay for Lunch. (If not eligible for the *Free & Reduced Lunch Program*) Parents/guardians will receive instructions to join *Schoolcafe*, our cashless lunch program. Residential students are not billed for lunch.

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





## Academic Program

### Bell Schedule

Elementary	
Breakfast	6:30-8:00
Period 1	8:00-8:42
Period 2	8:45-9:27
Period 3	9:30-10:12
Period 4	10:15-10:57
Lunch	11:00-11:30
Recess	11:33-12:00
Period 5	12:03-12:45
Period 6	12:48-1:30
Period 7	1:33-2:15
Period 8	2:18-3:00

High School Middle School	
Breakfast	6:30-8:00
Period 1	8:00-8:42
Period 2	8:45-9:27
Period 3	9:30-10:12
Period 4	10:15-10:57
Period 5	11:00-11:42
Lunch	11:45-12:15
Period 6	12:18-1:00
Period 7	1:03-1:45
Period 9	1:48-2:30
ISP	2:33-3:00

## Grading Periods

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Aug 21-Oct 20	Oct 23-Jan 19	Jan 22-March 28	April 8 - June 7
<i>Midpoint check</i>			
Sept. 22	Dec 8	Feb 23	May 10

## The Children's Center

Students in the Children's Center program range in age from three to six years. They participate in developmentally appropriate lessons and activities aligned with the Pennsylvania Early Learning Standards. The Children's Center emphasizes the development of ASL, English language, listening and spoken English skills.



The Children's Center staff includes Teachers of the Deaf, an ASL teacher, Speech and Language Pathologists, an Educational Audiologist, Counselor and specially trained paraprofessionals. These professionals work together to provide a rigorous program that is individualized to meet the needs of each child.

## Educational Programming

At the Children's Center, the school day begins at 8:00 AM and ends at 3:00 PM, Monday through Thursday. On Friday, the day ends at 12:30 PM. Nap time for the youngest children, as well as recess for the older students, occurs after lunch each day.

### Traditional Preschool Program

The Traditional Preschool program follows the Creative Curriculum, which is aligned with the PA Early Learning Standards. The Creative Curriculum encourages hands-on experiential learning where children learn through engaging in experimentation and play. The program incorporates developmentally appropriate practices which foster the development of foundational reading and mathematical skills. The educational team in each classroom uses language allocation strategies to foster the development of both American Sign Language and English.



## The Children's House

The Children's House 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. The Children's House is committed to the development of the whole child in a caring and nurturing environment. The goal is to provide an exceptional educational program that is built upon a foundation of best practices in early childhood education and listening and spoken language.

## Communicating with Parents/Guardians

Parents/guardians of the youngest children receive summaries of the day's activities every day from the classroom teacher. Parents/guardians of older children will receive information once each week. Teachers use digital platforms such as [Talking Points](#) and [Google classroom](#), to provide information to caregivers. Parents/guardians are asked to reinforce concepts at home and to share news of family activities with teachers.

## Progress Monitoring

Formal progress reports are sent to parents/guardians quarterly during the school year. These include developmental checklists as well as narrative summaries. Conferences may be scheduled at the request of the family or the teacher at any time throughout the school year. Parents/guardians who wish to arrange a classroom visit should contact their child's teacher or the Director of Early Childhood Programs in advance.

## PBIS/ROARS

The Children's Center follows the school-wide Positive Behavior and Intervention System in a way that is developmentally appropriate for our youngest learners. The Children's Center staff encourages positive behavior during daily interactions, lessons, choice time, snack, recess, and independent work time. Behavior expectations are taught in a clear and consistent way through modeling, role play and incidental learning. The team works to help students learn to regulate emotions through language development and by fostering problem solving skills. Each classroom utilizes a classroom reward system to promote and encourage positive behavior.



# Elementary School

The Elementary School includes students in grades 1 through 5. The school day begins at 8:00 AM and ends at 3:00 PM. On Friday, the day ends at 12:30 PM.



The Elementary School staff includes Teachers of the Deaf, an ASL teacher, a Speech and Language Pathologist, an Educational Audiologist, and specially trained paraprofessionals. The elementary students in grades one through third remain in one classroom with their homeroom teacher. Fourth grade begins switching between 2 teachers for ELA and mathematics. They change classes for specials. Specials include Physical Education, STEAM/Technology, ASL, and Art classes.

The elementary school offers a robust curriculum that specifically addresses individual learning needs of every student. Students utilize a variety of communication approaches, which may include amplification, communication devices, and visual instructional support(s).

Related services such as Speech & Language Therapy, Occupational Therapy, Physical Therapy, Vision Instruction, and Orientation & Mobility are added to a student's IEP when needed.

## Educational Programming

### Academic

Academic instruction is aligned with the PA Common Core Standards. The curriculum includes English Language Arts (reading, grammar and spelling), Mathematics, Science, and Social Studies.

### Life Skills

Students who require a greater level of instructional intervention and/or who have significant learning needs are enrolled in the Life Skills program. The Life Skills program addresses grade level content with greater modification, instruction, and individualized learning experience(s).

## Communicating with Parents/Guardians

Educators and parents/guardians maintain ongoing communication regarding student progress and needs. Parents and guardians may request meetings, telephone conferences or more frequent progress reports by contacting the school office or their child's homeroom teacher. Educators will communicate with families on a regular basis.

## Progress Monitoring

Report cards give parents/guardians a comprehensive picture of the student’s progress and performance. Each student’s progress is **reported four times a year**. Students receive a digital standards based report card at the end of each quarter, as well as a midterm report (called a progress report) half way through each quarter. Grades reflect the student’s progress in each subject area as well as in the development of work characteristics and social skills.

## Standards Based Report Cards

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 [wpsd.org/academics/curriculum](http://wpsd.org/academics/curriculum).

Academic Standards Grading Scale		Vocational Standards Grading Scale**	
4	Consistently and independently demonstrates understanding of the skill/concept	O	Outstanding
3	Frequently demonstrates understanding of the skill/concept	G	Good
2	Inconsistently demonstrates understanding of the skill/concept	S	Satisfactory
1	Seldom or never demonstrates understanding of the skill/concept	N	Needs Improvement
N/A	N/A= Not Addressed	U	Unsatisfactory
		INC	Incomplete
		N/A	Not Applicable

\*\* 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.

## PBIS/ROARS

The Elementary Department promotes WPSD’s Positive Behavior and Intervention System in three ways:

1. Tickets
  - a. Students earn reward ticket(s) by displaying characteristics of ROARS (R=Ready, O=Organized, A=Accountable, R=Respectful, S=Safe) Students can be given a ticket by any staff member at WPSD
  - b. A good-note card is sent home to parents/guardians sharing how their student was recognized for showing positive “ROARS” behavior(s)

- c. Reward tickets are collected. Students have an opportunity to win a prize through a raffle drawing. The more tickets in the collection, the more opportunities a child has to win a prize.

2. Citizens of the Month

- a. Each month, the entire department learns about a different character trait (see the list below). Students who demonstrate the trait of the month can be nominated by teachers and staff. One to two students per each grade receive a certificate and special reward based on the staff's nominations. The students selected receive recognition at the monthly ROARS activity.

Month	Character Trait	Month	Character Trait
September	Safety	February	Fair
October	Trustworthy	March	Caring
November	Respectful	April	Patient
January	Responsible	May	Cooperative

3. Monthly Reward Activity

- a. As a department, all students participate in the special reward activity. Through games, the students will review the ROARS theme of the month and recognize the Citizen of the Month.





# Middle School

The Middle School includes students in grades 5 through 8. The school day begins at 8:00 AM and ends at 3:00 PM. On Friday, the day ends at 12:30 PM.



The Middle School staff includes Teachers of the Deaf, an ASL Teacher, Speech and Language Pathologists, an Educational Audiologist and specially trained paraprofessionals. The Middle School students change classes for each subject area, including elective courses. There are 8 periods in a school day. Students will have a teacher for each class period.

## Educational Programming

### Academic

Academic instruction is aligned with the PA Common Core Standards. The curriculum includes English Language Arts (Reading and Writing), Mathematics, Science, and Social Studies. Elective courses include Art, American Sign Language, IQ Robotics, Physical Education and Health.

### Life Skills

Students who require a greater level of instructional intervention and/or who have significant learning needs are enrolled in the Applied Studies program. The Applied Studies program addresses grade level content with greater modification, life skills instruction, and individualized learning experience(s).

## Communicating with Parents/Guardians

Educators and parents/guardians maintain ongoing communication regarding student progress and needs. Caregivers may request meetings, telephone conferences or more frequent progress reports by contacting the School Office or their child's teacher. Educators will communicate with families on a regular basis.

## Progress Monitoring

Report cards give parents/guardians and students a comprehensive picture of the student's progress and performance in the academic setting. Each student's progress is **reported four times a year**. Students



receive a report card at the end of each quarter, as well as a midterm report (called a progress report) half way through each quarter. Grades reflect the student’s progress in each subject area as well as the development of work characteristics and social skills.

Middle School students' grades are tabulated into a Grade Point Average (GPA). A student’s GPA is calculated based on all of their 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. 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.

Academic Grading Scale		
Numerical Grade	Letter	Grade Points
97-100	A+	4.00
92-96	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

## PBIS/ROARS

The Middle School uses a system of positive rewards to promote positive student behaviors. For each class period, students earn points for demonstrating expected academic behaviors. The points are totaled and converted to "time earned". Students who earn enough "time" are able to participate in PBIS reward activities.

The Middle School Student Government and Middle School teachers plan and organize the PBIS reward activities. Please refer to the [Student Code of Conduct](#) within this handbook to view how behaviors are managed.

# High School

The High School includes all students in grades 9 through 12. The school day begins at 8:00 AM and ends at 3:00 PM. On Friday, the day ends at 12:30 PM. The High School students change classes for each subject area, including elective courses. There are 8 periods in a school day.



The High School staff includes Teachers of the Deaf who have additional degrees in core content areas, ASL Teachers, Speech and Language Pathologists, and an Educational Audiologist.

## Educational Programming

### Academic

The academic program is aligned with Pennsylvania's Standards Aligned Systems (SAS). Students are required to take core content classes, which include English, Literature, Mathematics, Science, and Social Studies. Students who are able to complete grade-level work will follow the Academic Course Progression, while students who do not perform at grade-level or need additional support to succeed in classrooms will follow the Foundations Course Progression. High School students must earn enough credits to graduate.

### Career and Technical Education

High school sophomores, juniors, and seniors have the opportunity to attend an off campus career and technical education 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.

[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.

## Life Skills

The Applied Studies Program works within the structure of the academic program 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. A student may have classes in both an Applied Studies classroom(s) AND in academic classroom(s). Mixed Educational programming placements are made by the IEP team at IEP meetings teachers use a functional and hands-on approach to learning. A student may have classes in both an Applied Studies classroom(s) AND in academic classroom(s). Mixed Educational programming placements are made by the IEP team at IEP meetings.

## Communication with Parents/Guardians

Educators and parents/guardians maintain ongoing communications regarding student progress and needs. Parents/guardians may request meetings, telephone conferences or more frequent progress reports by contacting the school office or their child's teacher. Educators will communicate with families on a regular basis.

## Graduation Requirements

The Pennsylvania Department of Education requires that students earn 26 credits in grades 9-12 to obtain a high school diploma. The Western Pennsylvania School for the Deaf (WPSD) also requires a few additional credits for graduation. Students who attend just WPSD or both WPSD and Forbes Road Career & Technology Center are expected to meet the requirements for WPSD's graduation.

Graduation Requirements	
Credits	Subject
4	English
4	Mathematics
3	Science
3	Social Studies
2	Arts
1	Health/Physical Education
8	Electives <ul style="list-style-type: none"><li>• One elective must be in Career Education.</li><li>• Electives can include courses at Forbes CTC</li></ul>
24	Total Credits

## Progress Monitoring

Each student's progress is **formally reported four times a year**. Students receive a report card at the end of each quarter, as well as a Midterm report (called a progress report) half way through each quarter. The grading process combines number grades, letter grades and a quality 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 Grading Scale		
Numerical Grade	Letter	Grade Points
97-100	A+	4.00
92-96	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

Advanced Placement Grading Scale		
Numerical Grade	Letter	Grade Points
97-100	A+	5.00
92-96	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

**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.**

## 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 taken. 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.

## 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.

## Dual Credit Courses

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

- Raster and Vector Graphics
- Processes of Science: Forensics
- American Sign Language
- Film Production
- Orientation to Business
- Critical Reading and Writing

## Schedule Changes

Parents/guardians 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 first or second 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.

## Valedictorian

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 and have the highest GPA in the graduating class.
- Participation in two extracurricular clubs/activities during senior year
- No major disciplinary issues 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

## Salutatorian

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

- Cumulative GPA of above 3.65 and have the second highest GPA in the graduating class.
- Participation in two extracurricular clubs/activities during senior year
- No major disciplinary issues 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 and salutatorian candidate qualifications will be reviewed by the Principal and Interim Superintendent.

## 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.

## Community Service

Students are required to complete 20 hours of community service for graduation. Students will be encouraged to achieve 5 hours per year of high school.

## Transition Services

The Individuals with Disabilities Education 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/guardian information packets to junior and senior parents/guardians, graduation portfolio, Bridges/CHOICES web-based programs for career planning.

**In Pennsylvania, transition activities start at age 14.** Prior to the IEP meeting, parents/guardians will receive a list of resources available in their home county. Parents/guardians 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 IEP meeting to assure a coordinated planning effort. For more information on transition activities or services, please see the Transition section of the WPSD website.

## Additional Programming

### 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.

### All School Science Fair

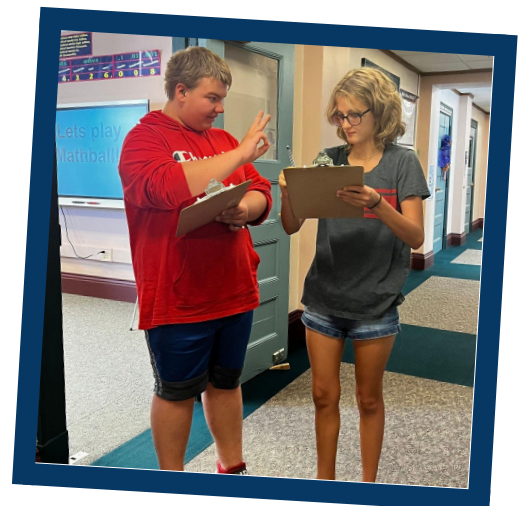
All students taking science classes are required to participate in an annual Science Fair. The student's project is worth 5% of the grade of the 9-week grading period in which it occurs.

### 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.

## Homework

As part of the PBIS program High School Counselor will be collecting data on the completion of homework. Students who





complete their homework will be recognized through the PBIS program.

When necessary students who have difficulty completing homework will participate in Study Hall lunches and/or Study Hall ISP periods, as well as receive individual classroom teacher support.

**A portion of a student's classroom grade is earned from 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

**In all situations, the teacher will email the Principal, Deans, and School Counselor by 3:00 the same day.**

- First incident of late, incomplete or no homework: Students are prompted to complete.
- Second incident: Prompted to complete and parent/guardian contacted
- Third incident: Prompted to complete, parent/guardian contacted, study hall lunch, and letter home by the Principal

## PBIS/ROARS

### Recognition Tickets for **Expected** Behaviors

**At the individual student level:**

- WPSD staff acknowledges appropriate, expected student ROARS behaviors with ROARS with positive reinforcement with specific verbal/signed praise.
- Link to why it is important to give positive reinforcement and how to do so effectively: <https://www.pbisrewards.com/blog/how-do-i-give-positive-reinforcement/>
- WPSD staff also acknowledges appropriate, expected student ROARS behaviors with ROARS RECOGNITION TICKETS.
- Tickets are given to teachers by the counselor and these tickets are given to students by the teachers who recognize them for ROARS behaviors.
- A brief email should be sent to the counselor with the name of the student, ROARS characteristic and what it was for. Sometimes the students do not come immediately to be additionally recognized.
- The students turn these tickets into the counselor, which then goes into a raffle box. The students receive a small recognition when they submit this ticket.



- The student's name and why the student was recognized is documented and will be displayed in the hallway and within the Counselor's Google Classroom.
- The student's name and why the student was recognized is emailed to administrators and other staff.
- A postcard is then sent home to the student's family regarding the acknowledgement.
- To be noted: Teacher's may have additional recognition systems established for their specific classrooms, in addition to this system. Students also may have a system established due to a Positive Behavior Support Plan.

## Above And Beyond Tickets/Acknowledgement

- WPSD staff acknowledges students with additional cards, ABOVE AND BEYOND TICKETS. These are different from the regular tickets.
- These tickets are for students who show EXCEPTIONAL ROARS behaviors.
- The staff person can decide the type of reward that the student receives.
- Examples of these include: Small recognitions, five minutes of free time reading/drawing, listening to music during independent work, snack bar tickets, PAWS shop tickets, staff lunch tickets, five minutes early dismissal to go to the Learning Center, five minutes of free IPAD time, free homework pass, five minutes of free time with zoo lab animal/plants. Other rewards can be used with the Principal's approval.
- These tickets are numbered 1-100 and will be displayed on a BINGO Chart in the High School Hallway. Once BINGO is reached, an additional incentive is provided to those students who reached BINGO.

### ***Both types of tickets go into the raffle box***

#### **At the classroom level:**

- The High School Behavior Matrix is posted in each classroom.
- The Teacher/staff teach the *ROARS School-Wide Behavioral Expectations* (Hallway, Cafeteria, Meeting/Common Areas, assemblies, and bathroom) AND *ROARS Classroom Expectations* within the first week of school and throughout the school year.

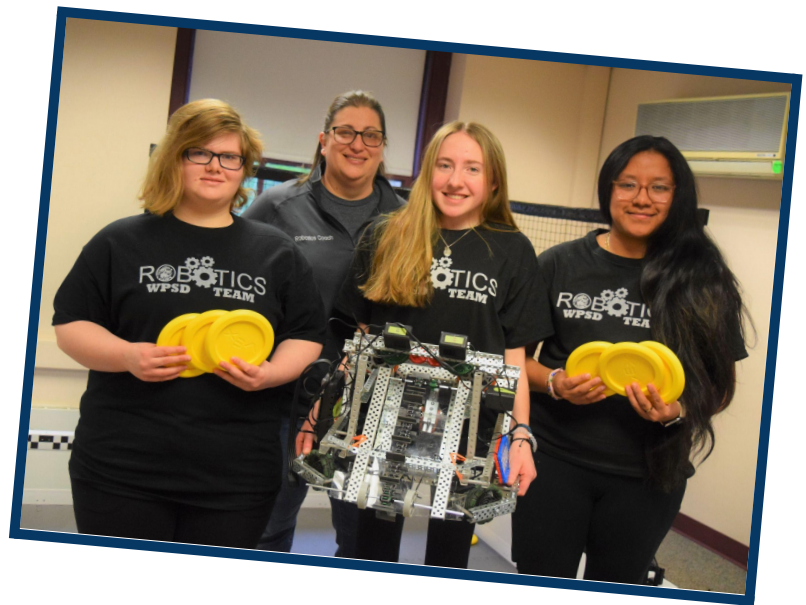
#### **At the school level:**

- The High School School-Wide Behavior Matrix is posted throughout the school. (hallway, cafeteria, meeting/common Areas, assemblies, and bathroom)
- In the beginning of each semester there will be a review of the ROARS matrix with the High School expectations.

- At the end of the nine weeks, there is a High School Assembly. At that time, students on Honor Roll, as well as those who have received ROARS recognition tickets, as well as Above and Beyond Tickets, are recognized.
- At this time, a certain number of ROARS RECOGNITION TICKETS are drawn from the raffle box and those students are given additional incentives determined by the principal.
- ROARS Matrices and Thinking Maps are placed in specific locations for the students and staff to see the ROARS expectations.

## ROARS BINGO

- The student's name is placed on a bulletin board in the High School. This is set up as a BINGO. When 10 names fill a line, a group reward occurs.
- This is typically announced at the 9 week assembly.



# Counseling & Evaluation Department



The Counseling and Evaluation Department consists of a School Psychologist, three school counselors, and one behavior specialist.

The Counseling and Evaluation Team (CE) helps the students succeed academically, social-emotionally, and behaviorally. The CE Team collaborates with educators, parents/guardians, and other professionals to create a safe, healthy, and supportive learning environment for all students that strengthens connections between home, school, and dorm. The CE Team can also assist students with career and transition needs.

The Counseling and Evaluation team members are highly trained in the fields of mental health, child development, social-emotional development, school organization, learning styles and processes, behavior, motivation, and effective teaching. They 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. The CE Team works with students individually and in groups. They develop programs to train teachers and parents/guardians regarding effective teaching and learning strategies, and effective techniques to manage behavior at home, in the dorm, and in the classroom.

The Counseling and Evaluation Department provides the following services:

## Consultation

- Collaborate with teachers, parents/guardians, residential staff, and administrators to find effective solutions to learning and behavior problems
- Strengthen working relationships between teachers, parents/guardians, residential staff, and service providers in the community
- Work with the Child Student Team to develop supports for Students
  - Collect behavioral Data for the Child Study Team and facilitate discussion regarding follow-up for the student.

## Evaluation

- Evaluate eligibility for special services
- Assess academic skills and aptitude for learning
- Determine social-emotional development and help other outside qualified professionals determine mental health status
- Evaluate learning environments

## **Intervention**

- Provide counseling to apply academic achievement strategies
- Provide counseling to manage emotions and apply interpersonal skills
- Provide counseling to plan for postsecondary options (higher education, military, work force)
- Provide opportunities for academic, career, and personal counseling and/or to assist families to find appropriate resources if needed.
- Participate in the IEP process when necessary

## **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/guardians 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

## **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 and Transitional Staff who provide each student with information about job opportunities; vocational, technical and trade schools; colleges and junior colleges; and employment. These teachers work with students and parents/guardians to assist in the application process. It is important for parents/guardians to maintain communication with the High School Counselor throughout the application and post-secondary placement process.

WPSD maintains copies of all pertinent documents that a student needs as they transition into a new placement. Ultimately, however, the student and parents/guardians are primarily responsible for correctly completing application forms for college or vocational school admission and for financial aid.

Services included but not limited to:

- Facilitate and supervise ACT testing at WPSD
- Collect and disseminate information about employment opportunities
- Provide orientation for training opportunities at Forbes Road CTC
- Monitor students attending Forbes Road CTC
- Host college, technical school presentations to provide opportunities for students to meet and speak with admissions counselors and recruiting personnel
- Provide scholarship information to interested students
- Process student applications to appropriate post-secondary institutions, when appropriate

## 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, Principal, Interim Superintendent, Interim Executive Director, or Coordinator of Counseling and Evaluation will contact the student's family and inform all necessary staff. A family member will be required to come and pick up the student and provide follow up as recommended. The school psychologist and/or counselor will contact the Interim Superintendent, Interim Executive Director, the Health Center, and Principal with information.

### 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 Interim Superintendent, Health Center and Principal within 24 hours of the incident. The Principal, CAO, 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 psychologist and/or counselor will present a written report, complete the findings and recommendations, to the CEO, CAO, Health Center and Principal within 24 hours of the incident.

### Off Campus Threat

At Home - If a parent/guardian reports a student making a harmful threat at home, staff should refer the parent/guardian to a local Mental Health program or to a local hospital that has a psychiatric unit. If the student 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 Interim Superintendent, Interim Executive Director, 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 the student upon the trip's return. If the student is considered at immediate risk, an ambulance will be summoned to transport the student 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.





## Residential Program

Students aged 6 through 21 who live more than an hour away from the WPSD campus, are eligible to live in the Residence. Residential students stay on campus throughout the week. They arrive Sundays no earlier than 5 PM and return home Friday afternoon. The residential students are grouped into “pods” based on their age and gender. Girls live on the second floor, while boys live on the first floor. Each pod has a ratio of 1 staff to 4 students for elementary, 1 staff to 8 students for middle and high school.

Residential Schedule	
Arrival	Sunday evening at/after 5:00pm
Wake Up	6:30 AM
Breakfast	7:20 AM
School Begins	8:00 AM
School Dismissal	3:00 PM
After School Activities	3:30 PM - 9:30 PM
Dinner (M-Th)	5:45 PM - 6:15 PM
Dinner (Sun)	6:10 PM



Study Hall - After Dinner	
Elementary	30 minutes
Middle School	45 minutes
High School	1 hour
Bedtime	
Elementary	8:30 PM
Middle School	9:30 PM
High School	10:30 PM
Seniors/ILP/PFS	11:00 PM
Bluelight release time - 1 hour before scheduled bedtime	

## 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. Below are some examples of what students can bring for a week at the Residence. **Please do not send valuable toys, watches or other articles to school**

### Clothing:

- 7 outfits (including gym clothes)
- 8 pairs of underwear
- 6 pairs of socks
- 8 undershirts
- 2 pairs of pajamas (without feet)
- 1 bathrobe
- 1 pair slippers
- 1 pair of school shoes
- 1 pair of play shoes

### Toiletries:

- Shampoo
- Toothbrush and toothpaste
- Hair brush and comb (hair ribbons or barrettes)
- 1 plastic soap dish and 1 bar of soap
- Sandals/flip flops for shower

### Seasonal Clothing:

- pair of boots (for snow)
- lightweight jacket and hat
- winter coat and hat
- snowsuit, hat, mittens

### Special Events:

- dressy outfit (dress, tie, button down shirt)

***Mark all clothing and toys sent to school with your child's name***

## Residential Advisors

Residential advisors are actively involved with helping students become mature, responsible and independent. They supervise all after-school-based activities as well as plan and implement the evening dorm activities. Pod supervisors prompt students to complete chores, homework, and daily hygiene tasks. The goal is to develop independent living skills in each student.

## After School Activities

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.

Residential students may also attend off-campus field trips if they are in good standing with the Level System. Outings may include captioned movies at a local theater, dining out at a restaurant and attending a local special event.

## 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 position. The students who are chosen to become peer mentors must be responsible, dependable, display leadership skills and maintain good grades. They are frequently asked to help in various residence and school occasions as the need arises. Interested students apply for this position by submitting an application and two written references. In addition, each applicant must complete an interview with a committee consisting of the DSA and the Deans.

## Intramurals

There is 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 of study hall Monday through Thursday. Middle School students have a 45 minute study hall. Optional additional study time is provided immediately following the required study hall and on Sunday evenings.

Study hall rules are posted in the study hall area of each residential pod. Failure to follow these rules will result in a loss of points for the Level System. Not earning enough points will cause a reduction in privileges.

Students maintaining a grade point average of 3.5 (and above) are excused from the required study hall.

Students having a grade point average below 2.0 are denied Lions' Den and sports team privileges. They will also be required to have an extended study hall period until their grades have improved.

## 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 two weeks to determine if the GPA has improved.

## 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 parents/guardians 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.

## Lion's Den

The Lion's Den is an informal meeting place for young people to get together in a relaxed atmosphere. It has a snack bar that sells items such as soft drinks, pizza, french fries, ice cream and hamburgers. It has a game room, complete with ping pong, air hockey, shuffleboard, darts, and foosball tables. It has two large screen TVs, one for video games and the other for watching sports. It even has a dance floor that is specially designed to vibrate to the beat of the music!

Residential Students have the opportunity to visit the Lion's Den two times per week. **Residential students generally need \$10 per week to attend the Lion's Den.** Students earn points within the Level System (see below) to earn the privilege. Students in Level 1 and Level 2 are permitted to visit the Lion's Den.

Students with a cumulative Grade Point Average below 2.0 are not permitted to visit the Lions' Den. They are expected to use that time to improve grades. Students who make appropriate academic progress (monitored every week) may return to the snack bar. Progress will be monitored by the Deans.

## Part-Time Employment

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

## Linen Services

There are laundry machines in the residence. Students are responsible for seeing that their clothes are removed promptly from the machines. School-owned bedspreads, blankets, sheets, pillowcases, towels and washcloths are available. **Students must change their own linens once a week.**

Students are permitted to bring linens from home. Students may prefer to sleep with their own comforter or blankets. If a student brings linens from home, they are asked to take the linens home every two weeks to wash.

## Mail

Mail is distributed daily by the residential advisors on duty.

## Student Bank

The Student Bank allows residential students to keep cash in a safe place. Deposits are made Sunday evening (upon arrival). Cash withdrawals can be made prior to going to the Lion's Den, a field trip, or ordering food delivery, and any time in case of emergency.

The Student Bank is optional. But, the students are **strongly urged** to keep their money in the Student 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 cash to school. Additional funds may only be necessary for field trips. Parents/guardians will be notified of field trip plans one week ahead of time.

## Telephones & Video Phones

School-owned telephones and video phones (VP's) are available for students to use in each Residential pod. However, many students have their own smartphones and choose to use it to call or text their family members. Students are permitted to use school phones or their own phones/watches between 3:00 PM and 1 hour prior to their pod's bedtime. (8:30pm for Middle School, 10:30pm for High School, and 11:00pm for ILP & Seniors).

Sleeping is very important for everyone and we believe that quality sleep will produce positive results and performance in school and after school activities. We want to ensure that our students get adequate sleep. Moreover, we have sufficient research that everyone needs down time which means we have to put away our phones, tablets, video games and the like (blue lights) one hour before bedtime.

## The Independent Living Program

### Mission Statement

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

## Selection Process

Students in the 11th and 12th grades can apply to live in the Independent Living Program. Students must complete the following:

1. Parent/guardian permission - Submit a letter permitting their child to live in the ILP.
2. Successful completion of living in the Residence for a year. 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 one from a community member.
6. Interview - Students will interview for an ILP spot. The interview committee will be the Deans, the Principal and one teacher.

## 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.

## PBIS/ROARS The Level System

The Level System is designed for the residential program and is aligned with PBIS/ROARS. The Level System is a positive behavioral support program that allows students the opportunity to earn points for following residence rules and expectations and following through with everyday responsibilities. A student can earn up to 100 points per day.

As a student earns points, students earn privileges and rewards. Earning privileges and rewards gives a student a sense of accomplishment and provides the student with incentive to follow school rules and expectations, while fostering independence and responsibility. A student who struggles with behavior or meeting everyday responsibilities will earn fewer points and therefore not earn as many privileges and rewards.

The Point System	Elementary	Middle School	High School
Level 1 Access to all privileges	100-70	100-70	100-75
Level 2 Modified privileges	69-50	69-50	74-55
Level 3 No privileges	49-0	49-0	54-0

The following are residential student expectations. Examples may include, but are not restricted to:

Ready 20 points	Organized 20 points	Accountable 20 points	Respectful 30 points	Safe 10 points
Being on time Completing daily chores Completing homework Brushing teeth Combing hair Using deodorant Showering daily Following directions Dressing appropriately for school	Completing tasks/assignments given Keeping room clean & unpacking clothes	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	Accepting decisions Cooperating (with staff & students) Talking nicely/appropriately, no swearing Displaying appropriate public displays of affection Listening and following directions Using manners Being honest, nice and having a positive attitude (No lying/teasing/insulting/gossiping)	Not displaying threatening behavior Not possessing anything dangerous or illegal Playing nicely/no horse play Being in appropriate areas at all times

## Residential Cell Phone and Personal Communication Use

The use of personal cell phones and other hand-held communication devices is a privilege in the residence. Both communication devices and chargers should be labeled with the student's name. Students are prohibited from sharing/lending their personal communication devices with others.

***WPSD is not responsible for the loss or theft of cell phones or personal communication devices***

Personal communication devices are permitted to be used by students in the Residence. parents/guardians and students must sign off on the AUP permission form. This contract includes limitations on when these devices can be used, as well as information that waives the WPSD's responsibility if a student uses their personal communication device inappropriately. Students using their devices to take pictures or video, need permission from the subjects in the video/photo before doing so. A student caught taking pictures without another person's permission will have their personal communication device confiscated for a period of time.

Students who are suspended or on Level III of the Residential Level System are not permitted to use their cell phones for the duration of their punishment. Cell phones are not permitted to be used in the dining

room, and additionally are not permitted to be taken to sports practices or games, unless permission is granted by the coach. Students are not permitted to contact other staff members using their personal communication device.

#### Consequences of Unauthorized Use of Personal Communication Devices

1st offense - Warning

2nd offense - 24 hour suspension of privileges

3rd offense - 5 day suspension of privileges

4th offense - To be determined by the Dean(s) of Students

## Day Students in the Residence

There are times when a day student may participate in a residential after school activity. First, they must have parent/guardian permission. A written note from parents/guardians indicating their permission, how late the student may stay and how the student will return home is necessary before the student will be permitted to stay after school.

***If a day student visits in the Residence,  
they are expected to follow all residential rules***





## The Athletic Program

Boys Sports	Girls Sports
Varsity Soccer	Jr.Varsity & Varsity Volleyball
Jr.Varsity & Varsity Basketball	Jr. Varsity & Varsity Basketball
Varsity Track and Field	Varsity Track and Field
Cheerleading	Cheerleading

Students must maintain good grades and demonstrate proper classroom and residential behavior in order to participate in team sports. A letter from each coach will be sent home at the start of each respective season with some forms including a physical examination to be performed by your family physician. The student-athlete must be cleared to participate and **the WPSD Health Center must have the appropriate forms before any athlete can participate in practices and games.**

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 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 three weeks. We will

continue to evaluate academic performance at three-week intervals. Students will still be required to participate in practices and be with the team during home games.

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

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
August 21 - October 20	October 23 - Jan. 19	Jan. 22 - March 28	April 8 - June 7
Sept 8	Nov 10	Feb 16	Apr 26
Sept 29	Dec 8	Mar 8	May 10
Oct 20	Jan 19	Mar 28	June 7

## Mighty Mites

Elementary School students are able to participate in intramural sports teams. Mighty Mites is for students in Kindergarten through 4th grade. Sports Teams follow the typical season. Fall includes soccer. Winter includes basketball and cheerleading. The Spring intramural season introduces the mighty mites to a variety of games, this may include kickball, dek hockey, and flag football.

## Attendance/Participation

If a student arrives at school later than 11:30 AM the day of a game, the student may not participate in a sporting event. Team/squad members cannot participate in a game if they are absent from school without a doctor's excuse or other acceptable excuse. The 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 69%) 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 until the next grading period. We will check students' academic performance at bi-weekly intervals. Students will still be required to participate in practices and be with the team during home games.

At the end of the three-week window, if a student athlete raises their grade to a C the probation is lifted and the student will be able to participate in home and away games.

Any student that earns a 2.0 Grade Point Average (or below) 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 permitted to participate in practices and sit with the team during home games.

Any proposed short- or long-term suspension would necessitate a review meeting with the Interim Superintendent, the Principal, the Director of Student Affairs and the Athletic Director.

## Student Concussion Policy

In accordance with state law:

1. A student desiring to participate in any athletic activity and the student's parent/guardian 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, the student must be removed by the coach from participation. The student athlete cannot return to practice or play until the student 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.

## Policy on Sudden Cardiac Arrest Symptoms

In accordance with state law:

- A student desiring to participate in any athletic activity and the student's parent/guardian or guardian shall, each school year, sign and return to the school an acknowledgment of their receipt and review of warning signs information sheet.
- Authority is granted to game officials, the coach, athletic trainer, licensed physician, licensed physical therapist or other individual trained in recognizing the warning signs and symptoms to determine that a student athlete exhibits signs of sudden cardiac arrest.



- Once the student athlete has exhibited any warning sign, the student 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.



# Medical Services



Students who are ill, hurt, or require treatment or medications, are treated by the nursing/medical staff. The Health Center is staffed by nurses licensed in the state of PA, a contracted physician, a contracted dentist, and is supported by outside agencies including The Mobile Dentist and Vision to Learn vision services.

## **WPSD Health Center**

School Year Hours: Sunday: 5:00 PM – Friday: 2:00 PM

Summer Hours: Monday-Friday: 8:00 AM - 2:00 PM

Phone #: 412-244-4212

Text #: 814-513-6598

VP #: 570-309-0112

Fax#: 412-244-4291

Email: [healthcenter@wpsd.org](mailto:healthcenter@wpsd.org)

Students who are sent home from school must remain home until they have met the criteria for return as outlined in the Programs of WPSD illness policy. This policy is shared under the “when to keep your child home” section of this document. It is not the responsibility of WPSD or district transportation to transport a sick child home, regardless of distance. It is the parents responsibility to have an emergency plan in place to pick up their child from school should their condition require this.

***Students who become ill at school may be sent home by the doctor or nurse and are to remain home until criteria for return are met***

## Extended Illness

Students who have been out of school due to an extended illness, inpatient psychiatric treatment, hospitalization, serious injury, surgery, and/or are under doctor's care must **return with a written release from their health care provider**. Any minor surgery, diagnostic medical testing, or dental work requiring sedation-anesthesia requires a 24 hour stay at home or a physician's note to return before that timeframe.

Please provide the Health Center with any instructions and restrictions, and a release to return to school. This can be faxed to 412-244-4291. Please verify that this information has been received by the health center prior to your student returning to school.

When a student requires extended medical treatment, the parent/guardian 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 to school-based activities. An updated physician's note will be needed to resume activities after a restriction has been placed.

***Some illnesses and injuries are reportable by law***

The Pennsylvania State Health Department and/or The Allegheny County Health Department require WPSD staff to notify and provide contact information for specific cases. A list of reportable events can be found on the [Department of Health website](#).

## Medical Emergencies

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, a nurse will respond to the scene to administer emergency intervention(s). Prior to, and upon the arrival of the school nurse, emergency use of Narcan, Albuterol, or epinephrine auto-injector may be used if indicated per physician standing orders, policy, and training.



***The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review, and sign the opt-out form.***

The Health Center staff is trained to determine if emergency treatment at a hospital is necessary. In the event that a student requires emergency treatment or evaluation by a healthcare provider outside of WPSD, the parent/guardian will be contacted as soon as possible. If the situation requires further emergency response, "911" will be called. AEDs (automated external defibrillators) are strategically placed at various locations around campus for emergency use.

## Health Forms

**It is the parent/guardian responsibility to ensure that all health center forms are completed and returned prior to the start of school.** A Consent and Authorization for Medical Treatment form MUST be completed at the start of each year, and will be a part of your annual enrollment "packet". Your student may be excluded from school until this form is completed and returned. This includes record of immunizations and physical exams, medical consent, medication administration orders, and referral follow up. Any serious accidents, illnesses, or hospitalizations that occur while your child is at home on weekends, holidays, or for the summer must be shared with the Health Center staff upon return to school. Additional documentation may be requested.

## Prescriptions

All medications (prescription, over the counter, and supplements) require a physician's order to be administered at school. No medications will be administered without a current order from the physician to administer. Those can be faxed before the start of school to 412-244-4291. **Medications must be sent to school in original labeled packaging.** Further information regarding medication administration in the health center can be found within the medication section of this document.

## Ongoing Treatment

The health center staff is available to discuss any questions or concerns regarding immunization requirements or other health conditions and treatments (ie. seizure action plans, diabetes management, asthma, allergies, behavior concerns, and medications). Failure to provide adequate medical documentation to maintain the safety of your student may require they stay home until such documentation can be provided. The school physician has the responsibility over all aspects of students' medical conditions while they are in attendance at the school. The physician is available during pre-scheduled clinic hours and is on call for acute and emergency situations via phone/video consult.

*The school physician is NOT to be expected to act as the students' primary care physician*

## Health Center Services

### Mandated Screenings

Each year, state mandated screenings are completed and results will be shared with parents/guardians via email or postal mailing. These screenings include growth screenings, vision screenings, scoliosis screenings, physical and dental exams. Any results not within normal limits will be shared in a timely manner with parents/guardians. It is important to note that these are screenings and do not replace the need for comprehensive evaluations by your students' healthcare providers.

**Growth screening** enables school health professionals to: Monitor growth and development patterns of students, identify students who may be at nutritional risk or who may have a common nutritional problem, notify parents/guardians of screening results with a recommendation to share findings with the student's health care provider for further evaluation and intervention, if necessary.

**Vision screening** program is to identify students with visual impairments. "Vision problems affect one in 20 preschoolers and one in four school-age children" (Prevent Blindness America, 2000). Visual problems can and do affect the educational, social and emotional development of children. Early detection of vision problems assures the child of the opportunity of taking the best advantage of their educational opportunities. We work with a local organization, Vision to Learn, that assists us in identifying vision impairments and provides glasses free of charge to students requiring them. Parents are given the opportunity to opt out of services beyond the non-invasive screening.

**Scoliosis screening** shall be administered to students in grade six and grade seven and to age-appropriate students in ungraded classes. Students who have completed a 6th grade physical or who are diagnosed as having scoliosis do not need rescreened.

**Dental exams** are required for Kindergarten, 3rd, and 7th grade. Dental screenings will be completed annually by the school contracted dentist. This is an opt out service and reminders will be sent home prior to the date scheduled. Additional services are available to qualified students through our partnership with the Mobile Dentist, providing consent is obtained and forms completed. The mobile Dentist is scheduled to visit WPSD in September and ??

**Physical exams** can be completed by the school contracted physician at no cost to the student. The physician will complete outstanding and annual/sports physicals in June of the current school year. They will also evaluate illness and injuries referred by the health center staff, and prescribe necessary treatment and followup. Please note that immunizations will **not** be administered at school or during physical exams by the school physician.



# Immunizations

WPSD is responsible for maintaining current student immunization records and ensuring students in attendance meet all state requirements. These requirements outlined below are set by the PA department of health. Students who do not have the required immunizations must do ONE of the following or risk exclusion:

- complete immunizations
- submit a signed exemption
- have at least 1 dose of each AND submit and comply with a medical plan from their physician

In the event of exclusion, days are considered unexcused and subject to truancy requirements. Students who do not have at least 1 dose of a vaccination series will not be permitted to attend the first day of school.

## K-12 Requirements

Students must have the following vaccinations by the 5th day of school or the student will risk exclusion. If the student is not up to date, they must have at least 1 dose of each, and a medical plan from a physician, OR a signed exemption in place by 5th day of school.

- 4 doses of tdap (1 dose on or after 4th dose)
- 4 doses of Polio (1 dose on or after 4th dose and > 6 months from previous dose)
- 2 doses of MMR (1st dose on or AFTER 1st birthday)
- 2 doses of varicella (1st dose on or AFTER 1st birthday)
  - If given separately from MMR, must be 28 days AFTER last dose
- 3 doses of Hepatitis B (3rd dose after 6 months of age)

*Covid Vaccine series (INCLUDING Booster) and an annual Influenza Vaccine is recommended but not required.*

## 7th Grade

Students entering 7th grade must have these vaccinations or a signed exemption prior to the first day of school or the student will be unable to attend the first day of school and will be excluded.

- 1 dose of tdap
- 1 dose of MCV (meningitis vaccine)

In the event of exclusion, days are considered unexcused and subject to truancy requirements.

## 12th Grade

Students entering 12th grade must have the following vaccine, a signed exemption or a medical plan from their physician by the 5th day or will risk exclusion.

- 2nd dose of MCV (Unless first dose was given AFTER age 16)

In the event of exclusion, days are considered unexcused and subject to truancy requirements.

***If you have submitted an exemption for immunization of your student, and an outbreak occurs within the school or community, your student will be excluded per the regulations of the health department***

## Preschool Requirements

Students attending preschool must obtain ALL recommended immunizations. If parents/guardians choose to not complete all of the following vaccinations, they may submit a signed letter of exemption.

- 3 doses of hepatitis B (3rd dose after 6 months of age)
- 3 doses of Rotavirus vaccine
- 4 doses of dtap (diphtheria, tetanus, and pertussis/whooping cough) (dose required after 4th birthday for entrance into kindergarten)
- 4 doses of Hib (Hemophilus influenzae type b)
- 4 doses of PCV 13 (Pneumococcal)
- 3 doses of Polio (4th dose required after 4th birthday for entrance into Kindergarten)
- Annual Influenza vaccination (record due to health center by December 1st each year)
- 1 dose of MMR (Measles, Mumps, and Rubella)
  - Given on or after 1st birthday (2nd dose due after 4th birthday or entrance into Kindergarten)
- 1 dose of Varicella (Chicken Pox) - or evidence of disease
  - Given on or after 1st birthday (2nd dose due after 4th birthday or entrance into Kindergarten)
  - If given separately from MMR, there must be 28 days between MMR and Varicella doses)
- 2 doses of Hepatitis A

## Covid Vaccine

The Covid vaccine is currently not a requirement for students K-12. Vaccination status may impact isolation and quarantine requirements regarding future guidance from the CDC. Please provide documentation if your student is immunized against Covid19. Please note: ages 5-21 require 3 doses (2 primary and 1 booster) to be considered up to date.

***Vaccination requirements can be complicated and confusing. Please reach out to the health center staff to discuss your student's immunization status if you have any questions or concerns.***

## Medication

Medication administration must adhere to state law and comply with the regulations of nursing practice. Medications can only be administered by a licensed provider or a parent/guardian. As a result all medication needs must be communicated promptly to health center staff. Please notify the Health Center if you give your student any medication at home. For field trips and/or sports trips that occur outside of normal school hours, medications administration orders will be required for those medications to be administered. Please keep the Health Center staff well informed about your student's health and medication needs.

Any medication sent in requires a physician's order which provides instruction to the nurse for administration of medication. This includes prescription medications, over the counter medications, topical creams, eye drops, and other supplements. New prescription orders are needed at the beginning of every school year, and with any changes in medications throughout the school year. Please notify the Health Center immediately if a prescription changes or is discontinued and provide an accompanying order to reflect changes or discontinuation. The Physician's Request for Medication Administration form should also be signed by the parents/ guardians. A copy of this form is located in the back of the handbook for your convenience.

***All student medications  
MUST be stored in the Health Center  
and are not permitted to be kept on the students person\****

Any medication brought to school by a student must be turned in to the Health Center immediately upon ARRIVAL to school. Always send any prescriptions and/or medications in the original container(s). DO NOT send medicines in baggies, jars or old unmarked prescription bottles. You should request an extra labeled bottle from your pharmacy for prescription medication for medications given during school hours.

Residential students should pack their medication in their stowed suitcase. The expectation for day students is that medications are transported by an adult to the school and handed off to another adult. Medications should not be placed in a student's backpack for transportation to school. Please reach out as soon as possible to discuss with the health center if there are barriers regarding medication transportation that you would like to discuss.

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.

**\*Students are not permitted to carry or self administer any medications**, except for those defined by state law and with physician's written order. Students with written permission to carry and self administer medication must demonstrate understanding of proper storage and administration to the health center staff. Any misuse of medications will result in students losing privilege to self administer medications regardless of physician order. Parents/Guardians, the student, and school administration will be notified if this occurs.

Some medications such as Tylenol, Ibuprofen, antihistamines, etc. may be administered per standing orders obtained from the school physician. Consent for such items is outlined on the required Consent and Authorization for Medical Treatment form. If you would like to review the physician standing orders or rescind consent to any of the standing orders, please submit in writing to the health center or email us at [healthcenter@wpsd.org](mailto:healthcenter@wpsd.org).

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 may request a parent/guardian to accompany the student and administer the medications. If the parent/guardian is not available to attend, other arrangements will be made for nursing staff to administer the medications, as per state laws and regulations.

The Health Center will send home medication reminder letters in a student's suitcase/backpack when medication needs to be refilled.

It is the responsibility of the parent/guardian to check the student's suitcase for any medication, medication bottles, and notes that are sent home from the Health Center.

If a parent/guardian arranges for their student to visit another student's home for the weekend, it is the responsibility of the parent/guardian to communicate their health/medication needs. WPSD health center staff will NOT package and dispense medications for such situations.

***If your child travels with the sports teams,  
or if student plans to stay in the residence overnight,  
all of the above rules apply***

## When to Keep Your Child Home

Please note that these policies may change as information from the local health department is received. Changes that occur throughout the year will be communicated through student folders, letters, email, and/or all-call.

## Programs of WPSD Illness Policy (Rev. 3/2/2022)

In order to keep the students and staff at WPSD/SSDHHC healthy, we ask for your partnership to screen your student for symptoms daily before school and utilize the symptom checklist to determine if you should keep your student home from school. To maintain a safe mask-optional environment successfully we require your diligent adherence to this policy.

Please note that if community transmission rates increase, as a school, we may decide to resume masking requirements until numbers return to a safe, decreased level.

If your student becomes ill while at school, a parent/guardian will be contacted to pick your student up. Please ensure that you have arrangements in place to transport your student home in the event that your student becomes ill while at school. If you are unavailable or unable to be reached, please

designate another responsible adult whom the school can contact. It is the parent/guardian responsibility to have this alternative plan in place.

If your student is experiencing any of the following symptoms, please keep your student home and follow the procedure for reporting absences. If your student develops these symptoms while at school, your student will be sent home:

- Any communicable disease (e.g., chickenpox, influenza, measles, mumps, rubella, strep throat, COVID)
- Fever (>100 F) (must be fever free for 24 hours without the use of fever reducing medication)
- Persistent or uncontrolled coughing, shortness of breath
- Vomiting within 24 hours prior to school
- Diarrhea (more than one loose/liquid stool) within 6 hours prior to school
- Strep throat - must be seen by a healthcare professional. Remain home for 24 hours after starting antibiotics and be fever free for 24 hours without use of fever reducing medications.
- Inflammation and/or discharge of the eye(s).
  - Pink eye is highly contagious and is a common school problem.
  - Clearance from a healthcare professional will be required for your student to return to school.

If your student is experiencing any of the following symptoms, please keep your student home until your student starts to improve. If your student presents with these symptoms at school, the Health Center will determine if your student can remain in school or needs to be sent home for evaluation and recovery.

- Upper/lower respiratory infection
- Cold symptoms (runny nose, sneezing, congestion, sore throat)
- Chills, rigors (uncontrollable shaking)
- Fatigue (not related to lack of sleep)
- Headache
- Pain (e.g., stomachache, earache, or sore throat) - keep your student at home until the pain subsides.
- Suspicious rash - keep your student at home until the rash has resolved or is evaluated and cleared by a healthcare provider.

Certain health concerns may require medical release to return to school. Please contact the nursing staff at WPSD/SSDHHC with any questions or concerns.

## COVID Isolation and Quarantine Guidelines

PLEASE communicate illnesses with the school nurses to verify dates of quarantine, and ensure all criteria have been met to return to school.

- COVID positive individuals (regardless of vaccination status):
  - Must isolate at home for five days from symptom onset or positive test, if not showing symptoms.
    - If fever free and symptoms have improved, individuals may return to the school setting on day six, but must wear a well-fitting mask at all times through day ten.
    - If fever remains or symptoms remain the same or worsen they must stay home through day ten or beyond (until the above requirements are met).
- Individuals Exposed to a COVID positive individual (regardless of vaccination status)
  - If symptom free, may continue to attend school and participate in activities. A well-fitting mask is encouraged but not required..
  - Dorm students with roommates may be required to quarantine at home for a full 10 days if a private room is not available.
- Students with symptoms of illness (see above lists for examples):
  - Will be sent home with further instructions.
    - Students must meet one of the following criteria outlined in the next section to return.

**If your student is being tested for COVID, please DO NOT send your student to school until test results are received. Please contact the Health Center with test results and further instructions.**

***If a student is UNABLE to wear a well-fitting mask at school, the student must complete isolation/quarantine at home for a full 10 days until symptoms have sufficiently improved.***

# Return to School Requirements

A student who is ill with symptoms previously mentioned must meet one of the following criteria before returning to school:

- Medically cleared by a physician note must be received by the Health Center PRIOR to your student returning to the building.
  - WPSD Fax: 412-244-4291
- Evidence/verification of negative test after symptom onset. The student may then return, adhering to the WPSD/SSDHHC Isolation and Quarantine Guidelines.
  - A negative test can be verified in two ways:
    - Results from an official laboratory.
    - A video demonstrating the complete and proper procedure for testing of the individual.
      - Must be a continuous video clearly identifying the student, testing procedure, and results. (must be entire 15 minutes to verify negative)
      - Current date must be displayed with the student during testing.
      - WPSD Health Center Cell Phone: 412-513-6598
      - SSDHHC Health Center Cell Phone: 570-540-5343
- Isolate at home for five days from symptom onset. The student may then return, wearing mask and adhering to the WPSD/SSDHHC Isolation and Quarantine Guidelines

## Notice of Changes

Please note that these policies may change as information from the local health department is received. All updates and changes will be communicated to staff, students, and parents/guardians upon notice.

## Health Insurance

Please attach a copy of your child's insurance card to the Consent for Medical Treatment form.

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.

It is the parents/guardians responsibility to verify insurance coverage for out of state sports and field trips/sports trips.



## Asthma Management

- It is important that you talk to your healthcare provider to discuss what treatments are appropriate for your student's asthma management.
- Use of nebulizer treatments are currently not recommended in the school setting due to the possibility of aerosolizing viruses.
  - Albuterol nebulizer treatments will remain available as part of treatment for emergency situations.
- Please talk to your healthcare provider about providing the following for asthma management during school hours:
  - Metered dose inhaler with spacer should be considered as the preferred medication delivery device.
  - Please provide your student's supplies - inhaler and spacer, along with a physician's signed medication order and physician's signed Asthma Action Plan, to the school Health Center.

The physician or nursing staff will determine if the student should return to school or go home.

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

## 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 will contact the student's parent/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 Principal can 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 student has active head lice until they have been treated***

If your child has head lice, treat your child and notify the nurse at the Health Center. In accordance with PA Department of Health regulations, students found to have live lice will be sent home at the end of the day. Parents/guardians will be contacted with instructions and education on how to treat the student and the home environment. Students can be readmitted to school immediately following the first treatment. Recurrent lice infestations may require referral to outside resources.

Infestations within the residence may require more restrictions for return. The WPSD Health Center is available for discussion regarding any concern for lice in a residential student.

## Scabies

Students who are identified as having scabies will be excluded from school immediately and cannot return until treatment is completed.

## Physicals

### Sports Physicals

Students participating in WPSD athletics (K-12) must have a physical completed on or after June 1st of the previous year, and submitted to the health center prior to starting practice. They will not be allowed to participate until the appropriate forms have been submitted. A sports physical must be completed AFTER June 1st or it will NOT be accepted. A copy of the exam should be sent to the Health Center. Recertification of physicals before each sport is not currently required, unless your child has had a major injury or illness during the school year.

During Kindergarten/1st, 6th and 11th grade, this physical will meet the state requirement for physical exams. Additional forms may be required of the parent to accompany this physical to meet the athletic requirements.

A current Consent and Authorization for Medical treatment must also be on file to participate.

### Yearly Physical

The Health Center encourages parents/guardians to maintain wellness care with their primary physician on an annual basis. If a student is participating in athletics at WPSD, an annual physical is required (see above for more specific details). Please share these exams with the health center so we continue to provide appropriate care and treatment for your student.

The Pennsylvania Public School Code Section 1402. Health Services (e) **requires** that students upon entry to **Kindergarten, 6th** grade and **11th** grade have a physical exam completed and submitted to the school. Section 1402(c) requires the completion of medical questionnaires, completed by the student and/or parents/guardians which are to become part of the student's health record.

This requirement may be completed by the student's primary care provider (MD, DO, CRNP, PA) or by the school provider. **Immunizations will NOT be provided during a school provider physical.**

Schools may accept exams on the private physician's own form as long as it is comparable to the DOH approved form.

## Expenses That Will Be Billed to Parents/Guardians

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.

## Services That Will Not Be Charged to Parents/Guardians

1. Routine state-mandated dental screening for students Kdg/1st, 3rd, and 7th grade..
2. Routine state-mandated eye screening every year for all students.
3. Routine state-mandated scoliosis screening for students in 6th and 7th grade..
4. Routine state-mandated physicals offered for Kdg/1st, 6th, and 11th grade students, as well as annual sports physicals to those participating in WPSD athletics.



## Student Code of Conduct

### School Wide Positive Behavior Intervention Support (PBIS)

Positive behavioral interventions and support (PBIS) is an approach used to promote school safety and good behavior. WPSD will teach students behavioral expectations as well as strategies to achieve those expectations. The focus of PBIS is prevention, not punishment.

Consistent school and residential expectations are key for PBIS success. Students will be acknowledged when they follow expected behaviors. Staff will review school rules and expectations to encourage successful behavior. WPSD's PBIS program is called "ROARS", which is an acronym for **Ready, Organized, Accountable, Respectful and Safe**.

For more general information about PBIS:

<https://www.understood.org/en/articles/what-is-pbis>

*Each department has an age-appropriate PBIS system in place for the developmental level of its students*

## Characteristics of ROARS:

The system is based upon a three-tiered model:

- **Tier one** is a system of support to ALL students. It emphasizes preventive practices that teach and reinforce **expected** student behaviors.
- **Tier two** provides targeted interventions to support students classified as “at risk.” Tier 2 students require more intervention than is typically provided within tier one universal support.
- **Tier three** is a system of support for students with significant behavioral/emotional support needs. A plan for intensive interventions will be put in place for students who meet the criteria.

Intervention Strategies commonly used in PBIS are:

- differentiated instructional practices
- improved instructional delivery
- consistent, nonpunitive discipline practices
- opportunities to learn prosocial and self-management skills
- consistent, clear rules and high-performance expectations
- consistent enforcement of rules

## Procedure for Managing Behaviors

### Staff Managed Behaviors (Minor Incidents)

If a student's behavior is managed in the classroom or by the residential staff in the residence it is considered a Minor Incident. It is the Teacher/staff responsibility to use strategies when addressing behaviors.



## Office Referrals

Staff members may refer a student to an office referral when a student has violated the behavior code despite teacher interventions. Administration is contacted immediately regarding the behavior.

Staff Managed Behaviors (Minor)	Office Referral Behaviors (Major)
Defiance/Non-Compliance	Abusive language
Disrespectful comments/behaviors	Arson
Disruption (low level)	Bomb threat/False alarm
Dress code Violation	Bullying
Food, drink, gum in the classroom without permission	Disruptive behavior (high level)
Horseplay	Eloping
Leaving class without permission	Fight/Altercation (physical)
Leaving items in an unsafe place	Forgery
Lying (low level)	Harassment
Not following routine/appointment	Lying (high level)
Not ready for class	Out of bounds area
Plagiarism/cheating (low level)	Physical aggression
Profanity	Plagiarism/Cheating (high level)
Public displays of affection (low level)	Property damage/Vandalism
Sleeping	Public display of affection (high level)
Tardiness without a pass	Skipping class
Technology violation (low level)	Technology violation
Throwing items (low level)	Theft
Usage of personal phone during school hours without permission	Threats to school/person
	Throwing items (high level)
	Use of tobacco/drugs
	Use of weapons

## Consequences for Student Choices

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

The building administrators shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where student are within the jurisdiction of the Administrative Team, and when such conflict interferes with the educational program of the schools or threatens the health and safety of others.

Repeated infractions may result in an increased level of consequences.

## Reflective Lunch

Students who are assigned reflective lunches will eat lunch with a teacher, counselor, or administrator. The purpose of reflective lunches is to provide students with the opportunity to discuss and reflect on their behavior. This provides students and staff an opportunity to work together to establish alternative choices regarding behaviors.

- Teacher/Staff Reflective Lunch are assigned by the teachers or staff for disruption to the school process and will typically serve during the student's lunch period. Reflective Lunch at WPSD can require a student to complete academic work, read quietly or complete reflection documents.
- Office Reflective Lunch may be assigned for more serious disruptions. The same process will occur.

### Reflective Lunch Rules

- Students must report to Reflective Lunch on time. Tardiness is not permitted.
- Students in Reflective Lunch may not communicate with each other in any fashion.
- Students cannot sleep during Reflective Lunch.
- Students must remain in Reflective Lunch for the duration of the period.
- Students will sit in assigned seats.

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



## Parent/Guardian Notification of Reflective Lunch

Parents/guardians will receive a letter each time their child receives a Reflective Lunch. The letter will include the date(s) of the student infraction(s), the teacher(s) who assigned the student the Reflective Lunch, and the date the Reflective Lunch was served. The letter will be sent out no more than one day after serving Reflective Lunch. Parents/guardians may request immediate notification of Reflective Lunch in writing to the Principal of the student's department. The Assistant Principal, Principal, Director of Support Services, and/or Deans may assign Reflective Lunch at their discretion.

## Procedures for Suspension

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

- 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.
- If suspension is to proceed, the school district or parent/guardian will make appropriate arrangements for the student's transportation home if necessary.
- Students receiving in-school or out-of-school suspension will receive credit for any work completed during that time. The student will be given assignments in order to keep pace with the rest of the class. Work not completed will be given zeros.

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.

- WPSD contacts the local school district and informs officials of the circumstances.
- 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.
- School district provides a Notice of Recommended Educational Placement (NOREP) to the parent/guardian regarding the proposed action and of the right of the parent/guardian to request a hearing.
- No expulsion, or change in placement will occur until approval is received from the parent/guardian, 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.

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.
- WPSD requests, in writing, the Bureau of Special Education approval for an emergency change in placement.

- The written request will include a description of the reasons the behavior constitutes grounds for immediate exclusion.
- WPSD will simultaneously send a copy of this written request to the parent/guardian and the local school district.

## In-School Suspension

The student assigned in-school suspension continues to work on 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/guardians 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.

## 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, staff 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/guardian 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 mental or physical impairment, The Department of Aging will be contacted, pursuant to Act 70 of 2010.

## 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 creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, WPSD prohibits bullying by all students.

**DEFINITION OF BULLYING:** mean unwelcome, repeated, and systematic harassment and attacks on others by means of verbal, written, electronic or physical conduct.

Bullying can take many forms and can include many different behaviors such as:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs
3. Emotional bullying/cyberbullying: (ie: spreading rumors, ridiculing, manipulation social relationships)
4. Threats and intimidation (including social media)
5. Extortion or stealing

Bullying, as defined in this policy, includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct

## Cyberbullying

Cyberbullying is defined by the U.S. Department of Homeland Security as “the electronic posting of mean-spirited messages about a person, often done anonymously”. For many children, the internet plays a huge role in their social life. Cyberbullying is similar to other types of bullying except that it takes place online or through text messaging. Victims of cyberbullying may experience many of the same effects as children who are bullied in person, such as a drop in grades or low self-esteem.

According to the Pennsylvania Office of Attorney General, cyberbullying can include:

- Sending cruel, vicious or threatening emails.
- Creating Web sites that have stories, pictures and jokes ridiculing others.
- Posting pictures of other students/kids online with derogatory phrases or questions attached to them.
- Using someone else's email address to send vicious or incriminating emails to others.
- Using instant messaging tools to harass others.

Cyberbullying is included under H.B. 1067, 2008: 24 Pennsylvania Statutes §1303.1-A. This bill requires all school systems in Pennsylvania to establish policies prohibiting bullying.

All bullying, cyberbullying, and harassment violations will be thoroughly investigated by the Principal, Deans and/or Interim Superintendent. 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 support in the school through the counseling department and all staff to promote respect for others, accountability and safety.

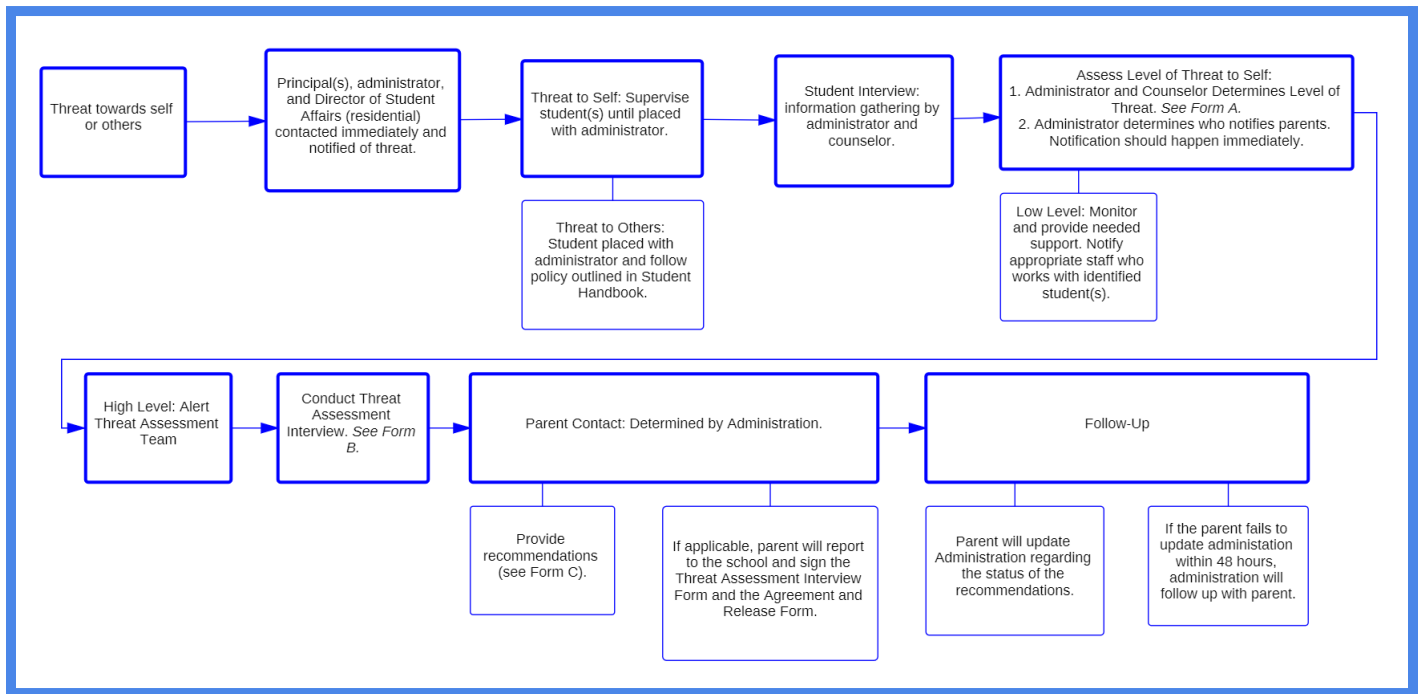
## Search And Seizure

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 parent/guardian, 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 their 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



## Terroristic Threat

In the event that a student makes a violent threat to someone on the WPSD campus, the 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. **A 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.

## 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.

### 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.**

## Possession of a Weapon or Illegal Substance

In the event that a student is found to be in possession of either a weapon or an illegal substance on the WPSD campus, the 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.

### Definitions:

**Weapons** 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 Pharmacopeia, 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/guardians 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.**



## Code of Conduct

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/guardians, teachers and friends, while bad behavior results in negative responses such as restriction of privileges, unhappy parents/guardians, 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.

## Category I

Description: 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.

PROCEDURES	EXAMPLES	DISCIPLINARY OPTIONS
<p>1. Immediate intervention by staff member(s) who are instructing or directing the actions of the students, i.e., classroom teachers would supervise Reflective Lunch and restrict students from classroom privileges, while residential supervisors would have after school 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 Interim Superintendent, Principal and/or Deans will follow up with parent/guardian contact. The report will be routed to appropriate administrators.</p>	<p>Classroom and residential disruptions</p> <p>Hallway, stairway, playground and dining room disturbances</p> <p>Cheating, lying and stealing</p> <p>Abusing school property</p> <p>Tardiness</p> <p>Violating the student dress code</p> <p>Arguing</p> <p>Throwing snowballs</p> <p>Improper social behavior/ excessive public display of affection</p> <p>Use of profane, vulgar or obscene language</p> <p>Threats</p> <p>Vandalism/theft of up to \$49 (Repeated violations move up to Category II)</p> <p>Computer use infractions (accessing chat rooms, using e-mail at unauthorized times, etc.)</p>	<p>Verbal reprimand</p> <p>Withdrawal of privileges, i.e. parties, field trips, Snack Bar, etc.</p> <p>Special assignments</p> <p>Reflective Lunch, after school or at other times</p> <p>Exclusion from group activities</p> <p>Behavior contract</p> <p>Restitution or payment for willfully destroyed property</p> <p>Counseling</p> <p>Written apology</p> <p>Dormitory room confinement</p>

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



## Category II

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. 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 Interim Superintendent, Principal and/or Deans.

PROCEDURES	EXAMPLES	DISCIPLINARY OPTIONS
<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 their immediate supervisor. If the administrator feels that the incident is serious enough to warrant a written report to parents/guardians, 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 Interim Superintendent, 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. A conference may occur either on campus or at the home of the student.</li> <li>4. A Child Study Conference may be requested.</li> </ol>	<p>Persistent Category I misconduct</p> <p>Vandalism/Theft of \$50.00 - \$99.00. (Repeated violations move to Category III)</p> <p>Cutting classes, clubs, etc.</p> <p>Forgery</p> <p>Intimidation/Extortion/Threats</p> <p>Abusive language toward a staff member</p> <p>Fighting</p> <p>Harassment</p> <p>Disruptive behaviors</p> <p>Defiance of authority</p> <p>Possession, use, sale, or distribution of nicotine or tobacco products; e-cigarettes or vapor cigarettes</p> <p>Unauthorized access of computer network</p> <p>Computer use infractions. (Accessing inappropriate content on the Internet, abusing computer hardware, etc.)</p>	<p>Continuation of expansion of Category I disciplinary actions</p> <p>Counseling</p> <p>Behavior modification</p> <p>Reflective Lunch, after school or at other times</p> <p>Work assignments</p> <p>Restitution or payment for willfully destroyed property</p> <p>Restriction of after school privileges</p> <p>for in-school infraction and vice versa</p> <p>In-school suspension</p> <p>Out-of-school suspension</p>

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

## Category III

Deliberate or continuing acts committed 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 Interim Superintendent, Principal and/or Deans. Behavior referred to Category III may include persistent problems from Categories I and II.

PROCEDURES	EXAMPLES	DISCIPLINARY OPTIONS
<ol style="list-style-type: none"> <li>1. A written report will be submitted by the Interim Superintendent, 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 due process rights.</li> <li>3. A parent/guardian/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 parents/guardians.</li> </ol>	<p>Persistent Category I or II misconduct</p> <p>Failure to comply with existing school policy</p> <p style="padding-left: 40px;">Physical aggression toward staff member</p> <p>Unauthorized occupation of school property and facilities</p> <p style="padding-left: 40px;">Vandalism/theft</p> <p style="padding-left: 40px;">Possession of weapons</p> <p style="padding-left: 40px;">Sexual misconduct</p> <p style="padding-left: 40px;">Sexual harassment</p> <p style="padding-left: 40px;">Fighting</p> <p>Abusive language toward staff member</p> <p>Possession, use, sale, or distribution of drug related paraphernalia</p> <p>Possession, use, sale, or distribution of alcoholic beverages or drugs or medication (see p. 53)</p> <p>Coming to school under the influence of any alcohol or drugs</p> <p style="padding-left: 40px;">Defiance of authority</p> <p style="padding-left: 40px;">False alAM</p> <p>Unauthorized absence from campus</p> <p style="padding-left: 40px;">Unauthorized use of vehicles</p> <p>Refusal to accept disciplinary measures on Category I or II misbehaviors</p> <p>Unauthorized access of computer networks</p>	<p>Continuation or expansion of Category I and II disciplinary actions</p> <p style="padding-left: 40px;">Counseling</p> <p>Referral to law enforcement authorities</p> <p style="padding-left: 40px;">Restitution or payment for willfully destroyed property</p> <p style="padding-left: 40px;">In-school suspension</p> <p style="padding-left: 40px;">Out-of-school suspension</p>

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

## Category IV

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. Category IV actions shall be directed to the Interim Superintendent, Principal and/or Deans and Chief Executive Officer.

PROCEDURES	EXAMPLES	DISCIPLINARY OPTIONS
<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 their due process rights prior to the determination of disciplinary actions.</li> <li>3. The parents/guardians 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>	<p style="text-align: center;">Persistent Category I, II or III misconduct</p> <p style="text-align: center;">Assault and/or battery</p> <p style="text-align: center;">Possession/use/transfer of dangerous weapons, fireworks or other explosives</p> <p style="text-align: center;">Vandalism/theft</p> <p style="text-align: center;">Defiance of authority</p> <p style="text-align: center;">Possession, use, sale, or distribution of any alcoholic beverages or drugs</p> <p style="text-align: center;">Arson</p> <p style="text-align: center;">Sexual misconduct</p> <p style="text-align: center;">Sexual harassment</p> <p style="text-align: center;">Any act that is against the laws of Pennsylvania or the United States</p> <p style="text-align: center;">Refusal to accept disciplinary measures on Category I, II or III misbehaviors</p>	<p style="text-align: center;">Continuation or expansion of Category I, II or III disciplinary actions</p> <p style="text-align: center;">In-school suspension</p> <p style="text-align: center;">Out-of-school suspension</p> <p style="text-align: center;">Expulsion</p> <p style="text-align: center;">Referral to law enforcement authorities</p>

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

## Parent/Guardian Notification

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

## Definitions

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

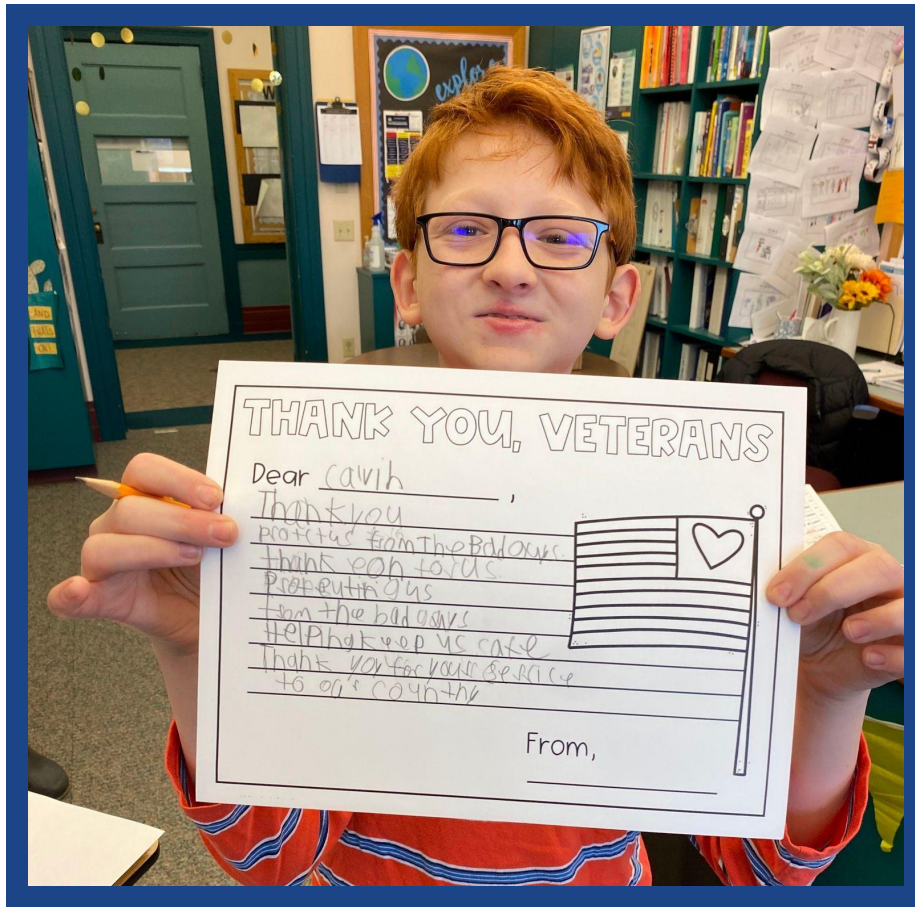
**Child Study** - School personnel meet to discuss the student's performance that may lead to non-disciplinary action; or may be related to concerns about poor academic performance that may lead to other educational recommendations.

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

**Out of School Suspension** - Student is removed from classroom, residence and after school activities. The student's parents/guardians 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 the student's file.

**Under the Jurisdiction of the School** - A student is under the jurisdiction of the school when student 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.



## Student Policies

### Electronic Information Acceptable Use Policy (AUP)

The Programs of The Western Pennsylvania School For The Deaf offer students and staff access to our network and internet services through a variety of different technology devices. 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 school technology 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, school administrators will advise appropriate legal officials of any illegal violations.

## Prohibited Activities:

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

- Using another person's password or account or providing their 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 fireAM, 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.

## Monitoring:

Our schools use 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 as for monitoring internet usage. We prioritize the security and protection of our 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 school 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. The Programs of The Western Pennsylvania School For The Deaf reserves the right to monitor all actions and communications of any student or employee using school equipment, school technology services, school property, or school networks.
2. There is no absolute privacy with the following:
  - a. On our school networks.
  - b. On any school equipment.
  - c. On school email.
  - d. On any communications that use school equipment, or the school networks.
  - e. Any files saved or stored on school equipment, or school provided web services. Even if those files are of a personal nature. This also includes using school property at home or on other networks.

## School Email

School Students and Staff are ONLY permitted to use the school-provided email accounts on campus and school devices. External email sites (such as AOL Mail, Yahoo Mail, Verizon, Comcast, etc.) are prohibited and may be blocked from access on campus. Staff who desire to add their school email account to personal & portable devices must ensure the privacy of student and staff information by maintaining passcode locks and/or password protected logins to devices.

The Programs of the Western Pennsylvania School for the Deaf reserves the right to force security on personal devices that add school email to their personal portable device, such as a smartphone or tablet. The Programs of the Western Pennsylvania School for the Deaf has the capability to lock or possibly erase



any personal portable device after adding said email account. This is to ensure the safety and privacy of our communications, email, and data. School email must be removed or deleted from any personal device at the end of employment or enrollment.

The school communication systems, as well as the equipment and data stored, are and remain at all times the property of The Programs of the Western Pennsylvania School for the Deaf. 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 School.

The Programs of the Western Pennsylvania School for the Deaf 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, the 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 school 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 we encourage employee use of the school provided email system, its use is restricted to the following:

- To communicate with employees, parents/guardians, 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 email, 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 email 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.

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 our 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, Gaggie, 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.

## Consequences of Policy Non-Compliance

Violation of this Acceptable Use Policy (AUP) may result in:

- Denial, suspension or cancellation of the users' privileges (temporary or permanent) 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.
- The user shall be responsible to make full restitution for any damage (including all labor costs for repair or replacement) to equipment, software and any other part of the network determined by the Technology department along with the school administration.
- Other actions not specified above may include but are not limited to monetary restitution, school suspension or expulsion, Reflective Lunch or any other action deemed appropriate by the administrative authorities.

## Terms and Conditions

All users of the Western PA School for the Deaf network and Internet access are required to adhere to the schools Acceptable Use Policy (AUP). The attached policy describes in detail the purpose of the WPSD networks and the rules governing use. All users and the parents/guardians of all student users are required by the WPSD 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, including faculty and staff, must be aware that misuse of the network facilities could result in disciplinary action by WPSD officials including termination of employment or legal action by local, state and/or federal law enforcement officials. It is, therefore, incumbent upon all to carefully read the WPSD AUP and understand what is expected and the penalty for non-compliance.

***A signature is NOT required to make this AUP binding for students  
The use of the WPSD network, equipment, and electronic information  
systems denotes the user's agreement of responsibility***

## 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 students and staff have the opportunity to use 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 VRS devices on the WPSD campus.

### Guidelines for Student Video Phone 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 when using a VRS device.

## Communication Policy

WPSD students learn to effectively communicate using ASL and English languages. Academic, emotional, and social success are fostered by a robust communication environment. 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 their 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, the 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 ensure 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 a student 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 the 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.

## 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 AMnner 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. The 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"

## 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.**

## 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/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/guardians. No other student may join student drivers without written permission from parents/guardians.

## Dining Room

Students are required to report to the dining room for every meal. Day students may purchase lunch at school or bring 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 (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.

## Student Dress Code

***Whenever there is a question concerning appropriate attire, students should consult the Deans or the Principal to obtain clothing approval***

Students are expected to wear appropriate clothing at all times while at school. Clothing must not be of any style, length or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and in the residence whether on or off school premises.

No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.

### Clothing

- Students will not be permitted to present themselves in such a way that is disruptive to the educational process or constitutes a health hazard.
- All clothing must be neat and clean. Students have the responsibility to keep their bodies, their clothes and their hair clean. School officials may impose limitations on student participation in their regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.
- Undergarments must not be visible (including sports bras).
- Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations which may require special attire to insure the health or safety of the students.
- Students may NOT wear clothes that are too tight, clothes that are soiled, sagging, or have holes above the thigh; 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



## Shirts

- Shirts must be buttoned; midriffs should not be exposed. Modest v-necks and scoop necks are permitted but cannot show any cleavage or undergarments.
  - Tank tops (girls/boys), with thin straps are not permitted
  - Sleeveless shirts (girls/boys), with large armholes are not permitted

## Dresses

- The length of dresses/skirts should come to the mid-thigh.
  - Slits in dresses/skirts - no shorter than fingertip length.

## Pants/Shorts

- All pants (boys/girls) must conform to the waistline. Low rise pants that expose skin or undergarments are NOT permitted. Pants must be fastened and worn at the waist
- **Shorts (girls/boys) should have a 5-inch inseam.**
- Jeans with manufactured tears or holes at or 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.
- Leggings are permitted ONLY IF the accompanying shirt is longer than the mid-thigh.

## Accessories

- Hats, coats, and other outdoor clothing may NOT be worn indoors unless necessary due to extreme weather conditions. Coats should be kept in designated areas.
- Chains such as those used to secure wallets may not be worn.
- Inappropriate jewelry will NOT be permitted, i.e., dog collars, bracelets, or necklaces with spikes.
- Students may not wear earrings that hang or dangle excessively. Ear stretchers are not permitted.
- 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.
- Expensive jewelry or jewelry with great sentimental value should not be brought to school.

## Shoes

Students should wear shoes that do not present a safety risk or cause a disruption to the educational process. This includes but is not limited to flip-flops and heeled shoes.

***If a student arrives at school in inappropriate clothing,  
the student will be referred to the Health Center  
for replacement clothing***

Disciplinary Action(s) for Dress Code Violations

If a student violates the dress code, they will be instructed to report to the office, and he/she will remain removed from the rest of the student body until proper adjustments have been made to inappropriate clothing (i.e., change of clothes).

**1st and 2nd Infractions:**

Students will be directed to the office, warnings will be issued, and they will be asked to change into clothing that is appropriate for school.

**\*3rd and Subsequent Infractions:**

Students will be directed to the office, Reflective Lunch assigned.

\*Repeated dress code infractions can lead to further discipline, including and up to suspension.