



Pennsylvania School  
for the Deaf

Parent/Guardian,  
Faculty, Staff,  
and Student

Secondary Program  
Handbook

2009-10





**If lost please return to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone #:** \_\_\_\_\_



**The Pennsylvania School for the Deaf  
100 West School House Lane  
Philadelphia, PA 19144-3404  
<http://www.psd.org>  
215-951-4700 (v/tty)  
215-951-4708 (fax)**

**Letter of Agreement from Student and Parents/Guardians**

I/We, \_\_\_\_\_ have received a copy of the Handbook in September 2009.

I/We certify that I have read the Secondary Program Handbook.

I/We certify that I understand all the different parts of the handbook.

I/We understand and agree that there I am responsible to follow the rules in this handbook.

I/We understand how to use the handbook for recording important information such as my schedule, special dates and homework assignments.

I/We also understand how to use the handbook to put in important telephone numbers of family, friends and personal contacts such as the doctor, relatives and work.

I/We can ask questions about the handbook at any time.

My parents/guardians have read the handbook and understand it.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

**PSD INDIVIDUAL E-MAIL ADDRESS PERMISSION FORM**  
**2009-2010**

Yes, \_\_\_\_\_ has my permission to be assigned an individual e-mail address on the PSD computer network.

No, \_\_\_\_\_ does not have my permission to be assigned an individual e-mail address on the PSD computer network.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please Note:** If we do not receive written authorization from you, your child will not be granted access to a PSD e-mail account. It is important that we receive a written response (return completed form) from you each school year.

Thank you so much for your support!

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## **MESSAGE FROM THE SCHOOL**

Welcome to the Secondary Program at PSD for the school year of 2009-2010!

Excellence and effort are synonymous with education at The Pennsylvania School for the Deaf (PSD). The purpose of this Handbook is to help each student better understand the ideals, traditions, and regulations of PSD. This information is designed to inform students of their rights, responsibilities and obligations to themselves and to their school. This Handbook addresses many of the academic and social-emotional issues students face, and it will help determine their success. Please bear in mind that this Handbook is a continuous work in progress.

The Handbook includes information about the High School Academic Program as well as actions that will be taken if a student chooses to follow a pattern of behavior different from the guidelines set forth in the Secondary Program Student Code of Conduct. All school employees have the responsibility to see that these guidelines are followed.

Students are entitled by law to receive due process when they are subjected to disciplinary action that will affect their records, reputations and future opportunities. A set of guidelines has been written to insure that students receive due consideration of their rights.

The Secondary Program at PSD will provide students with many opportunities for friendship, service, leadership, achievement and development of character. This Handbook is to be a guide in following and maintaining the standards of our school. We believe that students at our Secondary Program are special and we hope these years will be some of the happiest and most rewarding of their lives.

Best wishes for a successful school year from all the Teachers, Support Staff and Administration.

### **PSD STAFF AND TELEPHONE NUMBERS / EMAIL ADDRESSES**

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### **SCHOOL MASCOT / SCHOOL COLORS**

The PSD Mascot is the Black Panther and the school colors are Blue and Gold.

### **SCHOOL OPENING / SCHOOL HOURS**

The 2009-2010 academic year begins for PSD students on Tuesday, September 8th, 2009. Please note holidays, early dismissals and other special school closing information in the PSD School Calendar. The official school day for students is 8:15 a.m. to 3:00 p.m. PSD Staff hours are 8:15 to 3:45.

## **GENERAL INFORMATION**

### **MISSION**

The mission of the Pennsylvania School for the Deaf is to provide Deaf students with appropriate educational, social and personal experiences which will enhance their academic development, promote positive self concept, and prepare them for life-long participation in society. Included in these experiences are programs of academic excellence, which provide the basis for a strong sense of positive self-identity, the art of individual expression and the ability to think critically and creatively. We believe that students, given an early, consistent and fully accessible communicative environment and challenged by high expectations can acquire information and academic and social skills necessary to participate in Deaf and hearing communities. When students graduate from PSD, it is the objective of the school that the students will be functioning academically, socially, emotionally and physically at a level appropriate for their age and abilities.

Approved by PSD Board

June 18, 1992

Rev. 6/98

Rev. 8/06

### **HISTORY OF PSD**

The Pennsylvania School for the Deaf (PSD) is the third oldest school of its kind in the United States. Founded by Philadelphia merchant David Seixas in 1820, the school began in his private home on Market Street west of Sixteenth Street. A meeting of concerned citizens was held there on April 12, 1820, and a society was formed called "The Pennsylvania Asylum for the Deaf and Dumb." After becoming incorporated on February 8, 1821 as "The Pennsylvania Institution for the Deaf and Dumb," the society occupied Seixas' house for a while, and then later moved to a building at the southeast corner of Eleventh and Market Streets.

One of the first Principals at PSD was the noted Deaf Frenchman Laurent Clerc. A teacher himself, Clerc traveled to America with Thomas Gallaudet and taught Gallaudet sign language on the voyage home. He then went on to establish with Gallaudet the American School for the Deaf in Hartford, Connecticut, after which he served briefly as Principal at PSD.

In 1825, PSD moved to its first school building at the corner of Broad and Pine Streets, the site now occupied by The University of the Arts. Here classes were held in what is presently Haviland Hall. Almost seventy years later, in 1892, the school moved again, this time to a spacious, thirty-three acre location in Mt. Airy. Fourteen buildings were constructed, and that campus was used for 92 years when declining enrollment and related economic factors required that the school move to a new location.

Finally, in 1984, PSD purchased its current home, the former Germantown Academy campus, from the Philadelphia Redevelopment Authority, and completely renovated it while preserving its unique historic character. The PSD buildings on Germantown campus have a rich history which dates from Revolutionary War times with the school used as a hospital during the Battle of Germantown and six British soldiers reportedly buried on the campus. During the Yellow Fever epidemic in Philadelphia in 1793, both the Pennsylvania State Assembly and the U.S. Congress used the PSD buildings. President George Washington also set up a temporary office in the current Head of School's Office and held many of his cabinet meetings here.

PSD presently serves over 270 Deaf and Hard of Hearing children enrolled in early intervention, pre-school, elementary, middle, Junior High and High School classes. In addition to the school program, a deafness resource center called the Center for Community and Professional Services (CCPS) operates on the PSD campus, conducting sign language classes, HIV / AIDS education and literacy programs for Deaf adults. Additionally, the Deaf and Hard of Hearing Job Center / Youth Works Program provides year-round academic and real world work experiences for our High School students who learn through classroom instruction and actual work experience to prepare to enter the world of work.

# **HIGH SCHOOL ACADEMIC PROGRAM**

## **GRADUATION REQUIREMENTS**

The PSD four-year high school program in grades 9 – 12 requires each student to satisfactorily complete the following credit requirements in order to graduate. One-half unit equals one semester of course work; one unit equals a full year.

<b>English – 4 credit units</b> <b>Mathematics – 4 credit units</b> <b>Science – 4 credit units</b> <b>Social Studies – 3 credit units</b> <b>Languages – 2 credit units</b>	<b>Arts – 1.5 credit units</b> <b>Health / Physical Education – 1.5 credit units</b> <b>World of Work – 3 credit units</b> <b>Electives – 1.5 credit units</b>
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The total required = 24.5 credit units. Each credit unit is earned with at least a passing grade of D or better. Each credit unit is earned with at least a passing grade of D or better. Grades are reported at the end of each semester through report cards. Freshmen will have mid-semester reports during both semesters. After the freshman year, mid-term reports will be for any students who have grades of concern (usually those who are in danger of failing a course).

In addition to these credit units, high school seniors must complete and present an interdisciplinary inquiry based project that demonstrates independence, problem solving and competencies across several subject areas.

## **PROMOTION REQUIREMENTS**

In order to achieve a class standing, a student must satisfactorily earn the following required credits:

<b>Freshman to sophomore – 5 credit units</b> <b>Sophomore to Junior – 11.5 credit units</b>	<b>Junior to Senior – 17.5 credit units</b> <b>To graduate – 24.5 credit units</b>
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Regardless of students' class standing, each individual's IEP determines specific needs and goals. A maximum of 2 high school credit units may be earned prior to entering the freshman year.

## **HIGH SCHOOL COURSES**

The PSD high school program has both required and elective courses. The freshman and sophomore year consist mostly of required courses; electives usually begin during the junior year, and increase in number as students progress through the program.

Required courses are designed to satisfy state standards and to be meaningful to the students. Content is focused around “big ideas” so that connections across the subjects can be made. Each year students seek to answer essential questions that cut across subject domains. In order to prepare high school students for the next century, their course work must reflect the demands of post-secondary and work world expectations. Learning new skills and applying them across subjects supports this effort.

## **WORLD OF WORK**

Students will participate in a career development program throughout their high school years. The course content focuses on Personal, Career, and Life Management and preparing for transitioning out of high school. The curriculum begins with students looking at themselves and exploring their strengths and interests. In the following years they learn to narrow their interests and more closely identify their aptitudes, and what it takes to achieve their goals. Students learn about the Office of Vocational Rehabilitation and other resources that could be available to them. Students have work opportunities on and off campus. Some students may have the opportunity for vocational placements with an interpreter.

This final year of career and employment preparation will extend the skills and understandings that students have developed prior to senior year. The emphasis will be on job / career preparation and readiness, as well as how to search for and obtain the opportunities desired. Students will continue to have paid work opportunities to practice their skills and growing employment independence. Consideration will be given to students who have 1:1 support for off-site placements.

## **FRESHMAN COURSE DESCRIPTIONS**

The first year in high school is an important transition for incoming 9<sup>th</sup> graders. During this time, there is a strong emphasis across all subjects on developing solid work habits, including how to organize oneself, how to study and how to manage time. Freshmen are required to take a core of 6-7 courses.

### **CHEMISTRY (FULL YEAR) – FRESHMAN YEAR ONLY BEGINNING 2010-2011**

Active Chemistry is based on investigations that are relevant to students' lives and interests. Students explore lab projects to discover the chemical concepts and principles inherent in the periodic table, special effects, common everyday substances, and forensics. Learning to adhere to accurate methodology, safety procedures, and controlling variables (using both inductive and deductive reasoning), prepares students to design their own experiments – and to think for themselves.

### **GLOBAL STUDIES I (FULL YEAR)**

Students examine the early development of civilizations and begin a timeline of world history. Investigations include geological and geographical history, indigenous cultures, belief systems, systems of government, leaders and the military, the role of education and art, how the society responded to outside forces, perspectives on disabled citizens, economic development, and systems for recording time, language and written documents, the kind of technology, shelter and architecture. Students will identify those characteristics from each civilization that have endured and touch our lives today. Specific studies will include Ancient Greece and Rome, and Ancient Africa.

### **ENGLISH I (FULL YEAR)**

Fiction and non-fiction literature will be used to learn about ancient people. In working with literature from other parts of the world, students will learn about perspectives, taking and defending a position, persuasive writing and editorials. Reading comprehension and writing skills will be developed through content area projects. Students will develop skill in writing five paragraph essays.

### **APPLIED ACADEMICS I**

This course is a year-long approach that provides students with community-based experiences to develop their knowledge and skills toward preparation for young adult life (consumer skills, basic home economic skills, managing time, safe travel in the community, etc.).

### **ENGLISH LANGUAGE ARTS I (FULL YEAR)**

This course helps students develop English skills and apply them with primarily non-fiction material, both in reading and in writing. Applied Academics information will frequently be used to read about and write about information and experiences.

### **ALGEBRA I-A (FULL YEAR)**

Students begin with solidifying their skills in pre-Algebra before they move on to the application of number systems, patterns, functions, and variables to solve problems in areas such as measurement, data, statistics, and geometry. This yearlong course will correlate with the Freshman Physics content.

### **GENERAL MATH I (FULL YEAR)**

Through this course, students further develop their basic math skills in applied project situations. Students learn various jobs in planning, setting up and operating a school store (using inventory skills, learning about costs, profits and debts, being a cashier or manager, and advertising). The cooking project incorporates estimation, pricing, time, and measurements while working on healthy habits. The data project includes surveys to collect, tally and graph information.

## **CITY STUDY**

This course examines and compares several neighborhoods within a city system. Students will study the people, jobs, places, resources, work and services that make up different neighborhoods that constitute an entire city. They will conduct in-depth economic investigations of various businesses, which will apply math and language arts skills.

## **PHYSICAL EDUCATION / HEALTH**

Physical Education consists of a variety of activities designed to develop fitness and healthy behaviors, athletic skills, and sportsmanship. Students will participate in individual and group challenges, and will extend their understanding of health related issues (including human sexuality) and making responsible decisions.

## **FOUNDATION ART**

Art is a year long course for Freshman Students to learn to develop their technical skills and pursue their creative interests through several mediums:

- Ceramics– students will use hand building, wheel and various glazing techniques to create original designs, some of which may be sold for profit.
- Art Elements and Design – students will work with a variety of media, including advanced drawing techniques, painting on canvas, perspective, etc. They will study artists of different times and cultures, and learn to evaluate their own work and aesthetics.
- Computer graphics – this is an introduction to creating, scanning and enhancing images, commercial uses of computer graphics and possibly animation.

## **SOPHOMORE COURSE DESCRIPTIONS**

Sophomores are required to take a core of 5-6 courses from the following descriptions. Increased independence is expected from second year students, in terms of managing their time and materials, adhering to the code of conduct, and conducting research. Sophomores are encouraged to hone in on their future interests with greater specificity.

### **BIOLOGY (FULL YEAR) – SOPHOMORE YEAR ONLY BEGINNING 2011-2012**

Students will use a project based and lab approach to investigate the interdependence of various life systems. Topics will include wastewater treatment and medical technology as fields of study. Students will use various techniques and technologies to test potential and real influences on life substances, and will be exposed to microbiology.

### **GEOGRAPHY (1<sup>ST</sup> SEMESTER)**

This one semester course explores a region in-depth, with an emphasis on the connections between the land, the people who inhabit that land, its resources and economy / commerce. The content of this course will expand on the freshman study of a city and small business investigations, into the larger context of a regional perspective. Cultural aspects (traditions, ways of life) and changes / influences over time will also be examined.

### **LAND AND CULTURE (2<sup>ND</sup> SEMESTER)**

The second semester focus expands on the first semester, into the study of how the geography (land, people, resources, commerce) affects the way of life of groups of people. Traditions and change will be high lighted.

### **GLOBAL GEOGRAPHY**

Students study the basic global land formations and compare those to boundaries that define political entities around the world. They investigate the interrelationships between these, in light of tensions and changes that are currently happening around the world, with particular attention to natural resources and the power of geographic location for people and nations (both present and in the past).

## **ENGLISH LANGUAGE ARTS II (FULL YEAR)**

This is a year-long course that strengthens students' English skills in both reading for pleasure and reading for information, writing for pleasure and functional writing. Students will work with a variety of printed material (non-fiction, data, lifestyle, travel, folktales / fables and fiction).

## **GLOBAL STUDIES II (FULL YEAR)**

Students continue their study of a timeline of world history and world perspectives, by closely investigating specific topics in world history and world perspectives. They delve deeply into significant issues that have historically had a global impact and that continue to impact our lives today. Students gain an understanding that, while history is in the past, it is always in the making and ties to much of our daily life. Current events play a central role in helping students see these connections. Topics include world religions, World Wars I and II, the Holocaust, and Viet Nam.

## **ENGLISH II (FULL YEAR)**

Students will read and work with various types of literature, including biographies, folklore and tragedy, as well as film and drama as literary forms. Through their reading and written work, students will address issues of individuals overcoming great odds. Students will research, write and publish original pieces that link personal and historical perspectives.

## **GENERAL MATH II (FULL YEAR)**

Through the use of real-world projects, students increase their ability to apply mathematics to everyday situations – in the community, in the world of work, and personally. The travel project teaches students to use transit schedules and maps, how to plan and get to local and regional destinations, fares and use of time. Internet resources are also tapped. The gingerbread house project develops skills in estimating, budgeting, purchasing supplies, planning, perspective and construction. Students work in-depth on accounting through the canteen project which spans both semesters. They learn advertising, surveying, comparison shopping, pricing, tracking expenses, stocking and store language.

## **APPLIED SCIENCE (FULL YEAR)**

Students apply their knowledge of energy, conservation and everyday life situations to learn about the science of shelter and housing. They focus on factors in dwelling design and construction, universal voltages and how appliances work, and prepare to make educated decisions related to post high school living.

## **GEOMETRY (1-2 SEMESTERS)**

Students learn to use formulas for calculating measurements of plane and solid geometric figures, how geometric properties and relationships occur in natural forms and engineered products, and how to convert tangible / pictorial / verbal expressions into mathematical expressions. Applications of these concepts and skills in practical situations are emphasized.

## **ASL PRAGMATICS (1 – 2 SEMESTERS)**

This course focuses on helping students improve their interactive use of language (ASL) in conversations, in discussions, in “listening”, and in asking for or giving information. The activities will be hands-on; students will have opportunities to videotape themselves and get and receive feedback in different situations.

## **ASL STUDIES (1<sup>ST</sup> SEMESTER)**

As a one-semester course, the focus is on the linguistic aspects of ASL and how the language functions and compares to English.

## **DEAF STUDIES (2<sup>ND</sup> SEMESTER)**

The focus will be on various cultural aspects of Deaf life in America and in the world. Links are made with the concepts developed in the U.S. and world geography courses.

## **JUNIOR COURSE DESCRIPTIONS**

Juniors are required to carry a course load that includes the appropriate selection from Social Studies, English Language Arts, Math and Science. They are also encouraged to take a career class to help them prepare for their post-secondary plans. They may also opt for some elective classes if their roster allows.

### **OUR WORLD TODAY (FULL YEAR)**

This course focuses on current events at the local, state and national level, with special emphasis on those people and events that have a potential impact on daily life. Students use a timeline and various tools to keep track of the connections among events and learn about how the technologies can help them as citizens.

### **ENGLISH LANGUAGE ARTS III (FULL YEAR)**

Students examine different types of non-fiction printed material that they might encounter in adult life – manuals, newspapers, magazines, circulars. They use the news media (local and national papers and news broadcasts with captions) to obtain information that has direct relevance to adult life. They examine how news is collected and reproduced. Students also explore hobbies and reading material that has individual implications for their leisure time.

### **U.S. GOVERNMENT (1<sup>ST</sup> SEMESTER)**

This course prepares students to be participating citizens in a democratic society. Students study the origins and content of the U.S. Constitution, Bill of Rights and the electoral process. They examine the passage of laws, and their rights, freedoms and responsibilities as a citizen.

### **CIVICS AND THE LAW (2<sup>ND</sup> SEMESTER)**

This course builds on the first semester government course, and focuses in-depth on the American judicial system. Students learn about civil rights movements in American history and civil disobedience (the political roots, the influential individuals and the time frames). Students study trials, courts and law enforcement.

### **ENGLISH III (FULL YEAR)**

Students continue their work in reading and writing on more focused and fluid pieces, and develop their skills with persuasive writing. They study the art of debate, perspective and persuasion (in all modalities). They read and follow trial records. They examine bias, influence and propaganda and fraud. Students are expected to be much more independent in editing and revising their work, using rubrics and in using electronic tools to assist them in this.

### **CONSUMER MATH I (FULL YEAR)**

In this course, students build on their accounting skills by focusing on the economics of adult life – at home and in their communities. Project-based learning gives students experience in using budgeting, living on a fixed income, taxes, tips, coupons, discount cards, comparing prices and best buys, sales, expiration dates, store language, different strategies in paying for goods and services, use of food stamps, refunds, etc. Through projects based around restaurants, clothing stores, and grocery stores students also develop their ability to communicate their wants and needs while in the community.

### **CONSUMER SCIENCE I (FULL YEAR)**

Students study how science can help them become better consumers of goods and services. They will focus on what products are made of, the processes used to change source materials into products, how to read and use various product labels, and how to judge value. They will apply math skills and will develop the language and knowledge to help them make wise decisions as consumers.

### **ALGEBRA I-B (1-2 SEMESTERS)**

This course seeks to expand students' knowledge and skills by focusing on solving and writing linear equations, graphing and solving linear inequalities, systems of linear equations and inequalities, exponents and exponential functions, quadratic equations and functions, polynomials and factoring, and radicals.

## **ENVIRONMENTAL EDUCATION (FULL YEAR) – Junior year only beginning 2012-2013**

This course is intended for all juniors, regardless of their postsecondary plans. The content is tailored to meet the needs of both college and vocational / work bound students. Topics will address how students affect the world around them, how the environment affects us, as well as how our choices affect the future.

## **LANGUAGES (1 OR 2 SEMESTERS)**

Students will be able to pursue their advanced study of American Sign Language, Spanish is also offered some years. Course work will focus on frequent and proper uses of the language, understanding how the language works, as well as the relevant cultural and pragmatics aspects in which the language is embedded.

## **SENIOR COURSE DESCRIPTIONS**

Seniors are required to carry a course load that aims to complete their graduation requirements. This typically includes selections from English / English Language Arts, Math, Science and Electives. They are also encouraged to pursue support for their post-secondary plans (World of Work class, connect with the Office of Vocational Rehabilitation, and/or work with the PSD guidance counseling staff). In addition, graduating seniors must prepare and present an independent multi-disciplinary project for evaluation.

### **ENGLISH (FULL YEAR)**

Senior English is an in-depth focus on literature and writing. Texts are drawn from themes that can connect closely with young adults' lives (e.g. self analysis, coming of age, defining the good life, relationships, etc.) Authoring and research are especially important in this last year, in order to help students prepare for college essays and their senior multidisciplinary presentations.

### **ENGLISH LANGUAGE ARTS (FULL YEAR)**

Students continue to explore individual and group leisure print materials during senior year. The focus, however, shifts toward common situations in which they may find themselves, and how to communicate in print with employers, family, agencies and the like – both on the job and at home in their communities. Vocabulary and contexts are often drawn from real world situations.

### **BUDGETING (FULL YEAR)**

Students will study topics related to personal budgeting including banking, understanding paychecks, working overtime, minimum wage, and typical living expenses per month. This course is intended to be practical and helpful as students prepare for independent living beyond high school.

### **ASL STUDIES II**

This second year of ASL study will address three main areas: A focus on language skills including translations between ASL and English and public speaking register; a focus on different genres of ASL including poetry, humor, linguistic, educational, technological, cultural and community aspects of Deaf Life. A central source will be "History Through Deaf Eyes".

### **ECONOMICS**

In this course, students develop the understanding, skills and life practices associated with earnings (hourly and salary), managing wages / paychecks and expenses, responsible banking, and adult responsibilities regarding taxes. Students will gain knowledge about and experience with credit options, bill payments and timelines / fines, and credit history.

### **INTEGRATED MATHEMATICS (1 SEMESTER)**

This problem solving course is intended to incorporate skills and concepts from algebra, geometry, data analysis and statistics. Mathematical models are used as tools to explain, clarify and solve real world problems to assist students in almost any career they might choose, and in helping them make informed life decisions.

## **ALGEBRA II (FULL YEAR)**

Prerequisites are Algebra I and Geometry. Topics of study include polynomials, quadratic and exponential functions, systems of equations and inequalities, radical expressions, and rational expressions and equations. Students will participate in classroom work, projects, problem solving applications, and communicating mathematically. Eligibility to enroll is with permission of the instructor or by pre-testing.

## **PHYSICS (FULL YEAR)**

Students will work through realistic projects that have applications in their life experiences to discover physics principles. Working collaboratively through challenging performance tasks, using technology and mathematics in their investigations, students will explore the physics of speed / distance / time, inertia, weight, gravity, force, friction, Newton's Laws, and light waves.

## **TRANSITION TO COMMUNITY**

Students who have completed their graduation requirements, but who request and need additional instruction prior to graduating are eligible for 13<sup>th</sup> year programming. The eligibility is determined by the student's IEP team. Thirteenth year is a highly individualized schedule that continues to target each student's IEP / transition goals toward increased independence and employability.

## **APPROPRIATE COMPUTER USE**

The PSD network is available to students who are given internet and e-mail privileges with written permission from their parents/guardians. Students may use the network for educational, school-related purposes only. Any inappropriate use may result in disciplinary action up to and including loss of privileges or suspension. (Please refer to the Acceptable Use Policy (AUP) on page 44.)

## **TECHNOLOGY**

The secondary program primarily uses laptop computers within a wireless environment, interactive white boards and related technology to support course work. Various programs and open source applications are also used throughout projects/assignments. Elective classes in computer technology may be offered in the upper grades.

## **ELECTIVES**

Students may select an elective course, beginning in their junior year. Sophomores may choose an elective if their roster allows for it, and by special permission only. Electives can satisfy a core graduation requirement, or an elective requirement. Courses such as ACT classes, HIV / AIDS, Desktop publishing and Home Economics are offered. Other offerings are:

### **ART STUDIO (1 OR 2 SEMESTERS)**

Students can deepen their technical and artistic skills in a variety of mediums and design, including ceramics, drawing and painting, mixed media, or computer graphics. Individual motivations to create original works are central to students' participation.

### **DANCE (1 OR 2 SEMESTERS) NOT OFFERED EVERY YEAR**

Students work on increasing flexibility, strength and endurance through warm up and learning / performing various dance movements and routines. Some basic elements of choreography will be introduced.

### **LIFELONG FITNESS (1 OR 2 SEMESTERS)**

Students build on their understanding of fitness to learn how it applies to cardiovascular health and strength. Students also learn about potential chemical influences on athletes. Both classroom work and competitive and non-competitive athletics are part of this course.

## **SPANISH I (1 OR 2 SEMESTERS) NOT OFERED EVERY YEAR**

Students develop a basic vocabulary in written Spanish, as well as some Spanish sign language. Various aspects of local Spanish culture will be studied, as well as the diversity within the Spanish speaking communities around the world.

## **RELATIONSHIPS AND LIFE CHOICES**

This course will explore the world of sexuality and relationships from a young adult perspective to help prepare the Juniors / Seniors for their life outside of school. Topics included are: body image, sexual health, accessing care, relationships, sexual and gender identity, gender differences, communications skills, negotiations skills and life goals.

## **PARENTING**

This course will provide Junior / Seniors the opportunity to explore what it means to be a parent. The class will identify what makes a good parent, ways to become a parent, roles and responsibilities as a parent, child development, attachment and bonding, parents as authorities, anger management, parents as educators, community resources, family communication and routines.

## **DRAMA**

Students will work with various aspects of dramatic presentation, including staging, characterization, plot and scripting, and improvisation. They will also work and analyze film as a dramatic medium.

## **INDEPENDENT STUDY I and II**

Permission is given only at the recommendation of the content area teacher and Secondary Program Acting Principal. This requires the ability and skills to work independently under the guidance of a certified teacher and with an approved syllabus. Approval is granted by the Director of Curriculum and Instruction.

## **YEARBOOK (1 OR 2 SEMESTERS)**

Students work on all aspects of preparing the PSD yearbook, including time and task planning, graphic design, developing and applying new technological skills, photography, financial management, and working with an agency / consultant. Students need to be able to demonstrate accuracy, responsibility, and motivation to succeed in this course.

## **ACT PREPARATION**

The ACT elective is a course for high school students who are planning admission to colleges and universities upon high school graduation. This course will give guidance, practice, and review to students who will take the ACT. Teachers will give directions to students within four test areas: English, mathematics, reading, and science.

## **SCHEDULES**

Each high school student's schedule of courses will reflect their IEP. Course recommendations are usually made during the IEP process, or near the end of 2<sup>nd</sup> semester (whichever is later). Each student's plan for completion of credits for graduation will be attached to their IEP.

## **ADVISORY**

Once a week, High School students will participate in Advisory groups. Topics vary, depending on the time of the year, the presenting issues, needs and interests of the class. Topics include learning stress management, building responsibility and community, conflict resolution, avoiding negative behaviors and making good decisions.

## **JUNIOR HIGH SCHOOL**

An extensive orientation assists Junior High School students in becoming familiar with the new expectations (academic, social, and psychological) that they will encounter in the Secondary Program. Jr. H.S. orientation begins the first week of school and continues at least once a week thereafter during group meetings called PALS (Peer and Leadership Support).

## GRADING

Grades are assigned to help students and their parents follow the student's progress in school. Grades are awarded on the alphabet scale: A, B, C, D, F, and I (Incomplete).

<b>A =</b>	<b>90%-100%</b>	<b>Superior</b>	<b>4 points</b>	<b>D =</b>	<b>60%-69%</b>	<b>Below Average</b>	<b>1 point</b>
<b>B =</b>	<b>80%-89%</b>	<b>Above Average</b>	<b>3 points</b>	<b>F =</b>	<b>0%-59%</b>	<b>Failing</b>	<b>0 points</b>
<b>C =</b>	<b>70%-79%</b>	<b>Average</b>	<b>2 points</b>	<b>I =</b>	<b>Incomplete work that may be made up</b>		

Incomplete grades – All incomplete grades should be made up by the end of the next year. An Incomplete that has not been converted will become an F. It is the student's responsibility to make arrangements to make up the work. A student either passes or fails each class.

## REPORT CARDS

Report cards are issued twice a year. Reports cards include both course grades and the student's progress toward IEP goals. Mid semester reports are issued for all High School Freshmen. Mid-semester reports will be issued for all other students at risk of failing (D or below), or by special request.

## HONOR ROLL

Any student who achieves all A's and B's for each semester makes the Honor Roll for that term. Any student who achieves a 4.0 average or higher at each grading period makes the High Honor Roll.

## SUMMER SCHOOL

Students may have the opportunity to make up some failed / missed courses by attending the PSD summer extended school year (ESY) program.

## TEXTBOOKS

Textbooks are purchased and furnished to students by PSD. With covered books and proper care the life expectancy is five years. Students will be responsible for excessive wear, defacement or loss of textbooks assigned to them. If a textbook charge is not paid by the end of the grading period, the responsible student's report card will be withheld.

## ACADEMIC DISHONESTY: CHEATING / PLAGIARIZING

Cheating is defined as knowingly copying another person's work and presenting it as one's own. Plagiarizing is defined as the use or close imitation of the language and thoughts of another or knowingly using copyrighted material without identifying its source. Students who are guilty of either of these offenses will receive a zero on their particular quiz, test, project, paper, etc. They are also subject to disciplinary action in accordance with the PSD Code of Conduct.

## FEES

No fees are charged for tuition, educational materials, the use of books, etc. Library late fees may be assessed. Activities such as class trips may require family / student support.

## HOMEWORK

Homework is considered the rule rather than the exception to daily academic activity. Homework provides students an opportunity to practice and review skills independently. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Parents and teachers working as partners can provide assignments, direction, encouragement, and good study conditions, but it is the student who must complete the assignment and do the learning. Homework can be up to 25% of the grade.

Teacher Responsibilities:

- Giving assignments during class, making sure it is explained clearly.
- Estimating the length of the assignment so that the task does not exceed the recommended time allotted for homework.

- Assigning homework on a regular basis and relating it to what is being taught in the classroom.  
Parent Responsibilities:
- Setting aside a regular time each school day during which the student will be involved in some kind of homework activity.
- Providing a favorable study environment free from distractions.
- Expecting daily assignments and insisting that the student complete them.  
Student Responsibilities:
- Recording directions for homework and asking questions for clarification.
- Completing homework assignments accurately, neatly, and on time.
- Asking the teacher about making up missed work.

Students in Secondary Program spend the following amounts of time on their homework per night from Monday through Friday:

<b>Math</b>	<b>20 minutes</b>
<b>English</b>	<b>20 minutes</b>
<b>Social Studies</b>	<b>20 minutes</b>
<b>Science</b>	<b>20 minutes</b>
<b>World of Work</b>	<b>20 minutes</b>
<b>Electives</b>	<b>20 minutes</b>
<b>Total per night</b>	<b>120 minutes</b>
<b>Total per week</b>	<b>600 minutes</b>

### **PARENT / TEACHER CONFERENCES**

In addition to the IEP meeting, conferences can be scheduled at report card time. Individual conferences will also be scheduled to accommodate parents who so request.

### **STUDENT CODE OF CONDUCT**

The Pennsylvania School for the Deaf places responsibility on each student for his/her behavior. We use a positive behavior support which recognizes the student's academic and behavioral achievements by acknowledging it during Advisory classes, Student of the Month Awards, and end of semester recognitions / awards.

PSD belongs to and reflects the hopes and dreams of school residents. The main goal in our school is education. It is a tool which helps students learn and prepare for the responsibilities of citizenship in a democratic society. In order to live in today's society, it is of utmost importance that each child be taught congeniality, respect for self and others, self awareness, decision making, responsibility, positive communication skills, and the attainment of the academic level of which he or she is most capable.

The staff of PSD believes that each student deserves the individual attention and aid necessary to continue the learning process. We recognize that a child's education rests not only in the knowledge they acquire, but also in the character they develop. It is not the posting of consequences, but the practice of them that makes the difference. It is not the posting of the rules, but the generation of them from the hopes, dreams and goals of the students that makes them relevant to their school lives. "Rules set children free" when rules are understood through actions, not blindly parroted from words on a poster.

PSD recognizes the importance of reinforcing positive behavior. Some of the ways that positive behavior can be recognized are:

- Recognitions / Awards
- Special honors and certificates
- Notes or telephone calls home
- Positive progress reports
- Special privileges
- Special duties

Consistent attendance is necessary for each student to learn in school. To learn the most in any class, students should be able to listen, retell, share, and concentrate without interference.

Federal, state, and local laws have given all students a right to an education as a resident of their School District. With this right, students have basic responsibilities.

We believe all students can behave appropriately at PSD. Compliance with the standards of conduct is expected.

## **SECONDARY PROGRAM DEMERIT SYSTEM**

Students will receive demerits for failing to follow school rules. The Code of Conduct will be followed during the school day and anytime during any PSD and CCPS sponsored activities.

At the beginning of every semester, each student will receive a “Blueprint of a Student” card. Students must always carry the card with them. When a student commits an infraction, the teacher will sign the student’s card and identify the reason for the demerit.

For all students within the Secondary program, after every 3 successive demerits the student will receive a consequence:

1. **Yellow Card:** Lunch / Recess detention and phone call home from the student’s homeroom teacher (home contact form to be filed)
2. **Blue Card:** Immediate 1-½ hours detention and phone call from the Detention Hall Monitor (home contact form to be filed)
3. **Green Card:** Immediate half day ISS (3 hours), phone call from Secondary Principal and a required re-entry parental/guardian meeting\*
4. **Purple Card:** Immediate 4 ½ hours ISS, and required re-entry meeting with Director of Student Development and School-Wide Programs\*
5. **Orange Card:** By the time student has received an Orange card, at least 12 prior infractions have taken place. Therefore, any one infraction will constitute a suspension with a required re-entry meeting with the Director of Student Development and School-Wide Programs\* and a request for a Functional Behavior Assessment (FBA) and possibly an Individual Behavior Support Plan (IBSP).\*

\*As stated in the Code of Conduct, any ISS or at-home suspension will result in missing After School Program (ASP) and/or athletic activities / trips / practices.

The teacher who gives the third, sixth, or ninth demerit, takes the card and gives it to the Detention Hall staff. Failure to show a “Blueprint of a Student” card upon request will result in an automatic consequence. If a student loses his or her card, then the student must purchase a new one for \$1.00, and face consequences.

Any Secondary Program student who has two demerits on their yellow card and has had no further disciplinary problem for one month from the last demerit received, will have the two demerits removed, and start with a clean slate with a new card of the same color. Subsequently, for any colored card, after one month of no infractions, the student is able to go back to the previous colored card before and start with clean slate.

- Level I = 1 demerit
- Level II = 2 demerits
- Level III = In School Suspension (ISS) and skip to the next colored card\*
- Level IV = Out of School Suspension (OSS) and skip to the next colored card\*

\* All level III and IV infractions, an Incident Report will be filed.

The Secondary Program Code of Conduct explains the Level I to IV discipline system.

## Code of Conduct Chart Disciplinary Procedures and Responses

### Level I = 1 Demerit

Minor misbehavior on the part of the student that impedes orderly classroom procedure or interferes with the orderly operation of the class / program / school. Including but not limited to World of Work, After-School Program, Bus, Cafeteria, Recess and school sponsored trips and events.

These misbehaviors can usually be handled by an individual staff member but may sometimes require the intervention of other school support personnel.

#### Examples

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|---|---|
| <ul style="list-style-type: none"> <li>• Classroom or in-school disruptions</li> <li>• Inappropriate attire</li> <li>• Inappropriate displays of affection</li> <li>• Disrespectful language or gestures towards peers and/or adults</li> <li>• Bullying and/or Cyber Bullying</li> <li>• Non-defiant failure to carry out directions</li> <li>• Late Arrivals to school or class</li> <li>• Unreasonable noise</li> <li>• Using Pagers / electronic devices during school hours</li> </ul> | <ul style="list-style-type: none"> <li>• Leaving the classroom without permission</li> <li>• Minor damage / destruction of school or personal property and equipment (under \$50.00)</li> <li>• Misbehavior on school property</li> <li>• Abuse of school or personal property and equipment</li> <li>• Abusive language</li> <li>• Cutting classes (first instances)</li> <li>• Inappropriate use of computers</li> <li>• Truancy</li> </ul> |
|---|---|

#### Procedures

Immediate intervention is required by staff member(s) supervising the student or who observes the misbehavior.

Repeated misbehavior requires a parent/guardian and teacher conference, and/or a conference with the counselor and/or administrator,

A proper and accurate record of the infraction and the disciplinary action is given via Demerit card, Home Contact, Parent/Guardian Conference and other appropriate forms.

#### Possible (Natural and Logical) Consequences

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|--|--|
| <ul style="list-style-type: none"> <li>• Proactive Discipline Strategies: Model / Practice / Role Play</li> <li>• Give reminders</li> <li>• Verbal Redirections</li> <li>• Time-out from the immediate group</li> <li>• Hall Meeting (Staff / Student Meetings, or Student / Student Meetings)</li> <li>• Apology of Action</li> <li>• “You Break It, You Fix It”</li> <li>• Class Meetings</li> </ul> | <ul style="list-style-type: none"> <li>• Conflict Resolution Meetings</li> <li>• Special assignments</li> <li>• Behavior contracts</li> <li>• Parent/Guardian conferences (person or phone)</li> <li>• Individual student contacts with assigned Student Development Team (SDT)</li> <li>• Loss of privileges</li> <li>• Page for assistance</li> <li>• Other assistance from the SDT</li> </ul> |
|--|--|

## Disciplinary Procedures and Responses

### Level II = 2 Demerits

Frequent or serious misbehavior that tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I behaviors, require the intervention of personnel on the support staff level because the execution of Level I disciplinary options has failed to correct the situation.

Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

#### Examples

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| <ul style="list-style-type: none"> <li>• Verbal / Physical Harassment<br/>(i.e.: Bullying / Cyber Bullying)</li> <li>• Insubordination</li> <li>• Profanity, Racial Slurs or Obscene Language</li> <li>• Repeated tardiness</li> <li>• Smoking on school premises</li> </ul> | <ul style="list-style-type: none"> <li>• Using forged notes or excuses</li> <li>• Cutting classes (repeated instances)</li> <li>• Gambling</li> <li>• Damage / destruction of school or personal property and equipment (over \$50.00)</li> <li>• Leaving the building without permission</li> </ul> |
|--|--|

#### Procedures

The student is referred to the paging team to escort student to Detention Hall. Disciplinary action will then be determined.

The administrator meets with the student and/or teacher and decides the most appropriate response. The teacher is informed of the administrator's actions.

A proper and accurate record of the infraction and the disciplinary actions is documented in Incident Reports, Home Contact, Parent/Guardian Conference and other appropriate forms.

A parent/guardian conference (re-entry meeting) is held as a result of ANY suspension.

#### Possible (Natural and Logical) Consequences

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|--|--|
| <ul style="list-style-type: none"> <li>• Continuation of Possible Level I Consequences</li> <li>• Page for assistance</li> <li>• Detention Hall</li> <li>• Behavior Contract</li> <li>• Counseling / Referral</li> </ul> | <ul style="list-style-type: none"> <li>• Home and School Conference</li> <li>• Restitution</li> <li>• In-School Suspension (ISS) / Re-entry Meeting</li> <li>• At-Home Suspension (up to 5 days) / Re-entry Meeting</li> </ul> |
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## Disciplinary Procedures and Responses

### Level III = In-School Suspension (ISS)

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Acts which might be considered criminal (or illegal) but most frequently can be handled by administrative personnel in the school.

Corrective measures the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

These acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.

#### Examples

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|---|--|
| <ul style="list-style-type: none"> <li>• Continuation of Level I and II misbehavior</li> <li>• Leaving school without permission</li> <li>• Fighting (simple)</li> <li>• Stealing</li> <li>• Vandalism (minor)</li> <li>• Throwing rocks or other harmful objects</li> <li>• Reckless driving (vehicles or bicycles) on school property</li> <li>• Cheating/Plagiarizing</li> </ul> | <ul style="list-style-type: none"> <li>• False allegations of any student or staff</li> <li>• Threat to others</li> <li>• Sexual Harassment</li> <li>• Setting off firecrackers</li> <li>• Use of obscene language or gestures</li> <li>• Out of Control behavior – potentially harmful to self and/or others</li> <li>• Sexual behavior (verbal, gestural, inappropriate play, etc.)</li> </ul> |
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#### Procedures

The administrator indicates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

The administrator meets with the student and confers with the parent/guardian about the student's misconduct and the resulting disciplinary action.

A proper and accurate record of the infraction and the disciplinary actions is documented in Incident Reports, Home Contact, Parent/Guardian Conference and other appropriate forms.

#### Possible (Natural and Logical) Consequences

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|---|---|
| <ul style="list-style-type: none"> <li>• Continuation of Possible Level I &amp; II Consequences</li> <li>• Page for assistance</li> <li>• Temporary removal from class/Detention Hall</li> <li>• In-School Suspension / Re-entry Meeting</li> <li>• At-Home Suspension / Re-entry Meeting</li> <li>• Loss of grade or credit units</li> </ul> | <ul style="list-style-type: none"> <li>• Parent conference and/or hearing</li> <li>• Counseling / referral</li> <li>• Restitution of property and damages</li> <li>• Physical Restraint (by trained staff ONLY)</li> <li>• Call for an IEP meeting</li> <li>• Charges under Pennsylvania Criminal Code</li> </ul> |
|---|---|

## Disciplinary Procedures and Responses

### Level IV = Out of School Suspension (OSS)

Acts which result in violence to another's person or property, or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative actions which results in the immediate removal of the students from school, the intervention of law enforcement authorities, and action by the administrative personnel and/or Head of School.

#### Examples

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|--|---|
| <ul style="list-style-type: none"> <li>• Continuation of unmodified Level I, II and III misbehaviors</li> <li>• Vandalism (major)</li> <li>• Arson</li> <li>• Theft, possession, or sale of stolen property</li> <li>• Deliberately striking a staff member</li> <li>• Fighting (assault/battery)</li> <li>• Sexual Assault towards peers and adults</li> <li>• Possess or use illegal drugs, or sells or solicits the sale of illegal drugs or a controlled substance including Alcohol</li> <li>• Extortion</li> </ul> | <ul style="list-style-type: none"> <li>• Any form of aggression and/or violence, including threats to harm another individual, in or out of school</li> <li>• Bomb threats and false alarms</li> <li>• Possession, use, or transfer of firearms or other weapons*</li> </ul> <p><i><b>FIREARMS include, but are not limited to, shotgun, pistol, handgun, rifle, or similar devices. OTHER WEAPONS include, but are not limited to, any knife, cutting instrument, cutting tool, nunchaku, or any other tool, instrument, or implement capable of inflicting bodily harm.</b></i></p> |
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#### Procedures

The administrator verifies the offense, confers with the staff involved and meets with the student.

The student is immediately removed from the school environment. Parents/Guardians are notified. School officials contact law enforcement agency and assist in prosecuting offender.

A complete and accurate written report is submitted to the Head of School.

Charges under Pennsylvania Civil Criminal Code or referral to appropriate law enforcement agencies.

#### Possible (Natural and Logical) Consequences

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|---|--|
| <ul style="list-style-type: none"> <li>• Continuation of possible Level I, II &amp; III Consequences</li> <li>• Page for assistance</li> <li>• Referral for psychiatric evaluation / clearance / treatment</li> <li>• Expulsion</li> <li>• Other action which may result in change of placement.</li> <li>• Parent/Guardian hearing</li> <li>• Restitution of property and damages</li> </ul> | <ul style="list-style-type: none"> <li>• All verified offenses in Level IV will have a mandatory suspension for up to 10 days with an Informal hearing.</li> </ul> <p><b>Possession, use or transfer of a firearm may result in expulsion from school for a period of not less than one year in compliance with the School code, Section 1317.2. Possession, use or transfer of any other weapon as defined in column 2 may result in expulsion from school.</b></p> |
|---|--|

## **GENERAL DESCRIPTIONS OF INAPPROPRIATE BEHAVIORS**

- **Profanity, Racial Slurs and/or Obscene Language, Intimidating, Threatening and Disrespectful Acts (Bullying / Cyber Bullying)**

A student shall not use profanity, racial slurs or obscene language deemed inappropriate or obscene by any staff member. A student shall not engage in any act that intimidates, degrades, or disgraces any other person by written, verbal, or gestural means. Included in this prohibition are hazing, bullying, cyber bullying and sexual harassment either written, emailed, text messages via email or pagers or to verbally annoy or humiliate others or to disrupt the educational process. Included in this prohibition would be the use of obscene gestures, signs, pictures, publications, and other printed material.

- **Truancy, Cutting Class, and Late Arrivals**

A student shall comply with the compulsory school attendance laws. When a student is absent from school or any portion of the school day without a legal excuse or leaves without school authorization, it constitutes truancy or late arrivals. This includes unexcused absence from homeroom, class, study hall, lunch, or any other assigned activity. In case of the prolonged absence, a doctor's excuse may be required to verify the absence. A student may not leave school or the building without permission of the Administrator.

- **Disruption of School or Class**

A student shall not, by use of violence, fighting, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior cause disruptions or obstruction to the educational process. Some examples of disruption include the possession and/or playing of games, the setting off of fire alarms, strikes, walk-outs, use of stink bombs, and bomb threats.

- **Fighting, Harassment, Physical Assault**

A student shall not act or behave in such a way as could cause physical injury to himself / herself or any other person. No student shall cause another person to believe that he / she (the offender) will cause serious physical harm to the person or property of such other person for any purpose or reason. (This includes any student, staff employee, volunteer, or visitor.)

- **Damage of School Property or Private Property**

A student shall not cause or attempt to cause willful damage or destruction to school property or private property. Examples of school property include trees, landscaping, fences, buildings, chairs, tables, doors, windows, desks, and instructional materials. Examples of private property include clothing, bicycles, motorcycles, and automobiles. Depending upon the circumstances, restitution may likely be required. Graffiti, writing on or marking desks, walls, lockers, or using unauthorized decals or stickers violates this policy.

- **Dangerous Weapons and Instruments**

A student shall not possess, handle, transmit, or conceal any weapons or instruments capable of harming another person such as brass knuckles, switchblades, ice picks, rifles, knives and guns. Included in this prohibition would be the use of chemicals and gases such as Mace.

- **Narcotics, Alcoholic Beverages and Drugs**

A student shall not possess drug paraphernalia nor possess, use, transmit, conceal, or be under the influence of narcotics, alcoholic beverages, use of non-prescribed drugs, or any substance that may cause physical, mental, or emotional change. Included in the prohibition is the use of any counterfeit controlled substances.

- **Use of Tobacco Products**

A student shall not display, possess, or use tobacco products or a facsimile of such on school property. Examples of tobacco products include cigarettes, cigars, and smokeless tobacco or facsimile of aforementioned tobacco such as "tobacco-less smokeless tobacco."

- **Appropriate Dress**

A student shall not dress or appear in a fashion that interferes with the student's health or causes disruption or interferes with the educational process of others. (See Dress Code in Handbook)

- **Theft**

A student shall not take, or be party to an attempt to take into possession, property or equipment belonging to the school or the personal property of any other person. Depending upon the circumstances, restitution may also be required.

- **Breaking and Entering**

A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity. This includes lockers not assigned to the student (regardless if locked or unlocked).

- **Extortion**

A student shall not engage in any action or threat that forces or attempts to force a person to pay money, or give material possessions or property, or to perform services that are not due to him / her.

- **Forgery and Fraud**

A student shall not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms or correspondence directed to the school. Nor shall the student use or attempt to use false identification or information to mislead school personnel. Students may not call the school impersonating parents / family members at any time.

- **Trespassing or Loitering**

A student shall not trespass or loiter on school property at unauthorized times, during a suspension or expulsion or when his/her presence may cause disruption of an activity, function or the educational process.

- **Gambling**

A student shall not engage in games of chance or gambling. This is to include the use of dice, cards, or other devices associated with gambling for monetary or material gain.

- **Student Use of Vehicles**

A student shall not misuse a vehicle while on school property or at school activities off school property. Examples of misuse include speeding, unauthorized occupancy, reckless operation, and illegal parking. Students must obtain prior permission to drive on campus. Only parents can drop off students on campus. Friends must drop off students on Schoolhouse Lane.

- **Student Use of Bicycles**

High school students may bring their (personally owned) bicycles to school providing they use a helmet for safety purposes on school property. Parents/guardians will need to sign a waiver form prior to bringing bicycles to PSD. All bicycles must have a lock and school property designated bicycle racks must be used at all times. The school is not responsible for lost or stolen bicycles.

- **Insubordination**

A student shall comply with the directions of Teachers, Substitute Teachers, Aides, Principal, Administrators and other school personnel during any period of time when the student is under the authority of the school. Repeated violation of any rule, directive, or disciplinary procedure will also constitute insubordination.

- **Being in Unauthorized Areas, Use of Non-Student School Machinery**

A student shall not be in an unassigned area without written permission of a teacher or office. A student may not use school machinery (copiers, etc.) without the permission of any office.

- **Possession of Electronic Equipment**

Necessary electronic equipment is supplied by the school. Students should not bring radios, "boom-boxes," portable TV's, videogames, DVDs and the like to school without the permission of an Administrator. The property will be confiscated, returned to parents / guardians and if necessary, disciplinary action will be taken.

- **Use of Electronic Devices (Pagers / Cell Phones)**

Secondary Program students are permitted to bring a pager device to school and it must be kept in their lockers or another secure place during school hours and on field trips. Secondary Program students may only use pagers before and after school (but not during After School Program activities). Secondary Program students will receive a demerit for using their pager during or in between classes and the pager may be confiscated by teachers or supervisor, and returned to their parents guardians.

### **DETENTION HALL (DH) ASSIGNMENTS**

A separate and centralized space will be used daily during school hours. A student will be referred to DH after receiving demerits for violations of school or class rules. Students are responsible to tell his/her parents, guardians about any incident(s) leading up to the DH assignment.

### **IN-SCHOOL SUSPENSION (ISS) / OUT-OF-SCHOOL SUSPENSIONS (OSS)**

While a student is under suspension, he / she will either be In School Suspension (ISS) or remain at home. A separate room is provided for students who are suspended in school. Students suspended at home will not be allowed on school grounds at any time during the time of suspension. This includes all extracurricular activities.

A student must make up work missed in order to keep current with the progress of his/her class. In order to do so, we will attempt to have their work available. He / she will receive '0' for all classes missed. It is our goal to make this time a learning experience for the student.

Major offenses that may be reasons for suspension are listed in the Code of Conduct Chart.

1. Students must be informed in writing of:
  - a. Intention to suspend
  - b. Specific charges against him / her
  - c. Who placed the complaint?
2. The student must have the opportunity for an informal conference:
  - a. Student will be able to tell his/her side of the story
  - b. Review the charges
  - c. Student may be allowed to challenge the reasons for intended suspension
3. If possible, parent/guardian must be notified verbally of the suspension.
4. Parents / guardians must be notified in writing of the Re-entry Conference.
5. Parents / guardians must be notified of the student's leaving school if the suspension starts by the end of the school day.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the school, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any

time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return illegal or dangerous items which have been confiscated.

## **DRUGS AND ALCOHOL**

**USE OF DRUGS:** The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any use or distribution of drugs\*, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This prohibition also applies to any type of drug-related paraphernalia. If caught, the student could be suspended or expelled and the law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes nonalcoholic beers and wines, steroids, and the like. This prohibition also applies to any type of drug paraphernalia. Many drug abuse offenses are also felonies.

**EXAMPLES:** A student shall not possess buy, sell, use, transmit, apply or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drugs, alcoholic beverage, intoxicant or mood altering chemical of any kind or counterfeit drug and/or drug related tool (includes, but is not limited to purses, wallets, lockers, desks, etc.).

This rule is in effect during all school or school-sponsored activities / social functions / programs, on school grounds, on the school bus or bus stop or in transit to and from school and at any off the school grounds school sponsored activity, function or event.

\*Prescription drugs and over-the-counter drugs: Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule as long as a parent statement and/or prescription label is presented to the school Nurse or EETT Office. Such medication shall be kept in the security of school personnel.

## **PROCEDURES**

If there is an indication that a violation regarding drugs and/or alcohol has occurred as described in this Handbook, the student will be disciplined in accordance with disciplinary procedures also described in this handbook.

### **I. Possession, use, transmission, sharing or under the influence of drugs and/or alcohol.**

#### **A. First Offense:**

1. An Administrator may suspend the student up a period of ten (10) days in compliance with the student due process procedures.
2. An Administrator will notify the parent/guardian in writing and by phone (when possible).
3. An Administrator will contact the parent/guardian to arrange a conference.
4. An Administrator may notify the Philadelphia Police Department, Juvenile Officer and/or persons having legal jurisdiction over the student.
5. An Administrator will notify the Nurse / Counselor.

#### **B. Second Offenses:**

1. An Administrator will suspend the student for up to ten (10) days and may recommend to the Head of School that the student be considered for expulsion in compliance with the student due process procedures.

2. An Administrator will notify the parent/guardian in writing.
3. An Administrator may notify the Philadelphia Police Department, Juvenile Officer, and/or persons having legal jurisdiction over the student.

## **II. Supplying / Sale of Chemicals (Drugs / Alcohol)**

- A. Supplying or selling (trafficking) of chemicals will result in an automatic ten (10) day suspension. A recommendation by the Administrator will be sent to the Head of School of PSD for an expulsion of the student in compliance with student due process procedures.
- B. An Administrator will notify the parent/guardian in writing.
- C. The Head of School will refer the case to the Philadelphia Police Department / Juvenile Officer, and/or persons having legal jurisdiction over the student for court referral.

## **HARASSMENT / BULLYING / CYBER BULLYING**

PSD believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment / bullying / cyber bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive environment. Refer to the school policy for more information. Listed below are some examples of behaviors that constitute harassment bullying.

### **SEXUAL HARASSMENT**

- A. Verbal -  
The making of written, text messaging or oral innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the school.
- B. Nonverbal -  
Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the school.
- C. Physical Contact -  
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the school.

### **GENDER / ETHNIC / RELIGIOUS / DISABILITY HARASSMENT**

- A. Verbal -  
Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the school. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the school by refusing to have any form of social interaction with the person.
- B. Nonverbal -  
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school.
- C. Physical -  
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the school.

### **INVESTIGATING HARASSMENT / BULLYING / CYBER BULLYING**

A student who believes that he / she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the school should take the following steps:

- If the alleged harasser / bully is a student, the student should, as soon as possible after the incident, contact his/her Administrator.
- If the alleged harasser / bully is a staff member, the affected student should, as soon as possible after the incident, contact the Head of School.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he / she believes to be responsible for the harassment and the nature of the harassing incident(s).

No information will be released to anyone, who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing / bullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require the student-abuser be reported to proper authorities.

## **FIREARMS, KNIVES, AND OTHER DANGEROUS WEAPONS**

### **FIREARMS**

A student shall not possess, transmit, use or conceal a firearm. "Firearms" means the following: any weapon (including starter guns) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. Destructive device means the following: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any such device. If a weapon is found in a student's possession, the student will be suspended from school for up to ten (10) school days and may be recommended by the Head of School for permanent expulsion. The police will immediately be notified.

The Head of School may consider reducing the expulsion period on a case-by-case basis for the following reason(s):

- The student has not had a record of recurring discipline problems.
- There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.
- The student's age or development level indicates expulsion to be an inappropriate measure.
- For reason(s) not listed above but which the Head of School, in his sole discretion, believes warrants a reduction of the expulsion period.

### **DANGEROUS WEAPONS / OBJECTS**

A student shall not possess, transmit, or conceal a dangerous weapon or object including but not limited to a chain, club, metal knuckles, explosives, noxious irritants or poisonous gases, poison or firearm (not within the definition listed under Firearms) that could be considered a dangerous weapon, or object capable of inflicting bodily injury.

## **KNIVES**

A student shall not possess, transmit, use or conceal any type of knife. A knife includes, but is not limited to, any instrument having a sharp blade and a handle. A student committing this violation may be permanently expelled from school. The Head of School may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons listed under Firearms.

## **RIGHTS OF VICTIMS IN SCHOOL RELATED OFFENSES**

Any victim of a crime or parent of a victim of a crime committed by a PSD community member has the right to pursue criminal charges through the Criminal Justice or Juvenile Court Systems. To do so a victim may initiate charges with the Philadelphia Police or file a private criminal complaint by calling 911. To file a private criminal complaint if the alleged offender is an adult, the victim should call 215-686-9863, 215-686-9864 or 215-686-9865, or if the alleged offender is a juvenile, the victim should call 215-686-7430.

## **STUDENT DRESS CODE**

Specific recommendations regarding student dress code are:

- Junior High School students are required to dress in accordance with the Uniform Dress Code (See Uniform Dress Code on page 43)
- High School (Freshman through Senior) students have the option of following the Uniform Dress Code.
- Hair of any conventional length or style is permissible for both boys and girls. Hair must be kept clean. Curlers are not allowed at school.
- Facial hair will be acceptable, but it shall be kept neat and clean.
- Girls should give special attention to see that skirts and dresses are of an acceptable length (at least mid-thigh).
- Shorts must be modest and of an acceptable length (mid-thigh). Cut-off pants, running shorts, spandex type and altered shorts are prohibited.
- No part of the torso may be showing around the waist.
- No tank tops, net tops, halter, or tube tops will be permitted. Sleeveless shirts are permitted.
- Shirts with undesirable, sexual, or suggestive sayings or pictures are prohibited.
- Shirts with suggestions of drugs, alcohol, or tobacco are prohibited.
- Shirts and blouses are not to be unbuttoned, except for the collar button and the top button.
- Patches, labels, jewelry and buttons with undesirable or suggestive sayings or suggestions of drugs, alcohol, tobacco, or violence / death are prohibited.
- Shoes must be worn. Sandals secured to the foot are acceptable. "Flip flops" are prohibited.
- No sunglasses will be worn in the building other than for medical reasons.
- Hats are not to be worn in the school during school hours, except for medical or religious reasons. Hats / caps may be worn on Friday only.
- Knives or knife holsters are prohibited. This includes any accessory that could be used as a weapon (e.g. belt chains, wallet chains, or any other sizable chain).
- Bandanas, headbands and/or handkerchiefs worn around any part of the body are prohibited. Scarves worn around the neck are permitted.
- Students may wear neat, clean running suits or wind suits.
- Fleece sweat pants are not permitted unless used for Physical Education classes or medical reasons.
- Any bizarre, tight or provocatively suggestive dress not covered in this policy will be deemed inappropriate for school.
- Torn, ripped, or cut clothing is prohibited.
- All pants, jeans, and shorts, etc. must be worn appropriately at waist level.
- Showing of any undergarments is prohibited.
- Backpacks or book bags must be kept in lockers.

- Jackets and/or coats cannot be worn at any time inside the school buildings. Staff and Administration shall enforce the above items. Students deemed inappropriately dressed will be required to change before going to class and may be subject to other disciplinary action.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Students as couples are encouraged to make responsible choices regarding personal relationships. PDA is not permitted when they are together within learning and working environments on school property and/or during any school sponsored activities. PDA includes, but is not limited to: kissing, hugging, handholding, sitting on laps, full body embraces, etc.

### **EXTRACURRICULAR PROGRAM AND ATHLETICS**

PSD sponsors a wide variety of extracurricular activities, weekend activities and a competitive athletic program for secondary program students. The intent is to provide students with opportunities to develop socially, physically, intellectually, communicatively, and emotionally. Participation is encouraged to gain experience for future decisions. The opportunity to try-out for any and all sports and organizations is offered to all students.

#### **Jr. NAD / STUDENT COUNCIL**

The Junior National Association of the Deaf (Jr. NAD) is a part of a national organization, the National Association of the Deaf (NAD). It is offered to Secondary Program students during extracurricular hours.

#### **SECONDARY PROGRAM ATHLETIC ACADEMIC ELIGIBILITY**

The Secondary Varsity Athletic Program has been established for the purpose of interscholastic competition. These competitions will center on good sportsmanship, ethical behavior, and integrity as advocated by the National Federation of State High School Athletics (NFSA), the Pennsylvania Interscholastic Athletic Association (PIAA), and the Eastern Schools for the Deaf Athletic Association (ESDAA). All students who intend to participate in the Varsity Athletic Program must meet standards established by these organizations in addition to academic and behavioral expectations at PSD.

The program is open to academically, behaviorally, and chronologically eligible secondary students. Students are eligible to try out beginning with their enrollment into 7th grade and become ineligible for the school year in which they reach 19 years old prior to July 1<sup>st</sup>. Any secondary student in good academic and behavioral standing may try-out for a Team. Selections will be made by the Coaches with the approval of the Director of Student Development and School-Wide Programs and Athletic Director. These selections will be based on skill level, potential for growth in the sport, attitude, and ability to participate in practices and games.

For the 2009 - 2010 academic year PSD will sponsor the following Varsity Sports:

- Boys' Soccer (September to November)
- Girls' Volleyball (September to November)
- Boys' Basketball (November through February)
- Girls' Basketball (November through February)
- Coed Cheerleading (November through February)
- Coed Track and Field (March through mid-May)

Students earn the privilege of participating in the program through academic excellence by achieving and maintaining an overall grade point average (GPA) of 2.0. During the 40 weeks of school, eight, five-week intervals will be used to assess each student's current grade point average. GPAs at the end of the school year will be in effect for the next school year. Any student who does not meet academic requirements will be on suspension for the next 5 weeks. Fall participation will be dependent on the previous June's report card. Secondary Program at-

risk students participating in a sport will be required to have study hall for part of their practice schedule. A pilot program to assist academically deficient Student-Athletes is being developed.

Athletes are also expected to exhibit exemplary behavior at all times and have a positive attitude on a regular basis. Adherence to the Code of Conduct is to be maintained and Athletes may be suspended or terminated from a Team as a result of a serious violation or continuous violations of the Code. To this end, any student who is on an Orange Blueprint (the demerit system form) will be placed on Suspension and not be permitted to practice or play. Students on a Purple Blueprint will be on Probation and, while they may practice and participate in home games, they will not be permitted to attend away games or tournaments. Suspension / Probation will remain in effect for the length of time the Student is on that color blueprint. Blueprint screening will start anew each school semester. Additionally, students who require TSS support will not automatically be eligible for participation but will be considered on an individual basis.

All athletes must have an annual physical examination and clearance to play competitive sports completed and signed by a physician before he / she can practice with a Team. All required forms and waivers must be signed and returned before a student is permitted to participate.

Varsity practice generally takes place Mondays through Thursdays and will start the first day of school for those students whose paperwork is complete and transportation is set-up. Fall and spring practices will run from 3 to 4:45 p.m., then, students will go home. During the winter season, there will be two practice sessions - 3 to 4:45 p.m. and 4:45 to 6:15 p.m. Schedules will be distributed as the sessions for each Team will vary.

### **INJURY / ILLNESS**

The Nurse's office is maintained for students who might be injured or become ill during the school day. If a student is injured or becomes ill they should report to their teacher and then to the Nurse's office. Students cannot leave school because of illness without permission from the Education Office. Students should not stay in the restroom if ill. They are to report directly to the Nurse's Office with a pass. Students are not to call home if they are ill. The Nurse will contact the parent/guardian.

### **DISPENSING OF MEDICATION TO STUDENTS**

PSD will permit the distribution or dispensing of medical supplies or medication by approved personnel who are employees of PSD on school property during the regular daily schedule. Those authorized will be the School Nurse or their specific designated representative for each occasion. The School Nurse shall be responsible for the general oversight of medication and health programs. The Nurse shall be the only person to give injections or supervise self-administered injections.

The following procedures shall be used in the administration of the policy:

1. Prescription medication or over the counter medicine approved by the family doctor will be the only medicine dispensed to students.
2. Written orders from a physician must be issued to the school stating:
  - Diagnosis
  - Name of medication and dosage
  - Time the medication is to be administered
  - Date medication is to begin and end
  - All adverse reactions that should be reported to the physician
  - Special instructions for the administration of the drug, including storage, sterile conditions, etc.
3. Written permission from the parent/guardian must accompany specific physician orders and medication(s).

4. Medication is not to be taken without the above information.
5. Non-prescription medication will not be given without physician's orders.
6. Medication must be sent to school in a container appropriately labeled by a pharmacist or physician. Medication is not to be sent in tissue, plastic wrap, etc.
7. Parents will furnish all medication.
8. Students are to bring the medication, physician orders and parent permission slip to the Nurse's office.
9. The School Nurse will check the authenticity of medication. If further clarification is needed, the parents will be contacted.
10. All medication will remain in a locked cabinet either in the office or in the clinic area as indicated.
11. It is the student's responsibility to report to the appropriate area when medication is due to be given.
12. An adult must dispense all medications.
13. Records will be kept on a medication sheet, which includes:
  - Student name
  - Name of medication
  - Initials of person dispensing medication
  - Date
  - Time
14. Students cannot take any medication without proper authorization from the Nurse or the Enrollment, Evaluation, and Transportation Team (EETT) Office.
15. Medication taken over a prolonged period should be sent to school with more than one dose. The orders and parent/guardian's note should explain this.
16. Students taking prolonged medication will have their parent/guardian notified by the school when a refill is needed.

## **IMMUNIZATIONS**

Each student should have immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Director of Enrollment, Evaluation and Transportation (EETT) may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with Pennsylvania law. Any questions about immunizations or waivers should be directed to the School Nurse.

### **PENNSYLVANIA SCHOOL IMMUNIZATION REQUIREMENTS**

Students in **ALL GRADES (K-12)**, who started school before 1997 need the following vaccines:

- 3 doses of tetanus\*
- 3 doses of diphtheria\*
- 3 doses of polio
- 2 doses of measles\*\*
- 1 dose of mumps\*\*
- 1 dose of rubella (German measles) \*\*

Students **ENTERING 7TH GRADE**, in 2009 / 2010 need the following vaccines:

- 3 doses of tetanus\*
- 3 doses of diphtheria\*
- 3 doses of polio
- 2 doses of measles\*\*
- 1 dose of mumps\*\*
- 1 dose of rubella (German measles) \*\*
- 3 doses hepatitis B
- Age appropriate dose(s) of varicella (chickenpox) vaccine or history of disease

\*Usually given as DTP or DTaP or DT or Td

\*\*Usually given as MMR

These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he / she may be removed from school during an outbreak.

### **FIRE DRILLS**

Fire drills will be held at least once monthly. At the sight / sound of the fire alarm, students and all staff members will exit the building quickly and in an orderly manner without talking. Fire Evacuation routes are posted in each room with instructions to follow for the fire alarm. Students will become familiar with where each of their classes needs to go when the fire alarm sounds.

The following rules apply:

- Leave the room or area walking in an orderly manner.
- Take purses or personal valuables.
- Leave all books and supplies in the room.
- Last person leaving the room must close the door.
- If students are out of the room while there is a fire alarm and are not with another adult (i.e.: in the bathroom), students may leave the building and look for their class.
- Students must stay with their group or class until they receive the all clear to return to class.
- Rapid dismissal drills will be held in cold or inclement weather.
- When the all clear is given, students will return quietly to their room, staying with the class or group.

### **LOCKDOWN DRILLS**

Lockdown drills will be held at least once each school year. At the sight / sound of the lockdown alarm, students and all staff members will remain in their classrooms or enter the nearest classroom in the building as quickly as possible. Move to a location within the building that has a lockable door and lock it, or use a door wedge to secure door from inside and stack furniture in front of the door. Be ready to move, if current position is judged to be too dangerous. Be aware of possible escape routes. Security, other recognized law enforcement or PSD EMT Administrator will notify occupants when it is safe to resume normal activities

#### **Hide**

- Get out of the line of sight and fire.
- Get away from windows, doors, and outer walls, especially basement or first floor windows and doors.
- Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
- Close, cover, turn off, or lock, if possible, windows, blinds, window in the door, lights, ventilation

#### **Be Quiet**

- Do not draw attention to yourself.
- Don't talk
- Turn off audio equipment.
- Turn off cell phones and radios or turn to vibrate. (Depending on proximity threat,)

#### **Do not exit the building when a fire alarm sounds unless:**

- you have reason to believe that there really is a fire in the building, or
- you have been advised by an EMT Administrator or other recognized emergency responder to evacuate. (Wisconsin School for the Deaf)

## **SCHOOL-SPONSORED SOCIAL FUNCTIONS**

An Administrator must approve all social functions. Student groups wishing to sponsor a dance, party or other function must gain written permission from the Education Office. Publicity is not to be distributed until written approval is secured.

Any group sponsoring an event must arrange for at least 2 Staff members to chaperone and be in attendance throughout the event. School-sponsored events will be open to students of other high schools (non-PSD) without prior permission. Students that are not in a high school program may not participate in any school-sponsored social functions including the Prom.

Students are permitted to bring one guest to a school-sponsored event and this guest must be between 14 and 21 years of age. Permission forms must be signed by appropriate parties prior to each event. (See Permission Form on page 51.) All school rules apply during all school-sponsored social functions.

## **CCPS SPONSORED PROGRAMS**

Programs such as Friday Night Live (FNL) and World of Work, which are CCPS / Job Center programs, have been incorporated into the curriculum and/or environment of The Pennsylvania School for the Deaf. Therefore, the students participating in these programs are subject to the same Code of Conduct and school-wide policies as with any other PSD program or activity. Incident reports will be generated when the instructor or coordinator deems this is appropriate. A copy of the Incident Report will be sent to the Secondary Acting Principal or Director of Student Development and School-Wide Programs, and a copy will be kept in the student's Job Center file.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help build school spirit and encourage those students who are participating in the event. Parents and family members are welcome at social events.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **TELEPHONES / VIDEOPHONES**

The Education Office telephone is for business and emergency calls only. Students will not be called to answer the telephone unless it is an emergency. Accessible public phones are located in the first floor elevator room in the Main Building and in the gym. A videophone booth is also available in the gym kitchen. These phones are to be used by students only before and after school. Emergency phone calls during the day may be made from the Education Office.

## **FIELD TRIPS**

Field trips may be arranged throughout the school year to support classroom instruction and expand educational experiences for students. While students are on a field trip they are expected to follow all school rules. No student will be permitted to participate in a field trip unless all prerequisite requirements are met for each trip. Any student with unexcused absences from school the day before a field trip will not be permitted to attend the field trip. Students on a field trip are responsible for all the work missed in other classes. Students are expected to attend school the day after field trips.

## **CLASS TRANSITIONS**

Students must move quickly during class transitions to the next class. Students must plan their book and supply needs so that they will not be late for their next class. Sometimes it may be necessary to get books and/or supplies for two classes before returning to their hall locker. When moving in the halls, keep to the right side of the hall to facilitate smooth traffic flow. The few minutes allowed between classes are long enough to take care of needed supplies and/or normal

restroom needs. Students are expected to be inside the classroom before the start of class. As soon as students get to their next class, they should be seated.

### **HALL PASSES**

Hall passes are required for all students out of class. Therefore, any student who is out of class during a class period should have a hall pass with them and have appropriate documentation noted in the hall pass, including the teacher's signature.

### **RESTROOMS**

It will be the student's responsibility to obtain and return the hall pass. Permission to leave class or Study Lab to use the restroom will be granted on a reasonable basis. Students who need to use the restroom frequently because of a medical problem must consult the Nurse's office.

### **LOCKERS**

School lockers are the property of PSD and may be checked by school officials without any advance notice to the student. Students are not to keep any items in their lockers that they would not want to be inspected by a school official. Lockers should be kept locked. Students who occupy a locker that is not equipped with a built in lock should provide a combination lock for their lockers. The student must file the combination to their locker in the Education Office. Lockers should be kept neat and clean at all times. Valuables should not be kept in lockers. PSD is not responsible for lost or stolen valuables brought to school or taken from the lockers. If valuables must be brought to school, they should be checked in at the Education Office.

### **LOST AND FOUND**

Students need to be responsible for their own personal belongings. Make sure that all of their personal items are well marked with their name. Avoid bringing a lot of money or valuables to school. Check before leaving a room or area that students have all of their items. Report any lost articles to the staff member who is in charge at that time. Found items will be kept in the Education Office.

### **ASSEMBLIES**

Special programs are scheduled throughout the school year. At times our students, counselors and/or teachers will put on a program such as a drama play, character building events or awards assembly. Sometimes we invite outside people such as guest speakers, students from another school, or entertainers, etc. Assemblies are interesting, entertaining and usually offer a nice break in the regular schedule. Students who cannot conduct themselves in a proper manner will not be allowed to attend assemblies and will be referred to the Administrator's Office.

### **CAFETERIA RULES AND REGULATIONS**

Secondary Program students will:

- Behave in a polite and cooperative manner.
- Move through the lunch line in an orderly manner.
- Go through the lunch line one time.
- Be seated at tables.
- No more than 8 students to a table.
- Remain seated at your table except to throw away trash or get a drink of water.
- Clean up around the table area before leaving the cafeteria.
- Do not take food or drink from the cafeteria.
- No sodas or glass bottles are permitted.
- Stay in the cafeteria until you are dismissed.

## **FREE AND REDUCED BREAKFAST AND LUNCH PROGRAM**

The Archdiocese of Philadelphia has taken over operation of the Breakfast / Lunch Program. This program operates under the supervision of the Nutritional Development Services (NDS). Depending upon families income levels, students may be eligible for free or reduced cost lunch. Meals can also be purchased for children who do not qualify for free or reduced cost meals. To participate, the Breakfast / Lunch Program application form must be completed and returned to the EETT office. *Breakfast will be free to all students that have completed a lunch application form and a status has been determined by NDS.* Participation in this program is optional, and parents may choose to send lunches from home with their child each school day.

Archdiocese meal rates for this school year are as follows:

	<b>Full Cost</b>		<b>Reduced Cost</b>		<b>Milk Only</b>
	Daily	Weekly	Daily	Weekly	Daily
Lunch for Jr. High / H.S	\$2.00	\$10.00	\$0.40	\$2.00	\$0.30

If students have any questions or need more information, please call the EETT Office.

## **CARE OF THE CAMPUS**

PSD buildings, grounds, vehicles and equipment are very well taken care of. It is the responsibility of the students and staff to use these facilities properly. Students, who intentionally damage, deface, lose, or steal PSD property (or that of another student or staff member), will be responsible for providing restitution.

## **STUDENT RECORDS**

Student records include assessment and previous grades, health records, audio logical tests, standardized test scores, and psychological evaluations and are maintained for students of PSD.

These records cannot be turned over to another agency, or individuals without written permission of a parent/guardian, or legal age pupil. Parents / guardians or legal age students may review records by making an appointment with the Director of EETT, Instructional Supervisor or designated Administrator. Records are available to designated school personnel.

## **SCHOOL CLOSINGS**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting times delayed. Changes in school schedules will be announced on television and radio stations between 6:00 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be held on the regular schedule. The same conditions may also necessitate early dismissal from school. Please do not call the school. Telephone lines must be kept open for emergencies. The PSD school closing number is 129.

## **VISITORS**

Visitors' names must appear on the authorization for Student Contact form in order to be permitted to visit any student. This form may be updated prior to the start of each school year. Any appointments to visit should be made in advance. Parents and families are encouraged to visit classes and special programs.

All visitors are required to check in at the Administration Building and obtain permission from the administrator. The destination and purpose are to be indicated. Invited guests and speakers will be conducted to the specific area.

## **SOLICITING**

Students are not permitted to sell items of any kind in the school buildings without prior permission from the Education Office.

## **ATTENDANCE PROCEDURES**

The State of Pennsylvania requires children between the ages of six and eighteen to attend a public, private or parochial school. We wish to promote good school attendance. There is a close relationship between a student's success in school and his attendance. A regular and punctual attendance record can be a valuable asset when seeking employment. Employers often ask about a student's attendance record before they ask about grades.

Each student's attendance record will be given individual attention. Any student whose absenteeism becomes excessive will be counseled. A student with excessive absences may be required to bring a doctor's excuse for each further absence. A note from the parent does not automatically excuse a student from school. It is possible for a student to be truant even though the parents give their permission for such absences.

Some High School students will use SEPTA and arrive on campus earlier than the school buses. Please do not arrive earlier than 7:45 a.m. and check in with the Early Arrival Staff and go directly to the cafeteria.

### **ABSENCE PROCEDURES**

When it is necessary that a student be absent, the parents are required to call the school by 9:00 a.m. each day. The EETT number is 215-951-4732. Parents who do not call the school will be notified by phone call or post card of their child's absence. The school is required to make a contact with parents if the student is absent.

### **EXCUSED ABSENCES**

A student who is absent from school must present to the Enrollment Secretary in the EETT Office a written note from their parent/guardian to cover the period of time during which the absence has taken place. The written note must be presented on the day of the student's return to school.

An excused absence will be given only for the following reasons:

- Personal illness.
- Illness in the immediate family.
- Death in the immediate family.
- Personal reasons.
- Any absences which have been approved by an Administrator prior to the absence.

### **ATTENDANCE-ARRIVAL TIMES AND DEPARTURES**

Time references for students arriving late and/or leaving school early with regard to absences will be as follows:

- Arrive at school any time during first period – Late Arrival
- Leave school before the beginning of second hour – 1 day absent
- Leave school before the lunch period – ½ day absent
- Leave school during last period - Early dismissal

### **PERFECT ATTENDANCE**

Students will be awarded Perfect Attendance Certificates if they have no late arrivals, early dismissals and/or absences for the semester and the year.

### **MAKE-UP WORK**

The school will honor requests for assignments to be done at home for students who are absent at home sick for a period of 2 days or more. Students have one day to make up work for every day absent. In case of communicable diseases, the school nurse shall have the final say as to whether schoolbooks shall be sent home.

## **UNEXCUSED ABSENCES**

If the absence is not listed under excused absences, then the EETT Office must approve it before it can be excused. Students will receive a zero for those classes missed for unexcused absences.

The following are some examples of non-excused absences:

- Personal reasons at home without phone call from parent.
- Staying home to do schoolwork.
- Remaining out of school because student or parents feel it is all right to do so.
- Going out of town without prior arrangements made in the main office. (Note from parent must be approved before leaving.)
- Getting to bed late because of an extracurricular activity. Example: sports activity or school play (school attendance comes before an extracurricular activity).
- Missing the bus. Transportation is available to all students except those who choose to use the SEPTA system.
- Oversleeping.
- Working at home.

## **EXCUSED LATE ARRIVALS**

Late arrivals to school are excused for the following reasons:

- Late school bus arrivals
- Doctor appointments with a note from a parent or appointment card from the doctor
- Personal illness (with a note from parent).
- Other reasons as approved by the Director of EETT.

A note or phone call must be received the day of the late arrival in order for it to be excused. Students must sign in at the EETT Office.

## **UNEXCUSED LATE ARRIVALS**

A student late to school (anytime after 8:15 a.m.) will be considered unexcused if the school has had no contact from the parents through a note, by telephone or in person. Car problems are not considered excused late arrivals due to the fact that bus transportation is provided. If a student does not ride a bus to school, he / she does so under the responsibility to be at school on time. Parents and/or students must sign in / out at the EETT Office.

Continued and repeated unexcused late arrivals during a semester will be considered a violation of the school attendance provisions and thereby subject to the following disciplinary action:

- First three (3) unexcused late arrivals - a letter will be sent home with a copy to the student.  
If a student using public transportation is late three times in a month, school bus provisions will need to be considered.
- Fourth & fifth unexcused late arrivals - a DH Lunch Assignment will be issued for each.
- Six or more unexcused late arrivals - a possible parent / guardian meeting will be arranged.

## **LATE ARRIVALS TO CLASS**

Students are expected to be in class on time. The respective classroom teacher will deal with students who are habitually late to class by utilizing the Demerit System. Students must have a pass in order to be excused for being late to class and to avoid receiving a demerit.

## **TRUANCY**

A student shall not be absent from school or any portion thereof without school authorization and parental consent. Students who are truant will be reported to the School District and may be subject to disciplinary action.

## **EARLY DISMISSALS**

When a student has a medical or other legitimate appointment during the school day, he / she is to bring a written note signed by a parent/guardian indicating the reason for the early dismissal and dismissal time. The parent/guardian must contact the office by phone if the student can be permitted to leave for an appointment, or if someone other than the parent/guardian will pick him / her up or in person before a student will be released for an early dismissal.

Reason for early dismissal:

- Doctor or dentist appointments.
- Illness in the family.
- Death of a relative.
- Arrangements approved by an Administrator.

The parent/guardian and/or student must come to the EETT Office to sign (in) or (complete an Early Departure Form). The student will remain in class until sent for by the office once the parent has arrived.

## **ABSENCES AND EXTRACURRICULAR ACTIVITIES**

An absence or in or out of school suspensions from school excludes any student from attendance at or participation in all extracurricular activities for that day including all athletic games / practices. Students that are absent or suspended for ½ day or more are not permitted to participate in any after school activities that day. The same is true for a student who leaves school before the end of the day; he / she cannot return for After School Program activities. An Administrator may permit attendance or participation if approved prior to the absence with a note from a parent/guardian or doctor.

## **EXCESSIVE ABSENCES FROM SCHOOL**

After five (5) days of absence, for any reason or combination of reasons, a notice will be sent to the parents / guardians informing them of the total days of absence.

After ten (10) days of absence in a semester, for any reason, the student and the parent may have a conference with the Principal, Director of Student Development and Guidance Counselor to determine how to remedy the situation.

## **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Upon boarding the school bus or upon driving onto the school property, a student is considered to be on school property and under the direction of school rules and authorities. Students are not permitted to leave school property before the end of their regular school day unless they have an early dismissal approved prior to leaving.

Students are to remain within the specific boundaries PSD campus and CCPS. Students in violation will be considered truant and appropriate disciplinary action will be taken.

## **SCHOOL BUS REGULATIONS**

Bus transportation is available to PSD students. If student behavior on the bus does not conform to state and local school safety laws, students may be denied the privileges of bus transportation. The Student Code of Conduct is in effect while on the bus or waiting for the bus.

The school expects the following behaviors of those students that ride its buses:

- Respect and obey the bus driver.
- Be on time for their stop.
- Help their driver keep the bus clean.
- Use appropriate language and behaviors.
- Remain in the seat they are assigned by their driver / monitor.

- Stay in their seat until the bus comes to a complete stop.
- Objects of any kind should not be thrown while on the bus.
- Keep their hands, head, etc. inside the bus windows.
- Watch for traffic while entering and leaving the bus.
- When crossing in front of the bus, be five steps in front of the bus; never cross in back of the bus.
- Be absolutely quiet at all railroad crossings.
- No CD Players, radios, handheld games, or sports equipment will be permitted on buses.
- No packages, overnight bags or bulky items should be placed in front of the bus.
- No eating or drinking on buses.
- Learn how to get off the bus in case of any emergency; the bus driver will be glad to show the students how.

### **STUDENT USE OF BICYCLES**

Secondary program students may ride bicycles to school with parent permission. Parents / guardians will need to request a copy of a bicycle permission / waiver form from the Education Office and return the signed form prior to any student riding their bicycle to school. The choice of route the student takes to school is solely the responsibility of the parent/guardian. Students are required to use an approved helmet for safety purposes on school property. Students who arrive by bicycle without an approved helmet will not be permitted on campus and will be sent home immediately.

PSD reserves the right to prohibit any student from riding a bicycle to school if they exhibit unsafe and/or inappropriate behaviors. All bicycles must have a lock and while on school property must be placed in designated bicycle racks at all times. The school cannot be held responsible for lost, damaged or stolen bicycles. Bicycles may not be used on campus during the school day and must stay in the bicycle rack until the student is ready to depart for home. (See Permission Form on page 52.)

### **COUNSELING SERVICES**

PSD Counseling Services Program strives to aid each individual student in utilizing their abilities to the fullest, in making sound choices, and in developing self-understanding. Counseling services available include: individual and group counseling, Academic Counseling, and Guidance Counseling. **SCHEDULED APPOINTMENTS ARE NECESSARY** unless there is an emergency. Students may visit the guidance office during Advisory periods by obtaining a hall pass from the teacher in charge, or by coming in before or after school. Students should not visit their counselor's office during class time unless it is absolutely necessary and then only with the permission of the classroom teacher.

### **OTHER STUDENT SUPPORT SERVICES**

A student or parent/guardian may request the following services through the IEP process.

- Audiology Services
- Educational Assessment / Evaluation
- Occupational and Physical Therapy
- Psychological Services
- School Nurse
- Speech and American Sign Language (ASL) Therapy

### **CHANGE OF ADDRESS AND PHONE NUMBERS**

If a student has recently moved or plans to move, please be sure to notify the Transportation or EETT Office personnel two or three weeks in advance of the move. Several weeks notice is usually required by the School District of Philadelphia to process a student's new bus route

assignment. By giving sufficient advance notice of the move, the student will not miss valuable school time while new bus service is arranged. If a parent/guardian work and/or home telephone, cell phone number and/or emergency contact numbers have been changed, please notify the EETT Office as soon as possible so that they can be reached in any case of emergency.

### **ENROLLING IN SCHOOL**

Enrollment requires prior approval of the Local Education Agency (LEA) and Pennsylvania Department of Education (PDE). Students are expected to enroll with the attendance of parents / guardians and will need to bring the following: a birth certificate or similar document; court papers allocating parental rights and responsibilities or custody; proof of residency; and proof of immunizations. In some cases, a temporary enrollment may be permitted. If that is done, the parents / guardians will be told what records are needed to make the enrollment complete. Please contact the EETT Office for more information.

### **WITHDRAWAL FROM SCHOOL**

If a parent/guardian plans to withdraw a student from PSD, the parent/guardian must notify the Director of EETT or his designated representative. School records shall be transferred within fourteen days to the new school district. Parents are encouraged to contact the office for specific details.

### **PSD UNIFORM DRESS CODE**

The following is the required dress code at PSD.

#### **BOYS**

#### **GIRLS**

#### **Tops:**

Dark Blue, Light Blue or Yellow buttoned shirts, polo shirts, etc. All boys shirts must have collars; no T-shirts. In cold weather, solid color dark or light blue or yellow sweaters, turtlenecks or sweatshirts are acceptable.

Dark Blue, Light Blue or Yellow blouses, polo shirts, etc. All shirts must have collars; no T-Shirts. In cold weather, solid color dark or light blue or yellow sweaters, turtlenecks or sweatshirts are acceptable.

#### **Bottoms:**

Khaki or dark blue pants or shorts; no jeans. Casual shorts in these colors are acceptable in warm weather; no gym shorts or sweatpants.

Khaki or dark blue skirts, jumpers shorts, or pants; no jeans. Casual shorts in these colors are acceptable in warm weather; no gym shorts or sweatpants.

- Early Intervention, and Early Childhood Center students are not required to wear school uniforms
- Elementary / Middle School and Junior High School students are required to dress in accordance with the Uniform Dress Code.
- For high school grade students, the Uniform Dress Code is optional. Appropriate dress standards for high school students will be communicated to high school students and their families.
- Students may bring a change of clothing for gym class. A supervised, secure locker room will be available for changing clothes.

# **USE OF THE PSD NETWORK, E-MAIL SYSTEM AND INTERNET: ACCEPTABLE USE POLICY**

## **PURPOSE**

A local area network is available to students and staff at The Pennsylvania School for the Deaf ("PSD"). PSD also offers staff members, and students who have obtained parental permission, access to an electronic mail ("e-mail") system. In conjunction with the PSD local area network, Internet access is also available in every classroom and to all staff members. We believe that the Internet offers vast, diverse, and unique resources to staff and students. The goal of local area network, e-mail system and Internet access is to improve the PSD educational program by facilitating communication, enabling resource sharing, and creating unique environments for learning. The purpose of this policy is to ensure that the local area network, the e-mail system and Internet access are used appropriately.

## **NETWORK OWNERSHIP**

PSD computers, servers and network are the property of PSD. As such, all e-mail messages, including any attachments, that are created, sent or received using PSD computers, servers or network are the property of PSD. Users should have no expectation of privacy in any materials sent, stored or accessed through PSD computers, servers or networks, including e-mail messages. PSD computers, network, e-mail messages and all materials stored on or accessed through PSD computers or network are subject to review and monitoring by PSD System Administrator, with the consent of the Head of School.

## **USER RESPONSIBILITIES**

It is essential for each user to recognize his or her responsibility in having access to the PSD network, e-mail system and to the Internet.

- Users shall limit their use to accessing, receiving and sending materials and messages of direct educational value or of direct relevance to their work at PSD.
- Incidental, occasional and brief personal uses are permitted. Any messages or other files pertaining to such personal use will be treated no differently than any other messages or files, i.e. they are property of PSD, subject to the user responsibilities and prohibited uses listed in this policy and subject to review. In general, personal uses should be restricted to non-work hours.
- Users may not download or install software or programs onto PSD computers or the PSD network without permission of the System Administrator.
- Users may not move, repair, reconfigure, modify, or attach external devices to PSD computers or network.
- Users shall obey all applicable copyright laws. Materials accessed through the Internet must be properly cited when referenced.
- Users are expected to use the highest ethical standards when receiving or transmitting information over the network.
- Users shall use care in composing and sending e-mail messages to ensure that they are sent only to the intended recipients and are treated with the same care and discretion as any other formal means of communicating, such as written letters.
- Students and staff should immediately report to the System Administrator all violations of this policy they witness or of which they have otherwise become aware.

## **PROHIBITED USES**

Users are specifically prohibited from engaging in any of the following activities:

- placing unlawful information on a system;
- viewing, accessing, transmitting, downloading or storing text, images or materials that are abusive, inflammatory, defamatory, harassing, offensive, discriminatory or otherwise prohibited by PSD harassment and non-discrimination policies;
- viewing, accessing, transmitting, downloading or storing text, images or materials of a

- sexually explicit, obscene or pornographic nature;
- viewing, accessing, transmitting, downloading or storing text, images or materials that portray excessive, socially unacceptable violence;
- uploading, downloading, copying, disseminating or printing copyrighted materials (including software) in violation of applicable copyright laws;
- gambling or engaging in any other activity in violation of federal, state or local law;
- sending messages that are likely to result in the loss of recipients' work or damage to the recipients' systems;
- soliciting business opportunities or money for personal gain and/or conducting business for personal gain;
- intercepting or disclosing the contents of e-mail messages without permission of the sender or receiver;
- using someone else's identity on the network;
- disclosing confidential, personal or student information that is protected by law or without the permission of the individual or his/her parent or guardian;
- allowing another person to use, or failing to protect use of, one's network account;
- making unauthorized statements about PSD or communicating, transferring, viewing, making, sending, receiving, retrieving, printing or disseminating unauthorized messages concerning PSD, its operations or its competitors;
- accessing or using non-PSD e-mail accounts through PSD computer system or using PSD computer system to access the Internet through any means or services other than through the account provided by PSD
- unauthorized posting of any material on the World Wide Web.

As users of the network, individuals may be allowed to access other networks (and/or the computer systems attached to those networks). Each network or system has its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks / systems, as well as PSD policies and procedures.

Violation of this policy may result in discipline up to and including termination (for staff) or suspension or expulsion (for students), and loss of computer privileges.

### **STUDENT USE**

Students may be given Internet and e-mail accounts only with the written permission of their parents / guardians. Students may log onto the Internet independently, but must have adult supervision in reasonable proximity. Students may use the network for educational, school-related purposes only.

### **CONTROVERSIAL MATERIAL AND USER PROTECTION**

With widespread access to computers and the Internet also comes the availability of material that may not be considered to be of educational value in a school setting or that may be contrary to the values, mores and culture of the school and community. PSD has taken available precautions, including the installation of monitoring and blocking hardware and software, to restrict access to objectionable materials on the Internet. However, on a global network it is impossible to control all materials and users may be able to discover controversial material. We firmly believe that the value of the information and interactions available on the local area network, e-mail and Internet far outweighs the possibility that users may obtain material that is inconsistent with the PSD educational goals and values. Users should report immediately to the System Administrator any access to objectionable materials of which they become aware.

All questions related to use of or access to computers, PSD network, e-mail system or the Internet should be directed to the System Administrator or to the Instructional Technology Specialist.

## **SEXUALLY TRANSMITTED INFECTIONS,** **HIV AND SUBSTANCE ABUSE**

### **GENERAL POLICY:**

#### **SEXUALLY TRANSMITTED DISEASES AND HIV**

No student will be denied an educational program solely because he or she suffers from a sexually transmitted disease or has tested positive for HIV. Questions concerning a student's ability to attend any educational programs will be addressed in accordance with the Student Infectious Disease Policy.

#### **SUBSTANCE ABUSE**

No student will be denied an educational program solely because he or she has sought treatment for substance abuse in the past. Students shall not be permitted to participate in educational programs under the influence of alcohol or controlled substances. Students attempting to participate in any educational programs or attend any school-sponsored event under the influence of alcohol or controlled substances, or in possession of alcohol or a controlled substance, shall be subject to discipline, up to and including expulsion and the matter may be referred to the appropriate law enforcement officials.

#### **STAFF INFORMATION REGARDING A STUDENT'S CONDITION**

Any staff member who has good cause to believe, or learns from any source, that a student is suffering from a sexually transmitted disease or HIV or suffering from a substance abuse problem, will immediately report this information to the School Nurse and/or the Director of Student Development and School-Wide Programs.

Any staff member who obtains any information that a student is suffering from one of the above conditions, will encourage the student to disclose this information to the student's parent/guardian. The School and staff members of the School are prohibited by law from disclosing such information to parents without the student's consent. The School Nurse and/or the Director of Student Development and School-Wide Programs, or other appropriate school personnel, will assist the student in making this disclosure to his or her parent/guardian and will provide the parent/guardian with information on resources to assist in dealing with the student's condition.

Any staff member who has good cause to believe that a student is under the influence of alcohol or a controlled substance will immediately report this information to the Head of School, who will determine whether law enforcement officials and/or the student's parent /guardian shall be contacted and whether or not discipline will be imposed.

#### **ASSISTING THE STUDENT IN OBTAINING TREATMENT**

The School Nurse and/or the Director of Student Development and School-Wide Programs will encourage the student to receive necessary medical and/or psychological treatment, including substance abuse treatment, for his or her condition. The School Nurse and/or the Director of Student Development and School-Wide Programs will provide the student with resources to assist the student in obtaining such treatment, as well as information on resources available to provide support to the student as he or she deals with the condition.

If the student refuses to obtain treatment, and if the School Nurse and/or the Director of Student Development and School-Wide Programs, after consultation with the Medical Director, believe that the student's condition, if not treated, poses a substantial risk to the school community, then the School may require the student to submit a physician's certification prior to allowing him / her to continue participating in educational programs.

## **PROTECTION OF CONFIDENTIAL INFORMATION**

Confidential communications concerning the student's condition shall be protected in accordance with federal, state and local law.

Confidential communications between a student and staff members, including the School Nurse, the Director of Student Development and School-Wide Programs, a guidance counselor, the Medical Director and/or a school psychologist, will not be disclosed to the student's parent/guardian or any third party without the consent of the student unless the School Nurse and/or the Director of Student Development and School-Wide Programs have determined that the health, welfare or safety of the student or any other person is placed in jeopardy. A student's refusal to obtain medical treatment, counseling or substance abuse treatment, as appropriate, may lead to a determination that the health, welfare or safety of the student or another person is in jeopardy. If the School Nurse and/or the Director of Student Development and School-Wide Programs determine that disclosure of confidential information must be made under this standard, they will inform the student in advance that disclosure will be made, unless it would be dangerous or impossible to do so. When disclosure will be made to the student's parent/guardian, the School Nurse and/or Director of Student Development will assist the student in making such disclosure and will provide the student and his or her parent/guardian with information on resources available to assist in dealing with the student's condition.

## **EXCUSE FROM SCHOOL PROGRAMS**

If a student requests that he or she not participate in any regular or extracurricular program of the School because of any condition covered by this policy, the request shall be handled like any other request by a student to be excused from participation on the basis of a medical condition.

## **IMPLEMENTATION**

The School will develop procedures for the implementation of this policy which will include offering of additional counseling services to the student and his or her parent/ / guardian; referral to special programs or services to which the student may be assigned at the student's request; referral to alternative programs, as appropriate; cooperation with community resources to assist the student; and designation of a qualified staff member to act upon the physician's statement regarding the examination and health of the affected student, as appropriate.

## **STUDENT PREGNANCY**

### **GENERAL POLICY:**

No student, whether married or unmarried, who is otherwise eligible to attend the school will be denied an educational program solely because of pregnancy, childbirth, pregnancy related disabilities, or actual or potential parenthood; nor will a pregnant student under the age of 17 be excused from the requirements of the Compulsory Attendance Statute of the Pennsylvania School Code solely for reasons of her pregnancy or maternity.

### **STAFF INFORMATION REGARDING A STUDENT'S CONDITION**

Any staff member who has good cause to believe that a student is pregnant, or who learns, either from the student or from another source, that a student is, or may be, pregnant shall immediately report this information to the School Nurse and/or the Director of Student Development and School-Wide Programs. Any staff member who obtains any information that a student is, or may be, pregnant will encourage the student to disclose this information to her parent/guardian. The School and staff members of the School are prohibited by law from disclosing such information to parents without the student's consent. The School Nurse and/or the Director of Student Development and School-Wide Programs, or other appropriate staff member, will assist the student in making this disclosure to her parent/guardian and will provide the parent/guardian with referral information to assist in dealing with the student's pregnancy.

### **ASSISTING THE STUDENT IN OBTAINING TREATMENT**

The School Nurse and/or the Director of Student Development and School-Wide Programs will encourage the student to seek an immediate medical examination and treatment for her pregnancy. The School Nurse and/or the Director of School Development and School-Wide Programs will provide the student with referral information to assist her in obtaining such medical care.

### **PROTECTION OF CONFIDENTIAL INFORMATION**

Confidential communications concerning the student's condition shall be protected in accordance with federal, state and local law. Confidential communications between a student and staff members, including the School Nurse, the Director of Student Development and School-Wide Programs, a guidance counselor, the Medical Director and/or a school psychologist, will not be disclosed to the student's parent/guardian or any third party without the consent of the student unless the School Nurse and/or the Director of Student Development and School-Wide Programs have determined that the health, welfare or safety of the student or any other person is placed in jeopardy. A student's refusal to obtain medical treatment during her pregnancy may lead to a determination that the health, welfare or safety of the student is in jeopardy. If the School Nurse and/or the Director of Student Development Team determine that disclosure of confidential information must be made under this standard, they will inform the student in advance that disclosure will be made, unless it would be dangerous or impossible to do so. When disclosure will be made to the student's parent/guardian, the School Nurse and/or the Director of Student Development and School-Wide Programs will assist the student in making such disclosure and will provide the student and her parent/guardian with information on resources available to assist in dealing with the student's condition.

### **EXCUSE FROM SCHOOL PROGRAMS**

If a student requests that she not participate in a regular or extracurricular program of the school because of pregnancy, or if a parent/guardian requests on behalf of a student that she not participate in a regular or extracurricular program of the school because of her pregnancy, the student will be excused from any such program. The student will be required to provide a physician's note confirming the student's pregnancy and explaining any medical restrictions on the student's activities. The School will follow the recommendation of the examining physician in

admitting a student to, or excusing a student from, participation in any regular or extracurricular program of the School. In the absence of a report from the examining physician, the School will follow the recommendation of the School Nurse after consultation with the School's Medical Director.

### **IMPLEMENTATION**

The School will develop procedures for the implementation of this policy which will include: offering of additional counseling services to the student and her parent/guardian to help the pregnant student plan her future wisely; referral of the student to special programs or services, at the student's request; referral to alternative programs, as appropriate; cooperation with community resources to assist the student; and designation of a qualified staff member to act upon the physician's statement regarding the examination and health of the pregnant student.

## SUICIDE PREVENTION PROCEDURES

The following outline is the procedure all staff should follow in the event a student at The Pennsylvania School for the Deaf threatens suicide / self-harm:

- 1- All staff should view each self-destructive or harmful statement made by a student (e.g., "I want to kill myself", or "I wish I were dead") as a potentially dangerous threat. Any self-injurious behavior (e.g., burning self with cigarettes, cutting oneself, or any other harmful behavior directed toward self) should likewise be responded to as being a serious incident.
  
- 2- In the event of a threat or potentially dangerous behavior, staff members should:
  - **Immediately contact their supervisor**
  - Refer the student directly to Director of Student Development and School-Wide Programs (if this person is not available, then the student's counselor or available Student Development Team [SDT] staff member should be contacted.)
  - Student will be evaluated by an SDT staff member
  
- 3- If a situation occurs which requires additional consultation, the SDT staff will contact the school's Consulting Psychiatrist. Efforts among the Consulting Psychiatrist, PSD and the family will be coordinated to ensure the safety of the student. Appropriate referrals / recommendations will be made for follow-up treatment at a community mental health agency if necessary, and an interpreter shall be requested for the student if needed. SDT will assist in advocating for the student.
  
- 4- A SDT staff assigned to the case will develop a follow-up plan for the student which will include information provided by parents, school personnel and mental health professionals involved in the situation. The plan may include a referral to a mental health agency, immediate hospitalization, and/or an on-campus counseling program. The SDT staff will remain in contact with the parents and/or guardian regarding the follow-up plan.
  
- 5- An **Incident Report** shall be completed by staff that witnessed or reported the incident. This form should be immediately sent to the staff member's supervisor and the Director of Student Development and School-Wide Programs. A **Suicide / Self-Harm Intervention Form** shall also be completed by SDT staff as soon as possible. Copies of all forms will be kept in the nurse's office to maintain confidentiality.

Sample Copy



## School Sponsored Social Function Guest Permission Form

- Current students attending the Pennsylvania School for the Deaf are permitted to bring 1 guest to a designated School Sponsored Social Function.
- Guests must be between the ages of 14 and 21.
- Please complete form and give to Secondary Program Acting Principal.
- **Due** \_\_\_\_\_

PSD Student Name: \_\_\_\_\_

Event and Date: \_\_\_\_\_

### Guest Information

Name of Guest:	_____	Age	_____
Address:	_____ _____		
Phone Number:	_____		

### School Information:

*To be completed by guest's School Administrator*

School Name:	_____	Phone:	_____
Contact Person:	_____	E-Mail:	_____
Position:	_____		
Is the above student in good standing with your school? <input type="checkbox"/> YES <input type="checkbox"/> NO			

To be signed by Parent/Guardian of Current PSD Student:

**I/We understand that the above named guest will be attending the School Sponsored Social Function with my son / daughter. All policies set by PSD apply during the event. If there is a violation of any of the policies / regulations, the above student and guest will be asked to leave the School Sponsored Social Function, may be referred to authorities, and may be subject to school discipline consequences. I/We as the parent/guardian will be contacted immediately to arrange for pickup of my child and their guest.**

Parent/Guardian Signature:	_____		
Phone:	_____	E-Mail:	_____
Date:	_____		

*Sample Copy*



## **Student Bicycle Use Waiver and Release**

I/We am fully aware of the fact that there are special dangers and risks inherent in the activity of my child riding his/her bicycle to and from school, including the risk of serious physical injury, death or other consequences that may arise or result directly or indirectly from riding his/her bicycle. Being fully informed as to these risks and in consideration of being allowed to ride his/her bicycle to and from school,

I/We hereby assume all risk of injury, damage and liability arising from such activities or use and hereby release the Pennsylvania School for the Deaf and its officials, employees and agents and waive any right of recovery that I/we might have to bring claim or a lawsuit against them for any personal injury, death or other consequences occurring from my child riding his/her bicycle to and from school.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student's Name (Printed) \_\_\_\_\_

Student Signature \_\_\_\_\_

Participant Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

## NOTES