Washington School for the Deaf

Parent - Student Handbook

2008-2009

WASHINGTON SCHOOL FOR THE DEAF

PARENT-STUDENT HANDBOOK
2008-2009

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Superintendent's message

WSD values your children. We appreciate the trust you place in us and we pledge to do everything we can to uphold that trust. The staff and I look forward to working closely with you this year. We welcome you to visit, to volunteer, to participate in special events and encourage you to be an active part of the WSD community. Please let us know how we can make this the best educational experience possible for your child and for you.

Mission Statement

WSD is an educational community and statewide resource committed to ensuring all deaf and hard of hearing students in Washington reach their full potential.

Accreditation

The Washington School for the Deaf is fully accredited by the Northwest Association of Schools (NAAS) and approved by the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD). WSD is approved by the Washington State Office of Superintendent of Public Instruction (OSPI).

Closed Campus

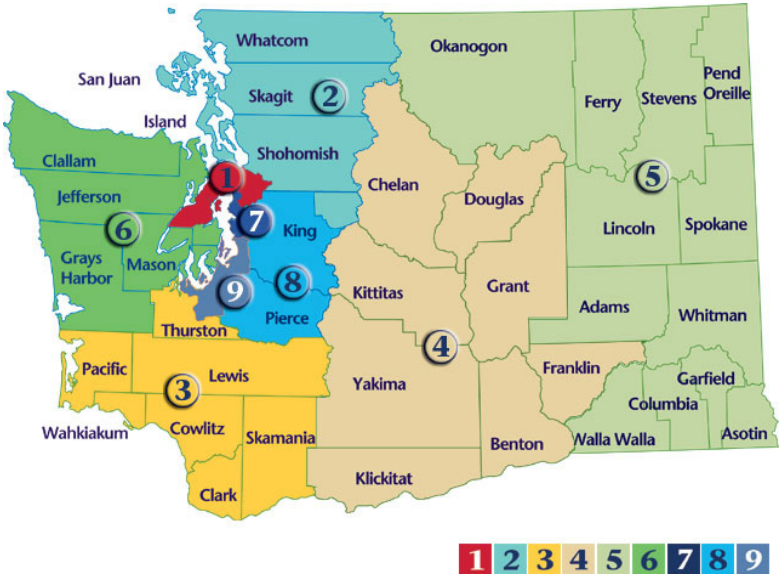
WSD maintains a closed campus. This means students need parental and school permission to leave campus. Students are also expected to abide by all school rules and regulations when off campus during school hours. (Note: If students do not conduct themselves as per the Student Conduct Code, administrators may revoke off campus privileges and other sanctions may apply, WAC 148-120-100 Conduct Violations.

Post High School Program

Deaf students who have graduated and live in the state of Washington may attend the Post High School (PHS) program at WSD. The three main focus areas are vocational/work experience training, college support, and independent living skills. While attending the program, staff will assist students in preparing to transition into work, continued vocational training, or continued college attendance in their home area. Part of the transition involves the opportunity to live in an apartment-like room on campus, plan menus, shop, and prepare meals. Program length is individualized to meet the needs of each participant, and usually lasts from three to six months. The PHS program is an extension of the academic and residential programs. It is supervised by the Principal and Director of Student Life, under the direction of the Assistant Superintendent. Staffing includes a work experience coordinator and a Student Life Counselor. Between 12:00 a.m. and 8:00 a.m. supervision is provided by the overnight Dean. The Dean, whose office is located on the same floor as the PHS student apartments, will make regular checks of the PHS students at intervals throughout the night as part of a rotation involving the 6 cottages.

For more information about the PHS program, contact WSD at 360-696-6525.

Washington State Congressional Districts



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1.0 ACADEMIC

1.1 Age of Majority

At the age of majority (18) all rights previously given to your parents will be transferred to you and you will be considered an adult student. Adult students assume and are entitled to exercise all rights, duties, and responsibilities otherwise given to parents by law. The adult student shall keep these rights until he or she has been judged incapable of exercising these rights by a court of law. At the age of majority (18) you sign your own IEPs. Parents sign IEPs for children age 17 of age and younger. Adult students who wish to have their educational records shared with their parents must sign a waiver (release of information form) giving the school the right to share the information with parents.

1.2 Attendance

All people between the ages of 8 and 18 years are required by Washington State law to attend school regularly. To ensure compliance, Washington School for the Deaf (WSD) takes regular attendance and has the following rules for excused and unexcused absences.

1.2.1 Make Up Work

You will be expected to make up all work for being tardy or absent. Teachers will provide work and timeline for completion. Suspension make up work will be given when you return to school.

1.3 Absences

You must bring a note for each absence or late arrival within three days of your returning to school. The school secretary will make a follow up contact with your parent when you are absent. You will be responsible to complete all school work upon return.

1.3.1 Extended Absences

Absences of five or more days due to illness or other health conditions require a note from a doctor or appropriate medical provider.

1.3.2 Excused Absences

Valid reasons for an excused absence include:

- Illness or health conditions.
- Family emergencies.
- Participation in school-approved activities.
- Disciplinary action or short-term suspensions.
- Observance of religious holidays.

- Other absences as permitted by law.

All other absences will be considered unexcused and may result in disciplinary action and affect a student's grades and/or IEP. Adult students (18 years old or older and who do not have court appointed guardians) may sign themselves out for vital appointments.

1.3.3 Pre-Arranged Absences

You must follow procedures to secure a pre-arranged absence. Pre-arranged absences include such activities as doctor and dentist appointments.

1.3.4 Pre- Arranged Absences Procedure

- Bring a note from a parent or guardian to the school office, student life counselor, noting the dates and reason for the absence. This note must also state the date and time to be excused and destination address. Students who are 18 or older, and who do not have court appointed guardians, may check themselves out, provided an adequate reason is given.
- The school office will issue a dismissal pass to the teacher.
- Complete all work during absence.
- Upon returning to school, contact the school office and follow the normal procedure for an excused absence.

1.3.5 Unexcused Absences (RCW 28a.225.010)

WSD will take the following action related to unexcused absences.

- On the first unexcused absence, the school will contact your parent by phone, e-mail or in writing of your absence and of potential consequences for further unexcused absences.
- After 5 unexcused absences, an attendance agreement is required to be signed by the student, principal, and parent if the student is under 18 years of age.
- If the student reaches seven (7) to 10 unexcused absences in any month, WSD is required to file a petition in juvenile court alleging a violation of Washington State's mandatory attendance law.
- Absences may affect grades, IEP goals and objectives, credits towards high school graduation, and/or sports and extracurricular activity participation.

1.3.6 Absences and Participation In School-Wide Activities

If you are absent from class for more than half a day, you are not permitted to participate in extracurricular or co-curriculum activities (day, evening or weekend). School sanctioned absences such as field trips are exceptions to this rule.

1.3.7 Truancy (RCW 28A225.015)

If you stay out of school or class without school permission, you are truant. You will receive a failing grade for classes on the day(s) you are truant.

1.3.8 Tardy

If you are late for class, you will be considered tardy. If you arrive to class more than 15 minutes late without a pass, your absence for that period will be considered unexcused. You are expected to complete class work. If you have an excessive number of tardies, you will be disciplined on an individual basis.

1.4 Classroom Observations

Your parents/ guardians are welcome to visit WSD and observe classroom activities. All school visitors must report to the school office and sign in before going to the classroom or other areas on campus. If your parent comes to pick you up from school, the secretary or principal will get you from the class.

1.5 Disruptive Items

- Items that may disrupt the education process, i.e. boom boxes, iPods, walkmans, CD players, squirt guns, water balloons, firecrackers, skateboards, roller blades, other "recreational wheels," skiing gloves, video games (e.g. Game Boy, etc.) are not permitted.
- All disruptive items will be confiscated and appropriate disciplinary action will be taken. Pagers and cell phones are not to be used during school hours.
- Special consideration maybe given for disruptive items based on a student's Behavior Intervention Plan.

1.6 Dress Code

The purpose of the Dress Code is to maintain a focus on learning and safety in our school. Common sense, decency, and safety in dress are important. WSD administrators may request that a student modify (change clothing or cover up) his/her clothing if judged to be inappropriate.

The purposes of the dress code are:

To build and reinforce work habits

To establish a good learning environment

1.6.1 Standards for WSD Dress

- Your appearance should be neat and clean, with the body covered (including completely covering the chest, midriff, stomach, and back).
- Your appearance should not be disruptive to the learning environment.
- Hairstyles will be clean and neat.
- Shoes or other footwear will be neat, clean, and in good repair and not cause damage to school floors. Shoes or sandals must be fastened/laced properly. Loose fitting shoes, sandals, shoes with wheels embedded or attached, or flip flops are potentially dangerous and not allowed.

- **Pants**
  - No baggy pants (pants or shorts falling below hips). Pants must fit with or without a belt.
  - No undergarments may show.
  - No sweat pants or pajamas.
  - No spandex, PE, or running shorts may be worn.

- **Shirts**
  - See-through or mesh shirts must have appropriate clothing beneath them.
  - No tube tops, spaghetti straps or halter tops may be worn.
  - Tank tops must have shoulder straps at least one (1) inch wide.
  - No excessive cleavage or undergarments may show.

- **Other Clothing**
  - No bathing suits (except for special swimming events).
  - No shirts or other items that advertise or promote alcohol, tobacco, or illegal drugs or has profanity, vulgarity, sexual references, or is gang related may be worn.
  - No jewelry, articles or accessories which intimidate and are or look like ammunition, deadly weapons.
  - No tight, “short” shorts, skirts, slit-skirts or dresses may be worn. Shorts, skirts, and dresses must be no more than 4 inches above mid-knee.
  - No hats, bandannas, visors, sunglasses, hair nets, do rags, shower caps or rollers during the academic day or inside school buildings including the cafeteria. For religious purposes, exceptions can be made.

- **Other**
  - No body markings with pens or markers are permitted.
  - No personal communication devices (pager, Sidekick, blackberry, cell phone, etc) to be used during school time or placed on/in student attire.

- No haircutting, permanent hair dying, body piercing, curl relaxers, perms, head shaving or permanent tattooing is permitted at WSD or at any WSD sponsored activity and after school outings.

Note: WSD reserves the right, if necessary, to add additional items to the list, especially any and all items which may affect the safety and security of the school.

1.7 Field Trips

A variety of off-campus field trips are planned during the school year by the academic staff. These field trips may include classroom trips and reward field trips. WSD staff accompanies the students on these off-campus outings and the students are supervised according to individual needs. Students and staff walk, use public transportation or use state vehicles for field trips. A copy of the WSD Academic Permission Slip for the school year is included in the registration packet for your parents to sign.
The Academic Permission Slip gives permission for you to participate in field trips going only to the locations listed. A note giving field trip details will be sent home prior to any field trip. Should your parents NOT want you to attend a certain event; they can notify the School Secretary at (360) 418 – 4341 or (360) 696 6525 ext 4341. Occasionally, field trips are scheduled which require an admission fee (admission fee is non-refundable after the tickets have been ordered).

1.8 Fines And Fees

Textbooks and library books must be kept clean and are to be handled properly. State law and school policy allow WSD to charge students for damaged, stolen, or lost school property including textbooks, reference materials, library materials, computers and equipment. If fines or fees are not paid, grades will not be released to parents or other school districts and/or graduation may be delayed.

1.9 Fund Raisers

Each fall a list of fund raising projects for the school year will be sent home.

1.10 Health Center

If you need to go to the Health Center, please do the following:

1. Get a blue slip from your teacher.
2. Go to the office.
3. Check in with the school secretary who will contact the Health Center to let the nurse know that you are coming and what health problem you have.
4. Go to the Health Center.

1.10.1 Injury or Accident

1. Report the incident immediately to the teacher in charge. If not in a supervised area, report it immediately to the nearest teacher or administrator.
2. If the incident requires immediate attention, contact or report it to the main office.

1.11 Phone Use/ Video Phone

The school office phones are reserved for school business and emergency use. Students may use the phone after school in the residential program.

1.12 Physical Education - Middle and High School Classes

- Middle and High School students are required to change clothes and wear a dark shirt and dark shorts for class. You may purchase a Physical Education shirt and shorts from the P.E. department.
- You will have a physical education locker with a lock. The fee for a lost lock is $6.50.
- You must have sneakers/tennis shoes in order to participate in class. If you do not have proper shoes, you will be asked to sit out for the class period (lose participation points).
- You must show respect for yourself, other students, teachers, staff equipments, facilities and WSD.
- When you are absent from class, you must bring a note from your parent or doctor's office.
- If you show up late to class, you must have a bring note from the office or other WSD staff. If no note is given to the physical education teacher, you will receive a zero for not being on time for class.
- No food or gum allowed in the gym. Only water is allowed in the gym. You can bring your own water bottle or get water from the fountain.
- If you refuse to cooperate with the teacher, you will be asked to sit down and receive zero points for that day. If you still refuse to cooperate, you will receive a BRF and maybe sent to the Principal's office.

1.13 Public Displays Of Affection (PDA)

Relationships naturally occur during the teenage years. Every student is expected to act in a responsible and respectable manner at all times. Age appropriate public displays of affection are defined in academic and residential procedures. Inappropriate displays of affection may form the basis for legitimate complaints of sexual harassment and other conduct code violations.

1.14 Washington State Education Standards

Washington School for the Deaf's curriculum aligns with the Washington State Learning Goals set by the Office of the Superintendent of Public Instruction by 2010. The State of Washington will have identified essential academic learning requirements (EALRs) and grade level expectations (GLEs) in each of the following content areas:

- **Reading**
- **Mathematics**
- **Science**
- **Writing**
- **Communication**
- **Social Studies**
- **Arts**
- **Health and Fitness**

1.14.1Washington Assessment Of Student Learning (WASL)

The Washington Assessment of Student Learning (WASL) measures student learning of skills and knowledge important to success in school and life. Educators use WASL results to improve teaching and to do a better job of meeting every student's academic needs. Each spring students in grades 4-10 participate in the WASL or WAAS. State and federal laws require that ALL students receiving a public education or attending private schools in the state take the state test or an alternate form of the test. The Washington Alternative Assessment System (WAAS) provides assessment options to students who are not able to participate in the WASL, with or without accommodations. WAAS test for eleventh (11) and twelfth (12) grade is offered in November. Decision on the appropriate assessment for each student is decided at the Individualized Education Plan (IEP) meeting.

1.14.2 Washington State Learning Goals

http://www.k12.wa.us/CurriculumInstruct/

The State of Washington has developed four student learning goals which provide the basis for the Essential Academic Learning Requirements (EALRs):

1. Read with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and setting.
2. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; geography; arts; and health and fitness.
3. Think analytically, logically, and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems.

4. Understand the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.

1.14.3 WASL Preparation

On Fridays WASL test taking strategies will be offered to all middle school and high school students. High school students who have met state standards for WASL will focus on work experience.

2.0 HIGH SCHOOL

2.1 Graduation Requirements

WSD and State high school graduation requirements:

- Complete the credit requirements for State of Washington (WAC 180-51-060)
- Complete WSD credit requirements (totaling 22 credits)
- Pass the WASL in reading and writing.
- If you do not pass the Math WASL, you must continue to take math courses.
- Satisfactorily complete a Senior Project.
- Prepare a Professional Development Portfolio (PDP).

Requirement	**State**	**WSD**
Language Arts	3 Credits	4 Credits
Reading		2 Credits
Social Studies (must include WSH/ US History)	2.5 Credits	2.5 Credits
Mathematics	2 Credits	3 Credits
Science (including 1 lab science)	2 Credits	3 Credits
Career /Tech Ed/Voc Ed	1 Credit	1 Credit
Fitness (PE)/ Health	2 Credits	2 Credits
Fine Arts	1 Credit	1 Credit
Electives	5.5 Credits	3.5 Credits
	19 Credits	22 Credits

2.1.2 Career Development Portfolio

All WSD high school students must complete a High School and Beyond Plan which is also a Washington State graduation requirement. This plan includes a portfolio which demonstrates your best work and is a comprehensive plan detailing your strategy for completing graduation requirements as well as succeeding beyond graduation. The plan must demonstrate that you have given significant thought to the transition from high school to life after graduation (higher education, technical school, or the world of work). You start your career portfolio as freshmen and add to the portfolio each year. When you are ready to graduate, you must present a complete portfolio to the Portfolio Board. All portfolio information is kept in the transition instructor's office. You can use WOIS (Washington Occupational Information System) which is an online resource of occupations, educational training programs and postsecondary schools. You can use the WOIS system to find information about careers and the training required to enter careers. You can also work online to create your working portfolio. This online program is also accessible to you after you graduate from high school.

2.1.3 Portfolio Development Schedule

Year	Assignments (papers) include:	Presentation
Freshman	• Exploring Self • Exploring Family • Complete Interest Surveys • Create 4 year HS plan	Self-identity and goals for High School (group presentation)
Sophomore	• Take Career Interest Test • Select 3 Careers – do research • Action plan for after graduation	Research on 3 Careers
Junior	Start: • Resume creation • Job Application • Reference List • Do intense research on 1 career • Add to action plan	Career Research Working Portfolio
Senior	• Complete Portfolio Checklist • Update Resume • Update Reference • Update Job Application • Write cover letter for job • Write letter of resignation • Write thank you letter for recommendation • Finalize action plan	Complete Portfolio Action Plan Report Action Plan PowerPoint

All research papers and presentations listed above are required for graduation from WSD. Seniors will present their complete Portfolios to a Portfolio Board. If you extend your graduation date, you will follow the junior year's expectations each year until the actual senior year.

2. 1.4 Graduation Accommodations

Students with unique limitations are given special accommodations for graduation requirements. [WAC 180-51-115 and Individuals with Disabilities Education Act (IDEA)].

2.2 Credit

You can earn high school credits in various ways on campus at WSD; at other high schools in Vancouver or through the local community college.

2.2.1 Off Campus High School Classes

WSD students with approval from the principal and Vancouver School District can attend classes at Hudson's Bay or Fort Vancouver High School. Qualified students can attend classes and earn high school credits. To be eligible you:

- must have a cumulative high school 3.0 grade point average in all subject areas to take an academic core course off campus.
- must take a course not offered at WSD.
- must earn a B grade or better in vocational course to continue off campus placement. (There is no cumulative grade point average requirement to take a vocational course.)
- must pay for expenses such as books, supplies, lab fees and other necessary materials.

2.2.2 Running Start Credit (WAC 180-51-050)

Running Start is an opportunity for WSD high school juniors and seniors to get a "Running Start" on their college education through a partnership with Clark College. In this program you may attend Clark College part or full-time and earn both high school and college credits. You are limited to college level classes (100 level and higher). College tuition is paid for by WSD.

To be eligible for running start you must:

- be a junior or senior.
- have a high school 2.5 or better grade point average.
- pass the Clark College placement exam. You will be given the Compass test, free of charge. You will be tested in three areas: (1) reading, (2) writing, and (3) math. You must qualify with college level scores in reading and writing or math.
- attend the orientation meeting at Clark College.
- register for classes at Clark.

- pay for textbooks, supplies, and any fees for the class.

Five quarter or three semester hours of community college course (at the 100 level or above) shall equal two (2) high school credits.

2.2.3 Credit Appeal

If you miss more than 15 class sessions during a single semester, you will be required to complete the credit appeals process. (School-related absences are not to be counted toward the 15 absence limit.) The purpose of the appeal will be to review your attendance history, the reasons for the absences, and to determine what requirements you must meet to earn credit. Credit is not automatically granted with an appeal application. You must complete the course requirements. Only one credit appeal per student per year will be allowed unless special circumstances exist.

2.2.4 Credit Recovery

If you fail a required course, you must retake the course and pass it to graduate. Failed courses can be made up by:

- repeating the course
- taking an alternative course to meet the credit requirement
- completing 90 hours of independent course work

2.2.5 Schedule Changes

You can make class changes for 1 week after the start of a semester. The Principal and members of the IEP team must approve any changes. If you drop or withdraw from a class after the 12th day of class, you are subject to a failing grade in that class.

2.3 Grading System (WAC 180-57-050)

	Grade	GPA (grade point average)
A =	95-100%	4.0
A- =	90-94%	3.7
B+=	87-89%	3.3
B =	83-86%	3.0
B- =	80-82%	2.7
C+=	77-79%	2.3
C =	73-76%	2.0
C- =	70-72%	1.7
D+=	67-69%	1.3
D =	63-66%	1.0
F =	62% and below	0.0

Grades "**A**" – "**B**" indicate that you have demonstrated proficiency in the state's Essential Academic Learning Requirements (EALRs) and have met the state's standard. You are earning a high school credit for this class.

A "**C**" grade indicates that, while you are passing the class and earning high school credit, you have not yet shown the core skills necessary to meet the state's standard.

A "**D**" grade is the minimum passing grade/mark. A "D" grade indicates that you have not met the standard and are in danger of failing.

An "**I**" (incomplete) identifies that you have missed school because of illness and has 6 weeks to makeup / complete work.

Grade point average is calculated by dividing the sum of the point value of all grades received for all courses attempted by the sum of the credits for all courses attempted.

Semester grades are calculated according to the one- third method. Your first quarter grade, second quarter grade, and semester exam each count for one-third of the final semester grade.

2.4 Honor Roll

Your semester grade point average will be calculated using all courses taken during that time period. WSD academic honor roll is limited to students who are enrolled full-time. The "A" Honor Roll and "B" Honor Roll are calculated using the above grade point values. If you earn a grade point average of 3.0 to 3.45, you will receive the "B" Honor Roll for the quarter and/or semester. If you earn a grade point average of 3.46 to 4.0, you will receive the "A" Honor Roll for the quarter and/or semester. If you earn an "A" in a vocational class, you will receive the Principal's Honor Roll.

2.5 Organizations

Organizations will vary year to year. The organizations are based on student enrollment, funding, and contracts for the year.

ASB (Associated Student Body)**:** The ASB helps develop leadership skills. It teaches students to be effective, ethical, and influential deaf leaders. Officers are elected for the organization. Each class has a representative on the board.

Class Officers: Grades 9 – 12 elect the following officers: president, vice president, secretary, treasurer, and sergeant at arms.

DAB (Deaf Academic Bowl) DAB is a sport for the mind. It is the equivalent of Knowledge Bowl, a fast-paced thinking team competition.

The DAB team competes against other schools for the deaf.

JR NAD (Junior National Association for the Deaf) Jr. NAD gives students opportunities to develop leadership skills, learn and demonstrate citizenship, and meet and interact with students from other schools and states.

2.6 Scholarships

Scholarships to colleges and universities are available for graduating seniors. Applications for scholarships can be obtained from the high school office.

2.7 Weekly Progress Reports

Weekly reports are sent home with you on Fridays for weeks two through eight of each quarter. Weekly reports are sent to your parents to let them know about your progress and difficulties you may be having and to allow time for you to improve your grades before the nine-week grading period ends. Your parents can contact the individual teachers about your weekly progress reports.

3.0 Divine High School Curriculum Guide

Requirements at the middle school and high school level have been established by the Washington State Office of Superintendent of Public Instruction (OSPI) through the regular and special education regulations and guidelines. In accordance with those regulations and in consideration of the needs for students, WSD has established a sequence of courses which are required or offered in the high school. WSD High School courses align with the Washington State Essential Academic Learning Requirements (EARLs).

3.1 LANGUAGE ARTS

Course placement is based on annual assessment data and teacher recommendations. Courses may be taken more than once for credit.

3.1.1 English

English Language Development (ELD)

Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
ELD English class provides support for English language learners. In this class you learn and use basic writing techniques to express yourself and develop skills for putting your thoughts on paper. Emphasis is placed on development of vocabulary, writing, and organization of thoughts, communication skills and an appreciation for printed information.

Life English

Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In Life English you learn to communicate effectively and write with skill in a variety of ways and settings. Emphasis is placed on continued development of vocabulary, writing, communication skills and an appreciation for printed information.

Practical English

Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In Practical English you learn to use the writing process to increase your ability to write clearly. You develop skills using the six-trait model of writing: ideas and content, organization, voice, word choice, sentence fluency, and conventions. You will complete expository essays, persuasive essays and a signed presentation each semester.

English

Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In English you read, discuss and analyze novels; both fiction and non-fiction; contemporary and classic novels in several genres. Reading and writing are tightly connected. Therefore, most of the writing that you do in this class (on a formal or informal basis) corresponds to the required reading. You focus on learning literary devices and clear writing as a form of communication.

Humanities
Credits: 1.0 (.5 Reading and .5 English credit)
Grades: 11, 12
Length of Course: 2 Semester Course
In Humanities you gain insight into human nature through the use of novels. Classical and contemporary fiction and nonfiction novels are studied in various genres. You focus on understanding how writers use language to provide meaning and answer questions in life. You also master literary terms. Writing well about literature is a key component to success in this class. You maintain a Reading Response Journal to document your thoughts and as a reference for class projects and/or essays.

Literature
Credits: 1.0 (.5 Reading and .5 English credit)
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In Literature you develop the skill and knowledge that you need to read with comprehension, write with skill and communicate effectively in a variety of ways and settings. Emphasis is placed on continued development of vocabulary, writing, reading, signed communication skills and an appreciation for literature. Students can expect to read a broad range of literature.

3.1.2 Reading

ELD Reading (English Language Development)
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In ELD Reading you develop reading strategies and improve your reading comprehension. You read English as a Second Language (ESL) materials as well as short stories, journals, and novels. You focus on vocabulary development, grammar, and literary elements in short stories.

Life Reading
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In Life Reading you develop reading strategies, grammar, and reading comprehension skills. You read ESL materials as well as short stories, journals, and novels. You focus on vocabulary development, grammar, and literary elements in short stories.

Practical Reading
Credits: 1.0
Grades: 9, 10, 11
Length of Course: 2 Semester Course
In Practical Reading you focus on developing skills in organization, critical thinking, reading and writing. You learn reading strategies that help to improve your comprehension and allow you to ask and answer increasingly complex questions.

Career Reading
Credits: 1.0
Grades: 12
Length of Course: 2 Semester Course
In Practical Reading you improve your reading skills by reading for daily living purposes: for example - understanding rules of the road, understanding the classified ads, reading news articles, reading articles related to daily living, reading and understanding important documents (utility bills, stop service, SS letters, etc).

3.2 MATHEMATICS

Geometry / Algebra Preparation
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
Geometry/ Algebra Preparation is designed to help bring you to grade level performance on the state mathematics standards. The class includes concepts of real numbers, solutions of simple equations, some geometric concepts, approximation, estimation, relationships, and applying procedures from algebraic sense.

Career Math
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
Career Math includes the following major topics: using percentages, insurance, checking and savings accounts, credit, automobile expenses, taxes, housing, personal finance, budgeting, and investments.

Algebra 1A
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In Algebra 1A you study writing and solving equations using addition, subtraction, multiplication and division; the algebraic order of operations; graphing with coordinates; ratios; problem solving; and symbol manipulation.

Algebra 1B
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
Prerequisite: Algebra 1A
Other Requirements: Teacher Approval
In Algebra 1B you study basic terminology and definitions, properties, and methods of solving linear and quadratic equations; the four basic operations with polynomials; factoring; applying skills through story problems; graphing linear equations; and solving systems of equations. You make connections to the real world.

Algebra II
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
Prerequisite: Algebra IB
Other Requirements: Teacher Approval
In Algebra II you study topics including: linear equations and inequalities, functions, polynomials, and complex numbers. You are expected to solve problems, reason logically, communicate understanding, and make connections to the real world using course concepts.

Advanced Algebra
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
Prerequisite: Algebra IA
Other Requirements: Teacher Approval
In Advanced Algebra you learn the skills you need to be successful in trigonometry. Emphasis is placed on linear equations, inequalities, polynomials, complex numbers, and a review of basic arithmetic skills.

Geometry

Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
Prerequisite: Algebra IA
Other Requirements: Teacher Approval
In Geometry you review Algebra skills. Graphing skills are reviewed and developed and ratios are used in problem solving situations. You are introduced to geometric properties, spatial visualization, conjecture, and explanation (proof) and you utilize these in problem solving. The development of logical thinking patterns, which can be applied to everyday life, is stressed. You will be expected to solve problems, reason logically, communicate understanding, and make connections to the real world using course concepts.

3.3 FITNESS/HEALTH

Physical Education/ Health

Credits: .5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester / May be repeated for credit
The Physical Education program at Washington School for the Deaf is committed to teaching students lifetime fitness activities through a variety of physical exercises and games. All activities will emphasize the development of skills, knowledge, and rules. Techniques and safety are taught as they relate to each activity. You participate in group and individual activities to develop strength, flexibility, endurance, and cardiovascular fitness. You learn about health topics: current issues in mental, emotional, and physical health.

3.4 SCIENCE

General Science

Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In General Science you learn how the scientific method is applied in biology, physics, chemistry, and earth science. You explore and use science processing skills to discover science concepts. You employ and sharpen your inquiry and questioning abilities by performing a variety of investigations.

Biology
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
Biology is a lab science course including the topics of: cell structures and processes, the atomic nature of matter, the periodic table and living systems, the molecular basis of heredity, human body systems, and the interrelationships between animals, plants and microscopic life forms. You perform laboratory observations and experiments while learning the processes performed by living organisms and the roles they perform in the ecosystem. You are introduced to principles associated with the Washington State's Essential Academic Learning Requirements (EALRs) to help you prepare for the 10th grade WASL.

Earth Science
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In Earth Science you learn about our universe, the earth's internal processes, earth's physical properties, and the makeup of the natural world. A focus on the world's energy and environmental problems caused by humans is investigated. This is a lab-based course.

Physical Science
Credits: 1.0
Grades: 9, 10, 11, 12
Length of Course: 2 Semester Course
In Physical Science you learn about matter, energy, motion, and the relationship between them. Topics such as atomic structure, physical and chemical changes, classification of elements, heat, light, sound force, simple machines, and electricity are explored.

3.5 SOCIAL STUDIES

Washington State History (WSH)
Credits: 0.5
Grades: 9, 10
Length of Course: 1 Semester
Graduation Requirement:
In Washington State History you explore both the geography and history of Washington State. You use the 5 Themes of Geography (Location, Place, Human-Environmental Interactions, Movement and Regions) to learn about the role of Washington's geography in our daily lives. You use

maps, charts, and other geographic tools to understand the spatial arrangement of people, places, resources, and environments in Washington. You trace Washington's history from pre-history to modern events and learn about Washington's impact on both the nation and the world. You also explore the challenges faced by the State of Washington today and for the future.

U.S. History

Credits: 1.0
Grades: 11
Length of Course: 2 Semester Course
Graduation Requirement:

In U.S. History you learn about the time period from the origins of the United States through the Reconstruction Period. You explore issues facing ethnic groups residing in North America. You learn skills of critical analysis and understand the themes of revolution, rebellion, and activism. Topical areas include early exploration, the road to revolution, the American Revolution, slavery and the abolitionist movement, the Civil War and Reconstruction. You also study immigration and the industrialization and unionization of the United States. You learn about the role of the United States in the global arena and contemporary U.S. issues.

Contemporary World Problems (CWP)

Credits: 1.0
Grades: 12
Length of Course: 2 Semester Course
Graduation Requirement:
Contemporary World Problems (CWP) is a senior social studies class designed to involve you in a systematic study of major world problems and their causes. As citizens of a major world power, it is necessary for you to understand the complex relationship between the United States and the other nations of the world. Directly and indirectly there relationship affects your present and future lives. The four major units studied throughout the year are geography, civics, Constitution (state and nation), American government, and current American and world issues.

3.6 ELECTIVES/OCCUPATIONAL EDUCATION

ELECTIVE GRADUATION REQUIREMENT: 3.5 credits
OCCUPATIONAL GRADUATION REQUIREMENTS: 1 credit
Courses are offered on a rotating basis. Not all classes are offered each year. You will be placed in courses based on your High School and Beyond Plan.

Deaf Studies
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
In Deaf Studies you will be introduced to the language, culture and community of Deaf people. Topics include history of Deaf people and the contributions of Deaf people to society, education, sociology, language, legal issues, art & literature, services for the Deaf, organizations, assistive technological devices, and the nature of the Deaf experience.

Drawing and Painting
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester / May be repeated for credit
Other Requirement: $15 materials reimbursement
Fine Arts Credit:
In Drawing and Painting you explore drawing and painting techniques and materials. Materials include pencil, charcoal, colored pencils, watercolor, ink, markers, and acrylic. You keep a sketchpad for drawing practice.

Elements of Art
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester / May be repeated for credit
Other Requirements: Materials reimbursement
Fine Arts Credit:
In Elements of Art you learn fundamental art concepts through the exploration of various media. Composition and creativity are emphasized, and you are encouraged to experiment with different subjects and styles. You keep a sketchbook and to create a portfolio of your work.

American Sign Language
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester / May be repeated for credit
In American Sign Language you increase your ASL skills by learning grammatical features, vocabulary, syntax, and communication behaviors such as turn-taking, gaining attention, managing line of site, etc.

American Sign Language II

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester / May be repeated for credit
In American Sign Language II you continue to increase your ASL skills by expanding your knowledge and use of grammatical features, vocabulary, and syntax and communication behaviors. You learn to use ASL for public speaking.

Basics of Sewing

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Other Requirements: Materials reimbursement
Occupational Credit:
In Basics of Sewing you learn to make minor repairs on clothing. Using the proper equipment and techniques you sew a clothing project.

Career Education

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Occupational Credit:
In Career Education you explore careers and your own career options. You have the opportunity to prepare for work or for further training, and to explore job opportunities which fit your interest and skills. You complete interest assessments and surveys. You work on your school portfolio. This class helps you develop communication and social interaction skills specifically related to competitive employment. You participate in direct instruction, role-plays, and modeling and simulation activities.

Consumer Science

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
In Consumer Science you compute down payment, finance charges, and insurance premiums when buying a car. You determine the costs involved in renting an apartment. You compare money investments and insurance, complete income tax forms, and calculate statistics used in advertising and opinion polls. You complete units on credit cards, warranties, and unit pricing/ comparison shopping.

What's Cooking
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Other Requirements: Course Fee
Occupational Credit:
In What's Cooking you improve your food preparation skills and to increase your independence in preparing foods. Cooking is a life skill that can be developed with practice.

Drama
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Fine Arts Credit:
In Drama you are exposed to acting techniques and scene study, along with movement and signing styles designed to allow you to perform in different styles and periods. You analyze scripts and gain an understanding of motivations, character interpretations choices, and practice English-to-ASL translation skills. This course gives you opportunities to increase your self-confidence and improve communication skills.

Golf
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Other Requirements: Course Fee

In Golf rules, regulations, and golf etiquette are introduced. The basics of grip, techniques of a proper swing, and elements of the game are introduced. Descriptions and practice of putting, chipping, pitching and the full swing are introduced in this course and practiced at local driving ranges.

Graphic Arts
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Fine Arts Credit:
In Graphic Arts you explore visual communication as it applies to commercial art careers. You create original posters, magazine and book designs, illustrations, and communicate identity through logo designs. You learn and use technical skills with traditional drawing and painting media and with Adobe Photoshop, and Adobe Illustrator computer software programs. You analyze and critique artworks, discuss aesthetic

issues, and understand the evolution of letterforms and origins of graphic design in the history of art. The project based class stresses visual communication skills, art theory, quality work and meeting deadlines.

Graphic Arts II

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Fine Arts Credit:
In Graphic Arts 2 you explore visual communication as it applies to commercial art careers. You create original posters, magazine and book designs, illustrations, and communicate identity through logo designs. You learn and use technical skills with traditional drawing and painting media and with Adobe Photoshop, and Adobe Illustrator computer software programs. Graphic Arts 2 is a project based class which stresses visual communication skills, art theory, quality work and meeting. You work in co-operation with the Journalism class to set up a lay-out pattern for a monthly school newspaper. You perform typesetting, proofreading, setting up lay-outs, formatting, printing and deliver the finished product on time to the school.

Introduction to Keyboarding

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Occupational Credit:
In Introduction to Keyboarding you are introduced to using proper keyboarding skills when using a computer. Keyboarding software is used to improve speed and accuracy.

Introduction to Technology

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Occupational Credit:
In Introduction to Technology you develop computer and keyboarding skills that are needed for college preparation and personal use. You prepare documents, spreadsheets, presentations, and databases using the Microsoft Office programs Word, PowerPoint, and Excel.

Introduction to Music

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Fine Arts Credit:
In Introduction to Music you are introduced to the fundamentals of music as aligned with the national standards for music education. You learn basic technique on an assortment of authentic instruments from around the world. You learn drumming music from Africa and the Caribbean while you also learn to read and write music. You utilize the skills of communicating and listening, cooperative teamwork and respect for others as you learn to work and perform as a musical ensemble.

Journalism

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester / May be repeated for credit
In Journalism you write, edit and design the school newspaper and other public service school documents. The course offers instruction in writing and reporting skill, newspaper editing and design and journalism ethics. Basic writing skills are desirable. Students work in teams and independently.

Personal Fitness

Credits: 0.5 credits
Grade(s): 9, 10, 11, 12
Length of Course: 1 Semester
Alternate Fitness/Health Credit:
In Personal Fitness helps you improve and maintain your health. You participate in noncompetitive aerobic fitness activities, as well as nutrition and wellness activities.

Yearbook Production

Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester / May be repeated for credit
Fine Arts Credit:
In Yearbook Production you design and edit the school yearbook.
You receive on-the-job-training in writing, graphic design, photography, advertising, sales, printing, art, business management, accounting, operating a computer in a business setting, and clerical skills. You work in teams and independently. Meeting deadlines is stressed.

Video Editing
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Occupational Credit:
In Video Editing you gain an understanding of video production techniques and assist in the production of a high school video news program. You use ideas to create scripts and shot-lists to be the basis of projects. This course enhances your skills and knowledge related to communication with prospective employers, as well as relating to the various elements of video production careers.

Web Design
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Occupational Credit:
Web Design teaches the basics of building and maintaining a site on the World Wide Web. You learn HTML, a basic Internet computer language, as well as other software tools including Macromedia Dreamweaver and Fireworks. Emphasis is placed on both information and graphic design, stressing four basic design principals: balance, proximity, unity and contrast.

Woodshop
Credits: 0.5
Grades: 9, 10, 11, 12
Length of Course: 1 Semester
Occupational Credit:
In Woodshop you learn through hands-on activities and demonstrations. You learn basic and intermediate tools and equipment used in woodworking and demonstrate their safe use. You gain knowledge, skills and abilities that enable you to construct small wood structures and projects. You are evaluated with safety quizzes, tests, projects and daily classroom involvement.

Work Based Learning
When you are enrolled in work based learning class, you work toward the mastery of these Essential Academic Leaning Requirements in **Work-Based Learning**.

- **Applied Learning**: Integrate and apply basic skills and technology for employment and life-long learning.
- **Work Habits and Experience**: Demonstrate attributes appropriate for employment.

- **Technical/Professional Skills**: Develop and apply technical/ professional career skills within a chosen program or advanced study.
- **Career path Awareness and Transition**: Identify a career path and demonstrate skills necessary to transition to advanced levels of education, training, and /or employment.

Work-Based Learning

Credits: 0.5
Grades: 11, 12
Length of Course: 1 Semester / May be repeated for credit
Occupational Credit:
Prerequisites: Instructor Approval
In Work-Based Leaning you are placed in a work site that is appropriate to your previous learning experience and educational goals which are formalized through a work-based learning plan. You have an opportunity to work in the community or on school campus at a variety of work sites. You develop of pre-vocational and vocational skills. A major goal of the Work-Based Learning is to place seniors in off campus work experience which gives you a "real life" working experience.

Peer Tutoring

Credits: 0.5
Grades: 11, 12
Length of Course: 1 Semester
Occupational Credit:
Prerequisites: Instructor Approval, good role model, motivated
In Peer Tutoring you are a role model and mentor a student or students. You work with students, both in and out of the classroom setting. Assignments may include tutoring, reading, math, and other academics courses. Tutors are supervised by the classroom teacher and also receive directions from the Work-Based Learning Coordinator.

Teacher's Aide

Credits: 0.5
Grades: 11, 12
Length of Course: 1 Semester
Occupational Credit:
Prerequisites: Instructor Approval
Other Requirements: exhibit good attendance; good role model.
As a Teacher's Aide you are a role model and supervise a student or students. You work with students, both in and out of the classroom setting. Aides are supervised by the classroom teacher and also receive directions from the Work-Based Learning Coordinator.

Cafeteria Aide

Credits: 0.5
Grades: 11, 12
Length of Course: 1 Semester
Occupational Credit:
Prerequisites: Instructor Approval
Other Requirements: Exhibit good attendance; good role model
As a Cafeteria Aide you receive on-the-job training involving the use of kitchen equipment, food preparation, service, and cleanup.

Other On-Campus Work Opportunities

Credits: 0.5
Grades: 11, 12
Length of Course: 1 Semester / May be repeated for credit
Occupational Credit:
Prerequisites: Instructor signature
Other Requirements: Dependability

Cafeteria Student Assistant, Cottage Garbage Recycling
Groundskeeper Student Assistant, Janitorial Assistant
Library Assistant , Lunch Recycling
Mail Delivery, Maintenance Student Assistant
Newspaper Delivery, Nurse Assistant
Office Assistant, Recycling

Off-Campus Work Opportunities

Credits: 0.5
Grades: 11, 12
Length of Course: 1 Semester / May be repeated for credit
Occupational Credit:
Prerequisites: Instructor Approval
Other Requirements: Exhibit good attendance, responsibility

ARCO
Brigand's Hideout – educational agricultural farm
Central Park Day Care – child care assistant
Humane Society – care for animals
Igloo – helper in restaurant
Les Schwab - tire / brake service
Maaco – auto body
Paws and Claws – shelve items at thrift store
Target – fill shelves
Pearson Air Museum
Portland Zoo – clean up
WSSB - maintenance

4.0 SPORTS

4.1 Varsity Sports

The WSD varsity sports program is under the rules and regulations of the Washington Interscholastic Activities Association (WIAA). WSD follows the WIAA criteria for eligibility to play. WSD reserves the right to increase the standards to a higher level for eligibility. Poor academic performance and/or not meeting behavior expectations may affect eligibility to play in varsity sports.

4.2 Expectations

As a sport participant you represent the Washington School for the Deaf. You are a leader of the WSD community and therefore are expected to display a positive attitude, knowledge and skills. As a member of any WSD sports team you are always expected to exhibit positive sportsmanship towards yourself and others on and off the field/court and/or campus.

4.2.1 Sports Participants Will:

- Maintain good grades in school. (See below)
- Attend and perform at all practices, games, pep rallies, and related events.
- Show up at all practices and games on time, displaying positive energy, team spirit, and sportsmanship.
- Know and perform sport events, skills and rules.
- Wear appropriate clothing on game days and other related activities
- Display responsibility, teamwork skills, communication skills and positive attitude.
- Take good care of game clothing and equipment.
- Ask Head Coach for permission to miss practice/s or games. Permission will be granted for illness, doctor appointments, school related activities such as field trips, etc.
- Provide written note from parent, teacher, and doctor or student health center for late or missed practices/games.

4.2.2 Grades

As a participant you will be placed on Academic Probation (AP) if your grade point average (GPA) falls below 2.0 or if you receive an “F” in any of your classes. There will not be an AP list during the first five weeks of each quarter. The Dean will compile the AP list after the information is sent in by the teachers. The AP list will be sent to both the academic department and the residential department after the 5th week of each

quarter. When you are on AP, you will be given two weeks to pull up your grades. If you are not able to pull your grades up within the first two weeks (of being on AP), you will be placed on AP for an additional **three** weeks and will also be removed from any athletic team that you are involved with (football, volleyball, basketball, etc).Residential students on AP will have additional restrictions as outlined in the residential level system.

4.2.3 Varsity Sports Rules

You will be removed from the team if you:

- Are on AP (Academic Probation) See above.
- Are in possession or use alcohol, or illegal drugs on school grounds or activities.
- Are involved with any illegal or dangerous activities.
- Have 2 unexcused tardies to practices or games.
- Miss 2 practices without coach's approval.
- Miss 2 games without coach's approval.
- Display poor sportsmanship on more than 3 occasions during games, practices or events.
- Display a negative and uncooperative attitude consistently towards Coaches, staff, peers and teammates.
- Do not learn game skills or rules due to lack of effort.
- Do not follow the Student Conduct Code.

Academic School Hours:
Receive:
2 - Level 2 BRF's or
1 - Level 3 BRF's

4.3 Roadrunner Classic

The boys' and girls' basketball teams and the DAB (Deaf Academic Bowl) team will compete in the Roadrunner Classic. This year the Roadrunner Classic will be held at the New Mexico School for the Deaf. WSD will pay for transportation, entry fees, food and staffing for this event.

4.4 WSBCC (Western States Basketball and Cheerleading Classic)

The boys' and girls' basketball teams and the cheer squad participate annually in a basketball tournament and cheering competition called the Western States Basketball and Cheerleading Classic. Seven other schools for the deaf participate in the event each year. The girls' and boys' basketball coaches will each select ten players for the team, plus a manager; the cheerleading coach will select five varsity cheerleaders to compete. Players selected will be required to pay for airline fares prior to the time the tickets are purchased. WSD will pay for entry fees, food, and staffing.

5.0 TRANSPORTATION

5.1 Student Vehicle Contract

All students driving cars to school:

1. must show proof of having a valid drivers' licenses
2. must maintain car insurance and show proof of insurance
3. must complete and be approved for a WSD student vehicle contract prior to driving to school
4. must maintain a C- or above grade in all subjects on the weekly progress report
5. must follow all existing traffic laws
6. must observe the 5 mph speed limit while driving on school grounds
7. must park their cars in the main parking lot
8. may not go to their cars during the school day without permission from the high school office
9. may not allow other students without signed parent approval and appropriate completed transportation paper work
10. can use his/her vehicle for work related activities

Student Vehicle contract forms are available at the high school office or transportation secretary. Car problems are not an excuse for being late to school. Violation of these rules may result in loss of driving privileges.

5.2 ESD Bus Service - Day Students

Educational Service District (ESD) 112 provides transportation for all day students. Students regardless of age must comply with bus service rules and all behavior expectations. Parents can cancel or make changes to day transportation by contacting ESD Specialized Transportation at (360) 750-7510.

5.3 Charter Bus Service and Flights - Residential Students

WSD contracts with a charter bus service for transportation for residential students. Students regardless of age must comply with bus service rules and all behavior expectations.

- Parents/guardians must provide adult supervision on Sundays for
- minor child (under 18) while waiting to board the bus/plane.
- Parents/guardians are responsible for being at the bus stop/plane gate at the scheduled time of arrival. A minor child (under 18) may not wait at the bus stop/airport unattended.
- Parents/guardians must have a signed release on file to designate another adult to drop off or pick up their child.
- Please approach the transportation monitor/airline representative to sign out your child. Be prepared to show identification.
- WSD will transport a student only to his/her designated flight/ bus stop.
- When your child is not going to use WSD transportation, a release form must be completed and given to the transportation secretary on or before 5:00 p.m. Tuesday of that week.

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5.3.1 Bus or Airline Cancelation

- Parents will be called if chartered buses or airlines are not able to transport students.
- Updates will be posted on WSD's Information Line at (800) 418-4332.
- If you have questions, please call the transportation secretary during the week at (360) 696-6525, ext. 4361.
- On Fridays and Sundays, the transportation secretary can be reached at (360) 921-1443 (cell) or (360) 408-0472 (pager).

5.3.2 Emergency Bus or Airline Situation

If a parent/guardian has an emergency situation and knows he/she cannot make it to the bus stop or airport on time, the parent/guardian can call the bus monitor or the transportation secretary and special arrangements can be made for student pick-up.

5.4 Frequent Flyer Miles

Washington School for the Deaf establishes, maintains, and redeems mileage plans for all students for whom the school provides air transportation. All air travel is purchased with State funds and as such the frequent flyer miles earned by these purchases must remain property of the WSD. All frequent flyer mileage reimbursement will be used for State business. **At no time shall any frequent flyer mileage be exchanged for student's personal travel.**

If a parent/guardian has an emergency situation and knows they cannot make it to the bus stop or airport on time, the parent/guardian can call the bus monitor or the transportation secretary and special arrangements can be made for student pick-up.

5.5 Missed Transportation

If a student misses the WSD provided transportation on any scheduled travel day, the student's parent and/or the student (if over 18) will assume responsibility for transporting the student back to WSD.

When the bus/plane arrives at its designated stop and a parent/guardian is not there to pick up a student the bus/airlines will wait 15 minutes past the designated arrival time. A student 18 years or older may be left alone at the stop/gate without supervision unless otherwise noted on the ESP checklist.

6.0 RESIDENTIAL PROGRAM

The WSD Residential Program is part of an integrated approach to the learning and development of our students. Our program offers independent living skills, academic assistance, a language-rich environment, celebration of cultural diversity, after school programming and community-based involvement. The residential program not only includes student housing, but also encompasses extracurricular activities and student transportation.

WSD's Residential Program focuses on the safety and care of our students. Staff help students to develop positive self-esteem and a positive self-identity through our multi-aged family groupings, social interactions and high staff-to-student ratios.

6.1 After School Program

The residential after school program is available for both residential students and day students. The program begins at 3:30 PM and ends at 5:30 PM unless an intramural or varsity sports game is scheduled at a different time. The residential after school program includes the following:

Varsity sports: (See 4.0 Sports)

* Boys Football *Girls Volleyball *Coed Cheerleading * Girls and Boys Basketball * Track

Sample of electives offered: * Auto Mechanics *Swimming * Cooking * Yearbook *Dance * Study Hall *Gardening *Photography *Crafts *Bowling

Intramural sports for elementary and middle school: * Soccer *Basketball *Volleyball

Special Olympics: *Basketball *Soccer

6.1.1 Electives

The electives offered each quarter are chosen by the recreation staff in conjunction with students and SLCs. The residential program goals include the elective program.

6.2 Chores

Each student is expected to maintain a clean, neat bedroom that includes making his/her own bed, storing clothes properly, and emptying the bedroom trash daily. In addition, each residential family divides the daily residential section chores among the student family members, designates who will do the specific chores, and lists these on the cottage bulletin board. Assignment of these may be changed throughout the school year.

6.3 Off-Campus Sign-Out Procedures

WSD is a closed campus, which means that residential students are not allowed to leave campus from 3:00 p.m. to 8:00 a.m., without specific permission from the student's SLC.

1. Residential family short trips (family outings)

Residential families may decide to take short trips off campus during free times. These evening trips are approved by the SLCs. The Dean or Director of Residential Services will be informed of the details of the trip before the family leaves the WSD campus. SLCs complete the "WSD Activity/Club/Field Trip Request" form.
These trip details include:

- where they are going
- what they will be doing
- who will be going
- student supervision requirements
- who will be supervising the trip
- what transportation will be used (number of vehicles and drivers)
- what time they plan to return
- meal requirements
- what the back up safety plan is (to address student behavioral issues), and how help will be called if needed (phone, pager, etc.

- Complete the WSD Permission Slip – Activity/Outing form.

WSD must have a written consent signed by the parent/guardian for their child to participate in supervised off-site activities. This blanket authorization includes expected school and family type activities. Unusual activities may require additional parental permission; check with your Dean or the Director of Residential Services for more information about this.

Before leaving on a group field trip, the SLC shall ensure that:

- A written list of students participating is maintained
- At least the 1-to-7 residential staff-student supervision ratio is maintained
- A first aid kit is available in the vehicle
- A WSD state vehicle is used
- Each vehicle occupant wears a seat belt
- All staff and students (7th grade and older) carry picture IDs
- Students are appropriately attired for the trip

Note: Emergency information and medical treatment authorization for each student in the group is available through the school nurse.

Staff should remember that when leaving campus with a group of students, you and your group are representing WSD and should behave accordingly.

2. High school student sign out procedures

Only high school students may sign out off campus for unsupervised local trips.

A.) Before students are allowed to sign out the following must occur:

- The Dean, in consultation with SLCs, determines that the student is very responsible and well behaved.
- Parent and the student must sign the "Parent/Student Acceptance Form."
- The student will meet with the Dean and expectations will be clearly explained.
- All students are required to have a school student ID on their person when going off campus. The student ID has emergency contact information. (If a student loses their ID there will be a $5.00 fine and a two-week replacement time.)

B.) Days and times that sign out is allowed:

- Non-elective days - 3:30 p.m. – 8:30 - 9:30 p.m. (depends on level)
- Elective days - 5:30 p.m. – 8:30 - 9:30 p.m. (depends on level)

All students (except ILS Gold Level students) are required to attend electives between 3:30 p.m. and 5:30 p.m. on elective days. ILS Gold Level students have the option of attending electives or signing out off campus.

C.) Sign outs are up to SLC discretion - staff can say "no".

D.) Students who are on Academic Probation may not sign out off campus. This includes students enrolled in the ILS Program.

E.) Students may sign out to public places only. Students may not sign out to private homes.

F.) Students will walk or use the city bus. Students will not go in private vehicles or use recreational wheels (scooters, roller blades, bicycles, etc.).

G.) Students will sign out in a group of three or more, and will stay with his/her group at all times when off campus.

H.) Students will accurately complete and sign the "WSD Off Campus Sign Out Sheet" (Sign Out Sheet). Staff will not sign the Sign Out Sheet unless all information is complete and legible. Students pro vide the following information on the Sign Out Sheet:

- date of travel
- full name
- destination (exact locations)
- names of who you are going with
- time leaving
- expected time or return
- actual time of return

SLCs will initial the Sign Out Sheet before students may leave.

The Dean will collect sign out sheets on Thursday and do random off campus checks to ensure compliance with sign out expectations.

I.) Students who are late may lose sign out privileges.

J.) When a student is 30 minutes late, staff will follow the Missing Students procedure (# H-7).

K.) Students will call the WSD nurse at 418-4333 if they have a problem off campus. The nurse will contact the Dean or the Director of Residential Services.

L.) Students may sign off campus Monday through Thursday. No sign-outs are allowed on travel days or holidays. Sign-outs can be a combination of the below areas:

Area	Area Includes	Time Limit/How Often
Area 1	Igloo, Blind Onion & Market Deli, Arco, Quick Stop, Grand Mart *(Evergreen Blvd. to Mill Plain Blvd. & E. Grove St. to Winchell Avenue)*	30 minute time limit 2-times a week
Area 2	Fred Meyer and surrounding area *(Mill Plain Blvd. to Fourth Plain Blvd. & E. "Z" St. to Norris Road)*	2-1/2 hours 1-time per week
Area 3	Vancouver Mall area, Ross, TJ Max, Target, Office Max, Chevy's, Burgerville, Taco Bell *(NE Vancouver Mall Loop to N.E. Fourth Plain Blvd. & N.E. 94th Ave. to N.E. 77th Avenue.*	2-1/2 hours 1-time per week

M.) How often and where a student is allowed to sign out depends on the student's level on the Level System. See chart below:

Level	***Areas***	***How often***	***Check In time***
Gold	***1-2-3***	***unlimited***	***9:30 p.m.***
Silver	***1-2-3***	***4 times per week***	***9:00 p.m.***
Bronze	***1***	***1 time per week***	***8:30 p.m.***
Copper	***none***	***none***	***N/A***
Honor	***1-2-3***	***4 times per week***	***9:30 p.m.***
Okay	***1-2-3***	***2 times per week***	***9:00 p.m.***
Warning	***none***	***none***	***N/A***
Discipline	***none***	***none***	***N/A***

N.) Students will abide by the Student Conduct Code at all times.

O.) Students will follow all Washington Revised Codes to include, but is not limited to, laws pertaining to drug, tobacco and alcohol purchasing, distribution and consumption.

P.) The consequences for not following the above expectations will be loss of sign out privileges and/or other disciplinary action according to the WSD Behavior Management System and the Student Conduct Code.

3. Sign out procedures for other student off-campus visits

The "Consent To Leave Campus" form allows the parent/guardian to designate certain persons that are permitted to take his/her child off-campus. This completed form provides the name, address, relationship, and telephone number of up to three friends or relatives that parents give written permission for their child to leave campus for outings and/or overnight or weekend visits. It also designates persons who may not take the student off-campus (or other restricted visitation). The SLCs have a copy of the signed parental permission form for each student. If a person is not listed on the signed parental permission form, a parent can fax signed written permission to the Student Life fax (360-418-4358).

Follow this procedure:

A.) The student who wants to leave campus tells the SLC of the upcoming departure, including who s/he will be visiting (the receiv ing adult) and the estimated departure and return times.

B.) The SLC checks the student's signed parental permission form to ensure that the proposed receiving adult is permitted to take the student off-campus. If the proposed receiving adult is not on the writ ten parental permission form, the SLC tells the student that the visit is not permitted and suggests the student get written permission from his/her parents.

C.) If at any time the SLC is not sure if the proposed receiving adult should take the student off-campus, contact the Dean or Director of Residential Services.

D.) At the designated time, the receiving adult presents himself/herself to the SLC. The receiving adult shows the SLC picture ID (prefer ably a driver's license) for positive identification.

E.) The student then accurately completes and signs the "WSD Off Campus Sign Out Sheet."

6.4 Residential 7/10 Level System

The Residential Level System is a behavioral management tool designed to encourage students in grades 7-10 to develop and earn their privileges and freedoms while learning how to be responsible. Students may move up or down four levels depending on their behavior and level of responsibility. The four levels are:

Honor
Okay
Warning
Discipline

Movement between levels will depend upon behavior in various areas such as: fulfilling expectations, showing respect for others, demonstrating responsibility, using good manners and achieving their potential in the educational setting. Additionally, movement within the Level System may be affected by behavior during transport to and from school.
NOTE: The Administration, in consultation with Student Life staff, reserves the right to modify this program when deemed necessary and appropriate.

At the beginning of the school year or upon enrollment, students will begin on Okay level and remain on that level for at least two weeks. Maintaining this level indicates that the student is consistently meeting the expectations of the Residential program. To better evaluate student readiness for level changes, students will remain on a level for at least one level movement period (six consecutive residential days). Generally, level movement periods are Sunday through Friday. Students with special needs or unique circumstances may be placed on a daily level system. Level movement forms will be distributed to the following people:

Superintendent
Assistant Superintendent
Director of Residential Services
School Principal
Student Life Deans
Student Life Counselors
Teachers
School Counselors
Athletic Director
Coaches

Any behavioral infractions will be written on a Behavioral Referral Form (BRF). BRFs will be addressed and documented immediately or shortly thereafter. SLCs will discuss and provide corrective information and appropriate changes in the level when necessary. SLCs will meet with their respective students to review their performance weekly. The Level System is designed to teach responsibility and appropriate behaviors.

Students who have been suspended as a result of disciplinary proceedings will return to school on the Discipline level for one level movement period.

When students are on the Warning level or Discipline level during the last week of the school year, SLCs have the right to recommend those students return at that same level in the fall.

6.4.1 Homework

The residential staff will offer support to ensure all students complete homework assignments. SLCs will check student's homework daily, assist when needed and counsel students when homework assignments are not completed. Students who are on Academic Probation (AP) are automatically placed on the Warning level until they are removed from the AP list.

6.4.2 Classroom Behavior

Classroom behavior during school hours will be shared with the student's SLC. The SLCs will work with the student, the school and parents in addressing such behaviors. Behaviors during the academic day will be considered when SLCs determine student levels.

6.4.3 Honor Level

A student can move to or remain on the Honor level when he/she:

- Shows good leadership and fellowship and is willing to participate in student activities
- Shows maturity, a high level of responsibility, is trustworthy and consistently makes good decisions (This includes, but not limited to, chores and schoolwork)
- Displays a pattern of cooperation and respect toward staff and other students and is willing to help others
- Meets all residential and academic expectations
- Follows all WSD policies and procedures
- Consistently complies with all transportation rules
- Uses excellent time management skills
- Has excellent attendance in school
- Is passing all classes with a C or better
- Has not been on Academic Probation (AP) for the previous 4 weeks
- Has not had any BRFs for the previous 4 weeks

When a student feels ready to move to the next Honor level, he/she may request an application from his/her Student Life Counselor (SLC). The application must be signed by the school Principal and the student's parent/guardian prior to being submitted to their SLCs. Their SLCs will determine whether the student applying for Honor level has met the criteria stated above and will consider input from academic staff prior to the acceptance or denial of the Honor level application. Honor level students will be awarded an identification card that must be in their possession at all times. When asked, students on the Honor level will display their card to the adult requesting identification. Failure to meet the expectations of this level will result in a drop on the level system.

6.4.4 Honor Level Privileges

In addition to having all Okay level privileges, Honor level students also have the following additional privileges.

1. Bedtimes:

High School (9th & 10th)	Middle School (7th & 8th)
Quiet reading – not required	Quiet reading – not required
Lights out – 11:00 p.m.	Lights out - 10:00 p.m.

2. All students will check in with their residential staff immediately after school.
3. May have independent study time.
4. May attend all social activities (on and off campus).
5. May have first choice of limited openings for special events.
6. Visits to other residences allowed without a blue slip. Students must have their Honor level ID cards with them.
7. Must sign in/out at all times.
8. High school students may, with prior approval of their SLC, sign out until 9:30 p.m. Students must be in groups of 3 or more and notify SLC of the mode of transportation for returning to WSD. High school students on Honor level may sign-out to Area 1, 2 and 3 up to four times a week.
9. May spend the night at another residence once a week with permission from the SLCs and the Dean.
10. May participate in the special Honor level activity scheduled each month.
11. Academic input is considered very crucial to this program. Significant infractions of the academic program rules will prohibit the attainment of Honor level and will result in a drop in the level. If a student's academic status or behavioral status in the school is significantly below their potential, the Honor level status will be revoked. The school Principal will notify the Director of Residential Services in order to review the student's Honor level status.

NOTE: Please keep in mind, students who reach the Honor level have demonstrated above average maturity and responsibility for their age and ability. These students can be expected to handle this degree of freedom and privilege.

6.4.5 Okay Level

A student can move to or remain on Okay level when he/she meets the following criteria:

- Displays a pattern of cooperation and respect towards staff and other students.
- Consistently does routine residential section chores and keeps his/her bedroom neat and clean.

- Consistently complies with reasonable requests.
- Is punctual for school, electives, meals, activities, and so forth.
- Meets all residential and academic expectations.
- Follows all WSD policies and procedures.
- Consistently complies with transportation rules.
- Shows honest communication.
- Consistently completes homework assignments and is working to his/her potential as determined by the academic staff.
- Is not on Academic Probation (AP)

Failure to meet the expectations of this level will result in a drop on the level system.

6.4.6 Okay Level Privileges

Bedtimes (unless an earlier time is specified by parents):

1. High School (9th & 10th)
   Quiet reading - 9:30 p.m.
   Lights out - 10:00 p.m.

   Middle School (7th & 8th)
   Quiet reading - 9:00 p.m.
   Lights out - 9:30 p.m.
2. All students will check in with their residential staff immediately after school.
3. Students are expected to comply with study hour expectations of 6:30pm-7:30pm or until the completion of their homework.
4. Students can choose where they study (their own cottage or another cottage) and are permitted to study with Honor level and Okay level students from other cottages.
5. May attend all social activities on and off campus, when homework is completed.
6. Visits to other residences allowed with a blue slip and SLC permission.
7. Must sign in/out at all times. High school students may sign out off campus two times a week and will follow the High School Off-Campus Sign-Out guidelines.
8. May use residential section telephones and Video Phone.

6.4.7 Warning Level

A student moves to or remains at warning level when he/she exhibits any of the following behavior:

- Shows repeated disrespectful behavior, uses disrespectful language or is uncooperative.
- Repeatedly does not complete residential section chores or keep his/her bedroom neat and clean.
- Shows repeated non-compliance to reasonable requests.
- Is repeatedly tardy to school, meetings, bedtime and so forth.

- Repeatedly does not meet residential and academic expectations.
- Repeatedly does not follow transportation rules.
- Shows dishonest communication.
- Is unable to consistently complete homework assignments or is on the AP list.

Any involvement in conduct violations will be documented and may result in either a drop of level or suspension. After the violation of a rule occurs, the SLC will meet with the student to discuss replacement behaviors.

6.4.8 Warning Level Parameters

1. Bedtimes:

High school (9th & 10th)	Middle school (7th & 8th)
Quiet reading - 9:00 p.m.	Quiet reading - 8:30 p.m.
Lights out - 9:30 p.m.	Lights out - 9:00 p.m.

2. All students will check in with their residential staff immediately after school.
3. Will be required to participate in quiet/study time daily. Study time will be at least 1 1/2 hours. All homework must be completed. Student will remain in own bedroom to study, read and/or write.
4. May attend one social or sports activity per week.
5. For all varsity and/or intramural sports activities, students are required to attend practices and may participate in games (home and away).
6. No off-campus sign-out without staff. Students may not visit other residential sections.
7. May use residential section computers for homework and parent email only.
8. May use residential section telephone and Video Phone to call parents only.
9. May use video games one time per week with permission from SLC.
10. Must sit with a staff person during dinner in the cafeteria.

The student will remain on the Warning level for at least one level movement period until he/she can demonstrate readiness to accept the responsibility of the Okay level. If a student remains on the Warning level for two consecutive level movement periods the student must meet with the Dean. If a student remains on the Warning level for three consecutive weeks the Dean will call a staffing to discuss appropriate student needs.

6.4.9 Discipline Level

A student moves to or remains on the Discipline level if he/she meet any of the following criteria:

- Receives any level 3 BRFs.
- Is involved in a theft.
- Destroys or damages property.
- Shows inappropriate sexual behavior.
- Leaves campus without permission.
- Verbally abuses staff or other students.
- Shows severe disorderly or insubordinate behavior.
- Misuses school services or equipment

Any student whose misconduct is so serious as to compel a recommendation of a short-term suspension, long-term suspension or expulsion will be provided with the procedural safeguards set forth in WAC 148-120-230 through 148-120-236.

6.4.10 Discipline Level Parameters

1. Bed times:

High School (9th & 10th)	Middle School (7th & 8th)
• quiet reading - 8:30 p.m.	quiet reading - 8:00 p.m.
• lights out - 9:00 p.m.	lights out - 8:30 p.m.

2. All students will check in with their residential staff immediately after school.
3. Will be required to participate in quiet/study time daily. Study time will be at least 1 1/2 hours and all homework must be completed. Student will remain in their own bedroom and study, read and/or write.
4. For all varsity and/or intramural sports activities, students are required to attend practices. Students will not attend or participate in athletic games (home or away).
5. Will not be allowed to attend on or off campus social activities, sports or theater events.
6. No sign-out. Student will be able to leave residential cottage only in the presence of a staff person and only for non-social activities.
7. Will not be able to entertain visitors in the residential common area.
8. May not participate in any provided DVD/VCR movies.
9. May not use residence video games.
10. May use residential computers for homework and parent email only.
11. May use residential telephone and video phone to call parents only.
12. Will eat dinner in their residential cottage. Students on the discipline level are not permitted to eat in the cafeteria during dinner.

6.5 Independent Living Skills Level System

The ILS Level System is designed to encourage students in grades 11 and 12 to become responsible young adults and gain the privileges that come with demonstrating responsible behaviors. Students may move between four levels depending on their behavior and level of responsibility. The four levels are:

Gold
Silver
Bronze
Copper

At the beginning of the school year or upon enrollment to the ILS program students will begin at the Silver level. To better evaluate student readiness for level changes, students will remain on that level for at least two weeks. Generally, level movement periods are Sunday through Friday.

6.5.1 Gold

Student can move to or remain on the Gold level when he/she demonstrates all of the following criteria:

- Shows good leadership and fellowship and is a good role model
- Is willing to participate in ILS activities without complaint.
- Shows maturity, a high level of responsibility, is trustworthy and consistently makes good decisions which includes completing chores and schoolwork.
- Displays a pattern of cooperation and respect towards staff and other students and is willing to help others.
- Has not been on Academic Probation (AP) for the previous 4 weeks.
- Has not had any Behavioral Referral Forms for the previous 4 weeks.
- Meets all academic and residential expectations.
- Follows all WSD policies and procedures.
- Consistently complies with all transportation rules.
- Uses good time management skills.
- Has an alarm clock and gets up on time every morning.
- Goes to school on time and has no unexcused tardies.
- Has good attendance in school and has no unexcused absences.
- Completes homework assignments on time.
- Is passing all classes with a C or better
- Correctly clocks in and out of school daily.
- Participates in all scheduled ILS activities and completes all ILS homework assignments on time.

- Participates in all fundraising projects.
- Pays the $50.00 refundable residential damage deposit.
- Pays all WSD "bills" on time.
- Plans and cooks one meal per month for his/her cottage family with a positive attitude.
- Keeps bedroom neat and clean at all times without being reminded.
- Does assigned chores daily without being reminded.
- Uses his/her own bed linens and towels.
- Follows all sign-out expectations.
- Is in his/her own cottage by 9:30 p.m.

6.5. 2 Gold Privileges

1. Independent study time (no required study time)
2. Independent bedtime
3. Movie social
4. May have visiting privileges, Sunday through Thursday until 9:30 p.m.
5. Sign out anytime between 3:30 and 9:30 (areas 1, 2 or 3, Monday Thursday only)
6. May go to one cottage and cook dinner any day with approval of SLC (Do not have to go to the cafeteria and must give 24-hour notice)
7. May use laundry room at any time
8. May go to school 5 minutes early in the morning
9. May go off campus for lunch with the approval of the Principal (Must make the request 24 hours in advance)
10. May participate in special field trips
11. May have a "sleep-over" in same gender cottage
12. May be unsupervised in outside play areas
13. Plan a meal outing with staff once a month

6.5.3 Silver

Student can move to or remain on the Silver level when he/she meets the following criteria:

- Displays a pattern of cooperation and respect towards staff and other students.
- Meets all academic and residential expectations.
- Follows all WSD policies and procedures.
- Consistently complies with all transportation rules.
- Uses good time management skills.
- Has an alarm clock and gets up on time every morning.
- Goes to school on time and has no unexcused tardies.
- Has good attendance in school and has no unexcused absences.
- Keeps up with daily homework assignments.

- Is not on Academic Probation (AP).
- Correctly clocks in and out of school daily.
- Participates in all scheduled ILS activities and completes all ILS homework assignments on time.
- Pays the $50.00 refundable residential damage deposit.
- Pays all WSD "bills" on time.
- Plans and cooks one meal per month for his/her cottage family with a positive attitude.
- Keeps bedroom neat and clean at all times with no more than 2 reminder slips.
- Does assigned chores daily with no more than 2 reminder slips.
- Uses his/her own bed linens and towels.
- Shows the SLCs that he/she has laundered or changed bed linens at least every 2 weeks.
- Follows all sign-out expectations.
- Is in his/her own cottage by 9:00 p.m.

6.5. 4 Silver Privileges

1. Independent study time (no required study time)
2. Independent bedtime; in bed and lights out by 11:30.
3. Movie social
4. Sign out up to four times a week (areas 1, 2 or 3 – Mon.-Thurs.)

   Days and times that sign out is allowed:
   Non-elective days 3:30 p.m. - 9:00 p.m.
   Elective days 5:30 p.m. – 9:00 p.m.
5. Can do laundry from 3:05 p.m.-11:00 p.m.
6. Students may go to one cottage and cook dinner once a week with SLC approval (Do not have to go to the cafeteria and must give 24-hour notice)

6.5.5 Bronze

Student moves to or remains on the Bronze level when he/she exhibits the following behavior:

- Shows repeated disrespectful behavior, uses disrespectful language or is uncooperative.
- Repeatedly does not complete residential chores.
- Repeatedly does not keep his/her bedroom neat and clean.
- Shows repeated non-compliance to reasonable requests.
- Is repeatedly late to school, meetings, bedtime and so forth.
- Repeatedly does not meet residential and academic expectations.
- Repeatedly does not follow transportation rules.
- Is unable to consistently complete homework assignments and/or is on the AP list.
- Does not follow all WSD policies and procedures.

- Does not use good time management skills.
- Does not have an alarm clock and does not get up on time every morning.
- Repeatedly is late for school and/or has unexcused tardies.
- Has unexcused absences.
- Repeatedly does not correctly clock in and out of school daily.
- Does not participate in all scheduled ILS activities and/or does not complete all ILS assignments on time.
- Did not pay the $50.00 refundable residential damage deposit.
- Does not pay WSD "bills" on time.
- Does not plan and cook one meal per month for his/her cottage family willingly and without complaint.
- Does not use his/her own bed linens and/or towels and does not show SLCs that he/she has laundered or changed bed linens at least every 2 weeks.
- Does not follow sign-out expectations.
- Is not in his/her cottage by 9:00 p.m.

6.5.6 Bronze Privileges

1. Required study time, 6:30 p.m.-7:30 p.m.
2. If on AP student must have 1 1/2 hours of study time during the day
3. Required bedtime. In bed and lights out by 10:00
4. Can do laundry from 3:05p.m.-9:00p.m.
5. One social activity per week
6. Sign out 1 time a week (area 1 only, Monday through Thursday only) AP students may not sign out off campus without staff

   Days and times that sign out is allowed:
   Non-elective days 3:30 p.m. - 8:30 p.m.
   Elective days 5:30 p.m. – 8:30 p.m
7. Must sit with SLC at dinner time
8. May visit other cottages until 8:30 p.m., Monday through Thursday
9. May not use the Videophone(VP), TTY or phone after 8:30 p.m.

6.5.7 Copper

Student moves to or remains on the Copper level if he/she exhibits any of the following behavior:

- Receives any level 3 BRFs.
- Shows repeated disrespectful behavior, uses disrespectful language or is uncooperative.
- Repeatedly does not complete residential chores.
- Repeatedly does not keep his/her bedroom neat and clean.
- Shows repeated non-compliance to reasonable requests.

- Is repeatedly late to school, meetings, bedtime and so forth.
- Repeatedly does not meet residential and academic expectations.
- Repeatedly does not follow transportation rules.
- Is unable to consistently complete homework assignments and/or is on the AP list.
- Does not follow all WSD policies and procedures.
- Does not use good time management skills.
- Does not have an alarm clock and does not get up on time every morning.
- Repeatedly is late for school and/or has unexcused tardies.
- Has unexcused absences.
- Does not correctly clock in and out of school daily.
- Does not participate in all scheduled ILS activities and/or does not complete all ILS assignments on time.
- Did not pay the $50.00 refundable residential damage deposit.
- Does not pay WSD "bills" on time.
- Does not plan and cook one meal per month for his/her cottage family willingly and without complaint.
- Does not use his/her won bed linens and/or towels and does not show SLCs that he/she has laundered or changed bed linens at least every 2 weeks.
- Does not follow sign-out expectations.
- Is not in his/her cottage by 8:30 p.m.

6.5.8 Copper Parameters

1. Required bedtime:
   Quiet reading – 9:00 p.m.
   Lights out – 9:30 p.m.
2. Will check in with his/her residential staff immediately after school
3. Will be required to participate in all ILS activities and must complete all ILS homework assignments
4. Required study time for 1 ½ hours daily. Homework must be completed. Student will remain in his/her own bedroom and must study, read or write
5. May not attend weekly socials or ILS movie nights
6. No off campus sign-out without staff
7. May not visit other residential cottages
8. May use residential computers for homework and parent email only
9. May use residential VP or telephone to only call parents (until 8:30 p.m.)
10. May use video games one time per week with permission from SLC (not after 8:30 p.m.)
11. Will eat dinner in their residential cottage. Students on the Copper level are not permitted to eat dinner in the cafeteria.

Student will remain on Copper level for at least one level movement period until he/she can demonstrate readiness to accept the responsibility of Bronze level.

Students who have been suspended as a result of disciplinary proceedings will return to school on Copper level for one level movement period. If a student remains on Copper level for two consecutive level movement periods the student must meet with the Dean. If a student remains on Copper level for three consecutive level movement periods the Dean will call a staffing to discuss appropriate student needs.

6.6 Communication

Communication between the residential and academic programs and parents regarding student performance, behavioral issues, and other problems is strongly encouraged.

6.6.1 Staff/Parent Communication

SLCs and parents of elementary and middle school students communicate using a residential parent communication book that is sent back and forth weekly. Each student goes home with his/her parent communication book on Friday, and comes back with it on Sunday. SLCs write notes about the student's behavior and activities. Parents are encouraged to contact residential staff at any time.

6.6.2 Parent Contact

Parents/guardians are encouraged to keep in contact with their children. There are several methods available in the WSD residential program:

- Phone calls to the cottages - parents may call their child in the residence at any time.
- Video Relay/Video Phone
- E-mail (a student's e-mail account must be set up by the family)
- Letters
- Visiting the residences
- Volunteering in extracurricular activities
- Attending WSD functions

6.7 Computer Use

Computers are available for student use in each cottage. Students may use the residential computers for homework, e-mail, games and the Internet until the scheduled reading time. The school network is closely monitored to ensure safety and confidentiality. Some websites have been restricted; restricted websites include: MSN hotmail, Yahoo mail, AOL web mail, Netscape mail, chat rooms, online journals, blogs, and MySpace.com. The agreements each student has signed in the

"WSD E-mail Contract for Students" and the "WSD Internet Account Authorization Form" apply to the residential setting as well as the academic setting.

6.8 Student Clothing Expectations

An important part of a student's overall education is development of personal grooming habits. In order to help students develop good habits, WSD has student clothing expectations that apply to all students. Students shall dress in a manner that is not disruptive to the educational process and is not threatening to the health and safety of themselves or others. WSD believes that improper clothing, or clothing not properly worn, may cause distractions or disruptions to the educational process.

1. In the morning, students are expected to wear appropriate school clothing that is clean and in good repair.
2. Students are expected to wear clothing that is non-offensive. Offensive clothing shall include, but not be limited to, the following:
    - Advertisements of tobacco or alcohol, or images or words that contain profanity, weapons, vulgarity, sexual innuendo, violence and/or drugs
    - Gang-related items (bandannas, scarves, logo, numbers) or clothing worn in a style or manner associated with gang membership
3. Clothing will appropriately cover undergarments.
4. Students are expected to wear appropriate shoes that are neat, clean and in good repair.

Note: WSD reserves the right to prohibit additional clothing items, if, in the opinion of WSD staff, those items may affect the social or educational environment or the safety and security of the school.

Students may be requested to change clothing in order to comply with these expectations. Students who disregard the clothing expectations may be subject to disciplinary action. If you have questions about whether the attire a student chooses is appropriate, please contact a the Director of Residential Services or Dean.

6.9 Evening Activities

Students who are absent from class for more than one-half day are not permitted to participate in extracurricular or co-curricular activities (day, evening or weekend). School sanctioned absences such as field trips are exceptions to this rule. This does not bar a student from attending a public event.

6.10 Residential 'Families'

WSD's Residential Program offers a unique model of family living in the cottages. The use of same gender, multi-aged family groupings allow social interactions that help students develop positive self-esteem and positive self-identity. Since its inception in the 98-99 school year, WSD staff has found that these residential families have many benefits for the students. Safety and care of WSD students in the residential program is maintained by a high staff-to-student ratios and good supervision practices. Students who share bedrooms are same-gender and as close in age and maturity as possible. If there are conflicts between roommates and the situation can not be resolved, the student may be moved into another family.

6.11 Phone Use

Video Phones and telephones equipped with a TTY are available for student use in each cottage. Students may call parents during the student's free time and before the student's reading time. In an emergency a student may call the parent at any time. Students may use cell phones, sidekicks, and other electronic communication devices between 3 pm and bed time.

6.12 Valuable Items

Items such as computers, video games, compact discs or ipods, cameras, etc. are the responsibility of the student, and are brought at the student's own risk. Students should not bring valuables and large quantities of money. Residential staff is able to secure valuables for students in locked closets. WSD recommends that all valuables (expensive items and more than $10 cash) be secured. Students must request that valuables be secured by a SLC. WSD will not be responsible for loss or damage of unsecured items.

6.13 Residential Visits

Parents or guardians are welcome to visit their child's after school electives, activities and residences.

All residential program visitors must report first to the receptionist in Clarke Hall office, or Student Health Center (after 5:00 p.m.) to get a visitor pass before going to the cottages or other areas on campus. Late night parent visitors must be escorted to the residences by a Dean, a security officer, or the Director of Residential Services.

Visits are allowed in the kitchen, dining room and living room areas only. Due to sharing of bedrooms, same gender parents may visit his/her own child's bedroom, but opposite gender parent must be accompanied by an SLC.

Student to student visits are subject to the visitation guidelines in the Residential Procedures Manual.

It is a privilege for WSD students to visit peers in other residences. Procedures for student visitations:

- The student's SLC must give permission for the student to leave his/her residence and visit another residence, and issue a blue Destination Slip (listing the date, time, student, from, to, time arrived, time left, and signed by both SLCs). The SLC will deter mine what kind of supervision is needed while the visiting student is traveling between residences (escort, buddy, visual observation, etc.), and will make the necessary arrangements. The student will sign out of his/her home residence on the WSD Student Sign-Out Record (which lists date, name, destination, time left, expected return, and time return) when s/he leaves, and sign back in when s/he returns. For an Extra-Supervision Pupil (ESP), extra supervision will be ensured.
- All student visitors must check in with the SLC upon entering the residence. Staff can refuse student visitors at any time.
- Visitation will be allowed in the living room, dining room or kitchen areas only, and not in the family rooms or bedrooms. The exceptions are when families are "co-oping," or there is a special event in a family room, in which case staff must be present at all times and all students must be in the same room. If there are student visitors in the family room, the bedroom doors must be locked.
- Students who do not cooperate with staff will be asked to leave.

6.14 Residential Trips

Residential families may take short trips off campus during free times. These evening trips will be approved by the Dean, and the Director of Residential Services/Dean will be informed of the details of the trip before the family leaves the WSD campus.

6.15 Student Daily Schedule

The following is the schedule of a typical day that students experience at WSD. Routine schedules are changed for special events.

Student Activity	*Times*
Rise, dress, and eat breakfast[1]	6:00 - 7:50 am
Leave for school	7:50 - 7:55 am
School day (academics)	8:00 am - 3:00 pm. Mon.-Thurs. 8:00 am - 12:00 pm Friday
Residential check in	3:00 - 3:30 pm
Electives[2]	3:30 - 5:30 pm
Dinner	5:30 - 6:15 pm
Study time[3]	6:30 - 7:30 pm (7:00 for elementary students)
Quiet reading time[4]	Times vary
Bedtime	Times vary

Notes:

1. Students sign up for a wake up time, and are awakened by the Student Life Counselor (SLC) if needed.
2. Monday is an elective free day so students may have some additional unscheduled free time.
3. Study time: The residential staff offers support to ensure all students complete homework assignments. Students do assigned homework in cottages. SLC's check students' homework daily, assist when needed, and counsel students when homework assignments are not completed. Study time may be extended if needed.
4. Quiet reading time: In an effort to support the academic program and improve student reading levels, the residential department requires that students participate in sustained silent reading for 30 minutes before their bedtime. ILS students on gold, silver, or bronze are not required to participate in sustained silent reading.

6.16 Disruptive Devices

Recreational wheels, animals, ignition sources are not allowed in the cottages. Inappropriate entertainment - videos, music, pictures, video games, etc. promoting violence is prohibited. All videos and computer games should be rated for family or teen (if applicable). Personal communicative devices are not to be used after bedtime.

7.0 STUDENT HEALTH CENTER

7.1 When Your Child Becomes Ill At Home – Day & Residential Students

Illness spreads quickly in a bus, classroom, or cottage. Do not put your child on the bus when he/she is ill and there will be less illness spread and students will be ill less often.

7.2 Please do not put your student on the bus if he/she :

1. has a fever of 101 or higher the **night before the bus or the morning before the bus.** Just because the fever is gone in the morning does not mean the illness is gone. Keep your child home until there is no evening or morning fever above 101.
2. **vomited the night before the bus or the morning before the bus**. Unless your child has eaten a normal breakfast and feels fine for more than one hour, keep him/her home for the day, until they can eat a normal diet without vomiting.
3. a severe cough that prevents sleep. This kind of cough requires rest at home. A continuing cough will also spread to others. **Please do not put your child on the bus with a bad cough.**
4. has a sore throat, earache, toothache or any other condition that may require a doctor's attention. **Please do not put your child on the bus** and make a doctor appointment. WSD is not able to provide or arrange for medical or dental care except in emergencies.

IF YOUR CHILD IS ILL WHEN HE/SHE ARRIVES AT WSD, YOU MAY BE REQUIRED TO COME AND PICK HIM/HER UP.

7.3 If Your Child Becomes Ill or Injured at School – Residential Students

If a child becomes sick or injured while at WSD, the nurses will notify the parent immediately.

7.3.1 Illness

• **Minor Illness** like ear infection or strep throat—student may stay at school:

- if parent is willing for the school doctor to treat student
- if parent is willing to pay for medication
- if student is willing to cooperate with the nurses

• **More Serious Illness** such as fever or vomiting for more than 24 hours, parents must pick student up and take him/her home until well.

7.3.2 Injury

- **Minor Injury**: student may stay at school if:
  - parent is willing for nurses to care for student
  - student is willing to follow the nurses' instructions.
- **More Serious Injury** that needs immediate medical attention:
  - parents may pick up student and take him/her for treatment, or
  - parents may choose for WSD staff to take student to local hospital for emergency treatment
  - student must bring a signed doctor's release to return to school and PE/sports.

Parents are responsible for any and all follow-up treatment at home.

7.3.3 Surgery

• **Minor Surgery** such as simple tooth extraction or wart removal, students may return to school immediately if willing to follow nurses' instructions for care.

• **More Serious Surgery** such as wisdom teeth removal:

- student must recover at home and must have a signed doctor's release to return to school and PE/sports.
- If a student has a surgery-related complication after returning to school the parent must pick up the student and take him/her home.

• **Emergency Surgery while at WSD**: parent must travel to the hospital as soon as possible, and take over responsibility for his/her child before, during, and after surgery. After surgery, the parent must take student home to recover. See above.

7.3.4 Dental

- In case of dental emergency, a student could be transported to the local hospital for treatment with parental permission. All follow-up dental care is the parent's responsibility at home.
- Parent is responsible for student's routine teeth cleaning and fillings.

7.4 Routine Health Care

Parents must arrange for all of their child's routine health care to be done at home, including vision, dental, and orthodontic care.

7.5 Communicable (Contagious) Diseases

Students diagnosed with a contagious disease, such as pink eye, chicken pox or impetigo, must go home immediately and cannot return to school until cleared by a physician. Students with a contagious disease cannot travel home on a bus or plane, and must be picked up by parents.

7.6 Communicable (Contagious) Disease Regulations

Many illnesses are contagious. **Please do not put your student on the bus**when he/she shows signs of a fever, sore throat, cough, or nasal discharge. Your doctor can give you more information.

Chicken Pox: A person can come down with chicken pox 14 – 21 days after being exposed to someone who had it. The person coming down with chicken pox is contagious for 48 hours before the pox (sores) show up. Often the person runs a fever for 24-48 hours before the pox. The student cannot come to school until there is no fever and all the pox have dried up—usually about one week.

Pink eye: This common eye infection is very contagious and doctors require that students stay home from school for at least 48 hours after starting treatment. Student cannot come to school until there is no eye drainage (pus) and no itching.

Impetigo: This skin infection is very contagious and Student cannot come to school until sores are healed or until doctor signs permission for return to school.

7.7 Lice Policy

For the health and safety of WSD students, WSD has adopted the "No Nit Policy" of the National Pediculosis Association (copy available from the Student Health Center and on the WSD website.) A student with lice or nits (eggs) cannot come to school until he/she has been treated and all lice and nits have been removed, and the student has been cleared by the WSD nurse.

7.8 Medications at WSD

Children should be given medication at home whenever possible. However, if a child's wellness program requires having medication during school or residential hours, specific procedures must be followed. Specific medication forms must be completed and signed by their health care provider and be on file at school.

If a student needs to receive either prescription or non-prescription medication at school, please contact the nursing office for procedural details at (800) 613-4228, ext. 4333, or (360) 418-4333 (V). Students may not transport medication on school buses. Day students' parents are to contact the nursing office to arrange for necessary medications to be dropped off. Students are not allowed to keep any medications (prescription or over-the-counter) in his/her cottage or backpacks.

All medications must be kept at the Student Health Center. Cough drops are not considered medication and may be kept in the cottages or in backpacks.

8.0 DISCIPLINE

The Administration and staff believe the purpose of the student discipline code is:

- for you to be accountable for your actions and help you follow school and residential rules;
- to have a fair and consistent behavior standard for all students;
- for you to learn from your mistakes;
- for you to be able to progress in school education with an understand of laws and policies;
- to provide and maintain a safe and positive learning environment for you and all WSD students: every day, on and off campus, and at every event;
- to ensure a safe working environment for you and other students and all staff.

8.1 Communication Guidelines and Principles

- Be respectful.
- Keep an open mind. Be positive and flexible. Ask questions before reaching conclusion.
- Search for solutions, not blame. Include students and staff in the communication and planning in order to maximize success.

Talk to your teacher sooner rather than later if you feel you need help, a clarification, or a recommendation. Try to take care of as much as you can directly with you teacher. If you still feel that a situation is not resolved, and you are entitled to feel this way, ask for help from your counselor, an administrator or your parent. Don't wait until it is too late. Intervene on your own behalf.

8.2 Compliance with Rules

You need to follow all rules of the school. You are expected to follow all staff member requests.

You are to move safely through the halls during passing time or before and after school. This means you are not to engage in disorderly conduct (horseplay; running, grabbing, fighting, hitting, kicking, etc.). This applies also to other common areas such as cafeteria, restrooms, general campus and in the gymnasium.

If you do not follow the rules, a staff person will:

- ask you to stop the behavior;
- tell you immediately what rule you have broken (what the person saw you do);
- explain what the staff person want to see you do, ("this is what behavior you should do");
- explain why the new behavior helps and model the new behavior for and/or with you;
- explain the consequences for the behavior. Your age and cognitive ability will be considered in giving consequences;
- write a Behavior Referral Form to document the behavior.

Teachers, teacher's assistants, administrators, and other WSD staff are responsible for enforcing the rules as follows:

- on the school grounds at all times.
- off school grounds at school activities, functions, and events.
- off the school grounds if the action effects the educational process.

8.3 Behavioral Referral Form (BRF)

The Behavior Referral Form program utilizes nine categories of behaviors with three levels of severity. The categories are:

- **Sexual Misconduct**
- **Harassment/Intimidation**
- **Absence/Truancy/Tardy**
- **Disobedient/Defiant**
- **Disruptive/Acting Out**
- **Verbal Aggression**
- **Physical Aggression**
- **Substance Related Behavior**

  **** There is also a separate category for weapons.**

The levels of severity are classed as:

Level 1 - Moderate

- This level means the behavioral incident is serious enough that staff members feel it is necessary to report or have a record of the behavior.
- Behavior is determined to be a moderate infraction or incident.
- This behavior disturbs or disrupts a child's well being, success in school, peer/adult relationships or causes damages to property.
- The behavior interferes with instruction, and demands the responsible adult to provide correction, re-teaching and/or consequences.

Level 2 - Serious or Chronic

- Staff members not only feel it is necessary to report the behavior and record it, but also to construct interventions for the student.
- Assistance could be provided by sending the student to a behavior specialist, counselor or a principal/supervising teacher.
- The behavior disturbs or disrupts the child's well being, success in school or peer adult/ relationships.
- The behavior interferes with instruction, and demands the responsible adult provide correction, re-teaching and or consequences.
- It is probable the behavior will need to be addressed with a systematic plan.

Level 3 - Severe Dangerous or Illegal

- Staff members feel the behavior demands immediate attention from school administrators.
- The student could be immediately removed to a protected environment where the behavior can be investigated by school officials and other community service agents or agencies.
- The behavior can result in immediate removal of the student from the school grounds because the behavior places students or staff in physical or emotional jeopardy.
- It is probable that the behavior will have to be addressed with a comprehensive plan that assures the well being and safety of all individuals.

Infractions

VERBAL AGGRESSION

Level 1

Name calling/put downs, writing notes with inappropriate language toward someone, talking about someone in a mean manner, writing and drawing about aggressive acts, threats, signing in another person's "body space," using intimidating terms or language

Level 2

Chronic/pointed name calling, shouting angrily, yelling personal insults, making violent threats to self and others, writing/drawing/e-mailing pictures of aggressive acts, violent language/communication, displaying depictions of violence, displaying signs of gang membership, explosive expressions of emotion

Level 3
Making clear threats of violence/use of threatening words, speaking or writing of libelous or slanderous words, intense uncontrolled anger

PHYSICAL AGGRESSION

Level 1
Pushing, shoving, poking, tripping, scratching, throwing soft objects, stealing chair/seat, causing another to fall

Level 2
Fighting, punching, hitting, hurting others physically, cutting, hurting self, eating or drinking unsafe substances, damaging, destroying property, putting self or others in physical danger

Level 3
Mutilating self, dangerous physical aggression toward self or others, attacks causing injury, dangerous or careless use of equipment or object, throwing dangerous substances or objects, hurting or killing animals, fire setting, violent behavior

SUBSTANCE RELATED BEHAVIOR

Level 1
Talking about drugs or alcohol, drawing or writing about substance/ substance abuse, wearing clothes or jewelry which relates to substance abuse
Level 2
Possession on campus of drug paraphernalia, chronic/persistent talk and writing about drugs and/or alcohol, inappropriate reading material related to alcohol and/or drug use

Level 3
Under the influence of alcohol or drugs, having drugs or alcohol on campus, tobacco use or possession on campus, selling of illegal substances

DISRUPTIVE / ACTING OUT

Level 1
Talking out, noises, throwing objects, making faces, clowning, discourteous, mild tantrums

Level 2
Chronic showing off, verbally interfering with class/residence life, wandering around room, annoying others, disrupting others' ability to work, tantrums, shouting, screaming

Level 3
Seriously disrupting class, repetitive occurrences of disruptive behaviors, refusal to stop acting out, monopolizing students and staff attention, influencing others' disruptive behavior, out of control behavior, encouraging, soliciting others to engage in serious and/or illegal acts

DISOBEDIENT / DEFIANT

Level 1
Doesn't comply with instructions, doesn't follow rules, doesn't stay in seat/class/residence, smart mouth, disrespectful, won't do assignments

Level 2
Chronic rule breaking, flagrant disrespect, no boundaries, talking back, making fun of others, arguing with adults, walking around while bus is moving, chronic refusal/passivity, leaving activity or class without regard for consequences

Level 3
Refusal to follow rules, leading others to break rules and be disrespectful, severe disrespectful behavior, power struggles, gross continuous defiance, threatening intimidation

ABSENCE / TRUANCY / TARDY

Level 1
Occasionally late to class/program, occasionally tardy, skips or misses class/program, misses bus, delays bus, misses class/program, absent with regularity, goes beyond permission slip (time, place)

Level 2
Chronic absence, unexcused absence, chronic tardy, chronic skipping of classes/programs, refusal to come in to class/residence from recess or break, missing bus/school, leaving from supervised activity

Level 3
Extended unexcused absence, extended skipping of class, refusal to attend school, extensive tardiness

HARASSMENT / INTIMIDATION / BULLYING

Level 1
Teasing others, scaring others, making mild threats, disrespectful comments, gestures and disturbing others, persistent annoying behavior, association with gang (dressing, implying membership), name calling, mimicking, spreading hurtful rumors

Level 2
Rude disrespectful comments, bullying/ threatening behavior, racially or sexually inappropriate comments/gestures/writing, hazing, discriminatory conduct

Level 3
Repeated harassment of others/stalking, severe continuous bullying, racial/sexual comments, physical threats or threats to others well being, encouraging others to participate in intimidating or threatening or harassing behavior, extortion, gang activity (participation in collective illegal behavior), intense prejudice expressed toward others

DISHONEST BEHAVIOR

Level 1
Blaming others, telling stories, taking others' belongings, looking on others' work, sneaky, taking food, spreading false rumors, running away from supervision

Level 2
Cheating, plagiarism, stealing, lying, vandalism, making up damaging stories, chronic dishonest behavior, making false complaint

Level 3
Theft, cheating, dishonest work, submitting assignments prepared by another, lying, accusing others, joining with others to steal or be dishonest, severe stealing, cheating, lying, dishonesty, computer hacking

ISEXUAL MISCONDUCT

Level 1
Use of inappropriate language, inappropriate gestures, inappropriate pictures and drawings, inappropriate writing, rude notes, any sexual harassment, attempting to coerce or touch of intimate parts

Level 2
Lewd or graphic language, continuous swearing or use of inappropriate language, sexually inappropriate language, sexually inappropriate dress, touch or writing, bizarre/uncontrolled behavior, inappropriate pictures, coercing touching of intimate parts, excessive display or expression of affection, touching beyond age-appropriate curiosity

Level 3
Pornographic pictures/writing, sexually explicit behavior, sexually violent or inappropriate gestures, touch, writing, or e-mail, aggressive sexual misconduct, strange or inappropriate behavior out of context of the environment, sexual preoccupation including masturbation, peeping or voyeurism, exhibitionist behavior

WEAPONS

The following items are considered weapons are not allowed on campus:

- Handguns
- Rifles/shotguns
- Other firearms
- Any instrument or device from which a projectile may be fired by an explosive
- Knives and daggers
- Explosives
- Ammunition
- Lasers
- Dangerous chemicals or substances
- Instruments or devices capable of causing bodily harm, extreme pain
- Instruments or devices capable of causing damage to property
- Other (non-designated)

Notes:

The infractions above are examples for staff to use as guidelines in determining whether or not an infraction exists and what the level of severity is. WSD staff may consider other actions not mentioned above as violations of the rules.

Corporal (physical) punishment of students is not allowed, and will be reported to Child Protective Services for investigation if it occurs.
(See Washington School for the Deaf Policy Manual- Policy # 3201)

8.4 Extra Supervision Pupils (ESP) List

If you do things (behaviors) that could be a safety risk to yourself and/or other students or staff members, you may be placed on the Extra Supervision Pupils (ESP) list. ESP students are placed on an individualized supervision plan and are supervised very closely. Additionally, staff will provide additional opportunities for ESP students to learn appropriate behaviors and may make modifications in activities or schedules.

8.5 Suicide Threats/Or Attempts

If you or other students threaten to hurt or kill yourselves, you will be sent home or to the hospital for an evaluation. Parents are vital and are encouraged to be involved in the process and help to transport their child. Students who threaten/ or attempt to hurt themselves will be placed on ESP for a minimum of 90 days.

8.6 PUPIL INFORMATION FORM (PIF)

WSD uses Pupil Information Forms to document general student information. Pupil Information Forms are not used to document inappropriate behaviors but rather to document information about a student that should be shared with other staff and/or parents. Staff complete the form and forward the completed form to the supervisor.

9.0 EMERGENCY INFORMATION

In case a student becomes ill or suffers an injury, it is important for the school secretary to have a day time contact phone number. Please keep your contact information updated. If school should be closed due to bad weather or an emergency situation, it is important that an alternate plan be developed. Parents are urged to predetermine the alternative plan and be sure each student knows the plan. A signed release for alternate transportation/drop-offs, etc should be completed and given to the transportation secretary.

9.1 Emergency Preparedness Information

In case of an emergency or disaster situation, WSD has a detailed disaster plan on how to respond to major catastrophes, including earthquakes and other human-caused or natural disasters. Should a major earthquake or other disaster occur, students will be cared for at the school until parents can pick them up, or until it is safe to transport students to their homes by school-provided transportation.

Information regarding a school emergency will be broadcast by radio or television on the following local area stations:

AM Radio: KPOJ 620, KXL 750, KTRO 910, KCMD 970, KFXX 1080, KEX1190, KKAD 1550

FM Radio: KGON 92.3, KXJM 95.5, KUPL 98.7, KWJJ 99.5, KINK 101.9, KRSK 105.1, KLTH 106.7, KVMX 107.5

Television: KATU Ch. 2 KOIN Ch. 6, KGW Ch. 8, KOAP Ch. 10, KPTV Ch. 12, Cable TV- check Cable TV directory

Information regarding school closure due to inclement weather will also be broadcast on the above channels.

9.1.1 Serious Emergency Or Disaster

In the event of a serious emergency or disaster, students will stay at school. Parents will be given instructions on:

- "WSD Information Line" at 360.418.4332
- www.flashalert.net
- Local radio and television stations.

When it is safe, parents or a responsible adult who has been identified on the "School Emergency Information Form" may pick up students. Please follow this criteria when authorizing a person to pick up your child on the "School Emergency Information Form":

- Must be at least 18 years old (not a current WSD student).
- Usually home during the school day.
- Must be known to your child.
- Must be both aware and able to assume the responsibility.

9.2 Emergency Contacts

Child Protective Services, Clark County (360) 993-7901
Clark County Crisis Line (360) 696-9560
Clark County Information & Referral Service (360) 694-8899
Emergency (ambulance, law enforcement, fire, rescue) 911
Washington Poison Information Center (800) 732-6985
Washington School for the Deaf (800) 613-4228, (360) 696-6525
WSD Information Line (V/TTY) (360) 418-4332

9.3 Evacuation Drills

WSD practices emergency evacuation drills on a regular basis in each department so that students and staff are prepared if a real disaster should occur. Drills include earthquake, fire, and lockdown situations.

9.4 Emergency Procedures

All students are to remain in their classrooms during an emergency.

9.4.1 Earthquake

- Students are to sit on the floor.
- Take cover under a deck, table or other furniture or stay near an interior wall. Cover their head and neck with their arms.
- When the ground is no longer shaking, the teacher will take the students out of the building using the emergency exit route.
- The staff and students will go to the assembly area.
- When the "All Clear" is given by an administrator, students may re-enter the buildings.

9.4.2 Fire Alarm/ Drill

- When the fire alarm flashes/sounds, go with the teacher to the assembly area.
- If the emergency exit route is blocked, take an alternative route.
- When the "All Clear" is sounded, return to the classroom.

9.4.3 Intruder/Lock Down

When an "Intruder Alert" is called, staff will start lock down procedures.

Inside The Classroom

- Move away from windows and exit doors.
- Sit on the floor.
- Lock doors. Close and lock windows and close window coverings.
- Follow teacher's instructions.
- Remain in lockdown until "All Clear" is given by an administrator.
- When "All Clear" is given, evacuate building using fire procedure.

Outside The Classroom

- Report to your classroom immediately or comply with the directions of the staff.

10.0 Computer and Technology Information

WSD offers students an educational environment infused with technology. Students are given opportunities to learn about technology at an early age and utilize computers in the academic and residential programs.

Students are instructed in the proper care and correct procedures for using computers. WSD uses filtering systems to provide safe search engines for students accessing the Internet and block inappropriate sites. These filters are not 100% effective. With WSD and parents working together students will get information about what is and what is not appropriate to access online.

Students and staff must follow WSD policy related to internet use. Students who violate the policy will be suspended from internet use and maybe disciplined following the student code of conduct procedures. may have his or her access to technology terminated and future access may be denied. [WAC 148-120-100(24)] Students may be also disciplined following student code of conduct procedures for violation of technology guidelines.

The guidelines are provided so that users and parents are aware of the responsibilities that are necessary for technology use. Ethical, responsible and legal utilization of WSD technologies must be maintained. If a user violates any of these provisions, his or her access to technology use may be terminated and future access may be denied.
[WAC 148-120-100(24)]

Student Computer Guidelines:

- Computers are to be used for WSD educational purposes.
- Attempts to gain unauthorized access to other student or staff files are prohibited.
- Any malicious attempt to harm, modify or destroy data of another user is prohibited.
- Attempts to destroy hardware of software are prohibited.
- Attempts to make or use illegal copies of software for home use are prohibited.
- Vandalism, including but not limited to, uploading or creating viruses is prohibited.
- Computers and lab areas must be kept clean at all times

- Posting pictures of WSD-related activities are prohibited unless prior approval is obtained from an administrator.

Student Internet guidelines:

- Students are expected to be polite when using the internet.
- Students are expected to use appropriate language, no swearing or vulgarities.
- Students are not to give personal addresses & phone numbers of themselves or others.
- Students are expected to maintain legal activities only and not use the computers in such a way that would disrupt the use of others.
- Students are expected to notify staff members if they encounter illegal or prohibited information while using computers at WSD.

The following websites are restricted: MSN hotmail, Yahoo mail, Youtube.com, Netscape mail, chat rooms, online journals, blogs, and MySpace.com. Administration has the right restrict additional websites as necessary.

10.1 E-mail Access Authorization

The Washington School for the Deaf is providing e-mail to all students through the monitored service provider, gaggle.net, at no cost to parents. WSD believes that e-mail is a motivating way for students to practice written communication skills. E-mail also encourages family contact, especially for residential students. Federal guidelines require schools use only filtered and monitored e-mail services. Gaggle.net is a safe web-based internet e-mail system where the teacher is in control. This allows the school to feel secure when giving students access to e-mail and other internet tools. Messages with offensive language, questionable domains, banned file types or pornographic images are automatically rerouted to the students' educator for review. Since gaggle.net is fully customizable, the school can determine which words, phrases, domains and file types are inappropriate. Students may access their accounts from any computer via the internet. Parents can feel secure.

10.1.1 Student E-Mail Use G*uidelin*es:

- Students are expected to use appropriate language, no swearing or vulgarities.

- Students are not to give personal address and phone numbers of themselves or others.

- Students are not to use e-mail to bully or threaten another person.

- Students are to follow residential and academic expectations for e-mail use, by following classroom and/or cottage rules.

11.0 OTHER THINGS YOU NEED TO KNOW

11.1 Business Office Information

11.1.1 Student Accounts

Your parent/guardian can open a WSD student account for you in the business office. This account allows you access to funds when needed. Your parent can set a limit on how much money you can withdraw each week. The usual amount is $5.00 to $10.00 a week. Limits on the account give you an opportunity to learn budgeting and how to spend money wisely.

11.1.2 Allowances

You are allowed to request money from your student account through the Student Life Counselors. There must be money in your account before any funds can be withdrawn. Mondays and Wednesdays are allowance days at WSD. If you make a request on Friday, you will get the allowance on Monday. If you make a request on Tuesday, you will get money on Wednesday.

Allowance Process

- Your parents put money into the student account.
- The Student Life Counselor fills out a form with your request for Monday or Wednesday and sends it to the Business Office.
- When the form is received, the Business Office processes the request and has a driver go to the bank and get cash for you.
- When the Student Life Counselors begin their shifts, they pick up and give the money to you.

11.1.3 National School Breakfast/Lunch Program

For the 2008/2009 school year, elementary students will pay $1.85 for lunch and middle school and high school students will pay $2.00. Your parents may apply for free or reduced-priced meals. (See below)

11.1.4 Meal Reimbursement From Federal Funds

In order for the school to be reimbursed from federal funds for meals, WSD MUST have an application for any child claimed for free or reduced-priced meals. Qualifying for the free or reduced-priced breakfast/lunch program is based solely on the Total Household Income. Households that do not receive benefits from TANF, FDPIR (food stamps) may

still qualify for this program. With each student who qualifies for the program, federal funds will be reimbursed to the school.

11.2 Parent Staff Organization (Pso)

WSD Parent/Staff Organization, which is similar to a school PTA, is open to all parents and staff of WSD. The purpose of PSO is to support to WSD. PSO meets periodically and sponsors many fund-raising events. In the past this group has hosted the Registration Day picnic, been active at homecoming, and sold WSD products. For more information, contact PSO President, Heidi Redford at heidi@redfords.net.

11.3 Volunteers

The goal of WSD is to provide a challenging education that prepares students for a complex and changing world. Parents, extended family, and community members play key roles in our school, from tutoring students to assisting on field trips and/or helping with after school programs. There are short and long-term volunteer opportunities at WSD. For more information, please contact the residential department office at (360) 696-6525 ext. 4361 or complete the volunteer application which can be found on line and mail the application to WSD.

12.0 Regulation

Policies and Procedures

Copies of all WSD policies and procedures and this handbook are available to the public online or hard copy. Please contact the school department or the superintendent's office (360) 696-6525 for more information.

12.1 Conduct Code (Chapter 148-120 WAC)

12.1.1 Student Responsibilities and Duties

Washington School for the Deaf is dedicated to offering its students an opportunity for the best education for deaf and hard of hearing students in the state of Washington. Concomitant to the rights and privileges guaranteed by federal and state law to students are duties and responsibilities which guarantee the rights of all students, including respect for the rights of others, compliance with written rules adopted herein and set forth in student handbooks, and submission to reasonable disciplinary action for violations of such rules. This chapter is intended to assure that disciplinary action is imposed for just cause and in a fair and reasonable manner.

12.1.2 Student Rights

1. Each student is guaranteed the following rights within the limitations of statutory law and school policy which are deemed necessary to achieve the school's educational goals:
   (a)Students possess the right to a learning environment free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.
   (b)Students possess the rights guaranteed under the Constitution, to freedom of expression, free inquiry and peaceful assembly upon and within school facilities that are generally open and available to the public.
   (c)Students possess the rights guaranteed under the Constitution to the free exercise of religion and to have their school free from sectarian control or influence, subject to reasonable limitations upon the time, place and manner of exercising such right.
   (d)Students possess the Constitutional right to be secure in their person, quarters, papers and effects against unreasonable searches and seizures, subject to limitations set forth in, RCW28A.600.210 through 28A.600.240 as now or hereafter amended.
   (e)Students have the right to be free from unlawful interference in their pursuit of an education while enrolled at the Washington School for the Deaf.
   (f)Students shall not be deprived of the right to an equal educational opportunity in whole or in part by the Washington School for the Deaf without due process including:
   (i)Notice to the accused student of the nature of the charges and the proposed disciplinary action and
   (j)The opportunity to request a hearing as set forth in this chapter.
2. The foregoing enumeration of rights shall not be construed to deny or disparage other rights guaranteed in the Constitution and the laws of the state of Washington.
3. The school shall publish and make available to all students and parents on an annual basis written rules which state with reasonable clarity the types of misconduct for which disciplinary action may be imposed.

12.1.3 Conduct Rules

Conduct Violations: A student who either as actor, aider, abettor or accomplice, violates any provision of this chapter shall be subject to the disciplinary actions herein adopted. A student may be an accomplice, or found to have aided and abetted in the commission of a violation of the student conduct code if he or she knowingly associates with the wrongful purpose, undertaking or activity; encourages, promotes or counsels another student in the commission of an offense, or participates in it as in something he or she desires to bring about, and seeks by his or her action to make it succeed.

The following offenses are prohibited:

(1)Physical abuse - Actual, attempted, or threatened physical abuse of any person or conduct which threatens or endangers the health and safety of any person or which intentionally causes a reasonable apprehension of harm to any person.

(2)Destroying or damaging property - Destroying, defacing, or damaging school property or the property of others on school premises or at school sponsored activities.

(3)Sexual harassment - Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct orcommunication of a sexual nature when:

(a)Submission to the conduct or communication by a person is made a term or condition, either explicitly or implicitly, of obtaining an education

(b)Submission to or rejection of that conduct or communication by a person is used as a factor in decisions affecting that person's education;

(c)That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a person's education; or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include but is not limited to: Unwelcome verbal harassment or abuse; unwelcome pressure for sexual activity; unwelcome, sexually motivated or inappropriate patting, pinching or physical contact; unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning a person's educational status; or unwelcome behavior, verbal, signed, or written words or symbols directed at a person because of gender.

(4) Disruption - Disorderly, intimidating or abusive behavior which interferes with the rights of others, school or school sponsored activities; obstructing the free movement of people or vehicles; inciting others to engage in prohibited conduct; or threatening disruption.

(5) Insubordination - Refusal or failure to follow instructions and proper orders of school officials while on school property, during transportation to and from school or at school sponsored activities thereby infringing on the rights and privileges of others, and/or refusal to desist from prohibited conduct.

(6) False alarms - Falsely setting off, improper use or disabling of any safety equipment, alarm, exit sign, or other device.

(7) False information - Filing a formal complaint which falsely accuses another with violation of this chapter, falsifying information to school officials, forging or tendering any forged instrument to school.

(8) Theft - Actual or attempted theft of property or services belonging to the school, any student, school employee or school visitor, including known possession of stolen property.

(9) Academic dishonesty - All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies.

(10) Conversion - Unauthorized use or possession of school equipment or services.

(11) Unlawful entry and trespassing - Entering and/or remaining in any administrative or other employee office or any locked or otherwise closed facility, in any manner, at any time without permission.

(12) Smoking - Students are not allowed to smoke or use tobacco products on school property or at school sponsored activities.

(13) Alcohol - Use, possession, distribution of, or visible intoxication from alcoholic beverages is prohibited on school property or at school sponsored activities.

(14) Drugs and controlled substances - Use, possession, distribution, or being visibly under the influence of any controlled substance or illegal drug as defined in WAC 148-120-300, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

(15) Weapons, lasers, and dangerous chemicals - Unauthorized use, possession or storage of any weapon, laser, explosives, dangerous chemicals, substances or instruments, which is capable of causing bodily harm on another or damage upon school property or personal property.

(16) Sexual violence - Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts. Intimate parts include the primary genital area, groin, inner thighs, buttocks, or breast, as well as the clothing covering these areas. Sexual violence may include but is not limited to:

(a) Touching, patting, grabbing or pinching another person's intimate parts whether that person is of the same or opposite sex;
(b) Coercing, forcing, attempting to coerce or force the touching of anyone's intimate parts;
(c) Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
(d) Threatening to force or coerce sexual acts including the touching of intimate parts or intercourse on another; or
(e) Threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

(17) Sexual activity and displays of affection - Sexual activity involves touching of another's intimate parts. Intimate parts include the primary genital area, groin, inner thighs, buttocks or breast as well as the clothing covering these areas. Even if consensual or mutually agreed to, sexual activity is prohibited. Excessive displays of affection are not appropriate in school or at any school-related function. Prohibited conduct includes, but is not limited to; any physical expression of affection that is intimate or sexual in nature, passionate or prolonged kissing, sexual touching or fondling.

(18) Pornography - Possession, distribution, display, creation or production of sexually explicit or erotic material. Sexually explicit material includes material defined in RCW 9.68.130. Erotic material includes material defined in RCW 9.68.050.

(19) Malicious harassment - Harassment consists of verbal or physical conduct relating to a person's actual or perceived origin, disability, race, sexual orientation, or religion, which has the purpose or effect of creating an intimidating, hostile or offensive academic, residential or work environment, or the purpose or effect of substantially or unreasonably interfering with a person's academic or work performance, or otherwise adversely affects a person's academic or work opportunities. Harassment may include: name calling, gestures, bullying, mimicking, mocking, derogatory jokes, remarks or rumors, unwelcome touching of a person or clothing, offensive or graphic posters, book covers, notes or cartoons, graffiti, display or

circulation of written materials or pictures, or any malicious or insensitive conduct of a severe or pervasive nature directed at the characteristics of a person's national origin, customs, culture, disability, race, sexual orientation or religion.

(20) Unauthorized absence - Absconding from supervision; leaving or running away from the campus, a residential facility, a school building, school activity or school-related function, or school provided transportation without permission.

(21) Gang activity - Claiming membership in, association with, affiliation with, or participation in a gang or gang-related activities at school or during school-related functions. A gang is a self-formed association of peers having the following characteristics: A gang name and recognizable symbols, identifiable leadership, a geographic territory, a regular or recurrent meeting pattern, may be identified by law enforcement as a gang and collective actions to engage in serious criminal or violent behavior. The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected or participated in by a student shall not:

(a) Lead school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang-related, and would disrupt or interfere with the school environment or activity, and/or educational objectives;
(b) Present a safety hazard to self, students, or staff;
(c) Create an atmosphere in which a student, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
(d) Imply gang membership or affiliation by written communication, marks, drawings, painting, design, emblem upon any school or personal property, or one's person.

(22) Extortion - Obtaining or attempting to obtain by threat or bribery, money, property or services (including sexual favors) of another. Threats include direct as well as indirect communication.

(23) Hazing-Conspiring to engage in or participating in any method of initiation into a student organization or group, or any pastime or amusement engaged in with respect to such an organization or group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student.

This does not include customary athletic events or similar contests or competitions.

(24) Misuse of computers, electronic data, or communications -

(a) Unauthorized copying of school-owned or licensed software or another computer user's data for personal or external use.

(b) Modifying or damaging, attempting to modify or damage, computer equipment, software, databases, files needed in another person's school work, or communication lines:

(c) Disrupting or attempting to disrupt computer operations:

(d) Invading the privacy of another person by using electronic means to obtain confidential information, even if access to such information is inadvertently allowed;

(e) Abusing or harassing another person through electronic means;

(f) Using the school's computing facilities in the commission of a crime or a violation of the student conduct code;

(g) Using computer services without authorization;

(h) Allowing another person to use one's computer identity/account or using another person's identity/account. This includes, but is not limited to, logging on to the account, accessing programs, and reading or altering computer records without authorization.

(25) Other conduct - Any other conduct or action, the terms and violations of which are published annually in the student/parent handbook, in which the school can demonstrate a clear and distinct interest and which substantially threatens the educational process or other legitimate function of the school or the health or safety of any member of the school community, is prohibited.

12.1.4 Removal from Class

A student may be removed immediately from a class, subject or activity and sent to the school office. Removal is based on student disrupting the educational process and infractions of the Student Conduct Code. (Chapter 148-120-210 WAC).

12.1.5 Suspension/Expulsion

WSD follows federal and state laws and guidelines (Chapter 392-172-370 through 392-172-385 WAC) in regard to suspension/expulsion of students.

When a student is suspended:

- Parent/Guardian will be notified and asked to pick up their child.
- In the event parent/guardian is unable to pick up their child transportation home will be arraigned by WSD.
- Students who are suspended for more than a 24-hour period are not allowed to be on campus or to attend WSD sponsored events.
- Staff will make every effort possible to give the student school work, however this is not required for under ten (10) days of suspension.
- Parents will be invited to attend a re-entry meeting with the suspended student and WSD administration.
- Suspension/expulsions of students will continue regardless of the appeal conference requested through Due Process. The appeal conference may overturn the suspension, until this happens, the suspension is in effect and will happen. If overturned, the students' school attendance record will be cleared of the suspension.

12.2 Prohibited Activities

12.2.1 Body Modifications

No haircutting, permanent hair dying, body piercing, curl relaxers, perms, headshaving or permanent tattooing is permitted while at WSD or at any WSD sponsored activity and after school outings.

12.2.2 Cheating and Plagiarism

Cheating and plagiarism interfere with the rights of other students to have a fair education. Cheating is defined as taking the work, words, ideas and/or efforts of another and presenting it as one's own or providing one's own work to be copied by another. Students are expected to complete their own schoolwork and to strive to understand the concepts being taught. Students who cheat or plagiarize will fail the assignment, test, or project. Unless a cooperative effort has been approved, students can expect to receive loss of credit for the work completed and/or disciplinary action. A second such occurrence may result in removal from class with no credit, suspension, and/or expulsion. Individual situations will be taken into consideration based on student age and other factors.

12.2.3 Criminal Activities

The commission of or participation in the following activities, which are among those defined as criminal under the laws of the state of Washington and Clark County, in schools, on school property, or at school sponsored events is prohibited. Appropriate corrective action (disciplinary) will be taken against those who commit such crimes, regardless of whether or not criminal charges/convictions result. Law enforcement officials will be notified of any criminal activity.

Examples of criminal activity include but are not limited to the following list:

- Arson
- Assault
- Burglary
- Dangerous Weapons
- Illegal drugs & drug paraphernalia
- Explosives
- Extortion, blackmail, or coercion
- Firearms
- Gang paraphernalia
- Malicious mischief
- Robbery
- Theft
- Trespass
- Unlawful assembly
- Unlawful interference with school authorities
- Unlawful intimidation of school authorities

12.2.4 Discriminatory Materials or Activities

WSD endeavors to maintain an atmosphere free from discrimination and harassment. Any materials or actions that either intentionally or unintentionally degrade, insult, or malign another person based on his/her race, color, national origin, religion, disability, age, gender, sexual orientation or for any unlisted protected status will not be tolerated.

12.2.5 Disruptive Items

In school, items that may disrupt the education process, i.e. boom boxes, walkmans, CD players, squirt guns, water balloons, firecrackers, skateboards, rollerblades, other "recreational wheels", skiing gloves, video games (i.e. Game Boy), etc. are not permitted. All disruptive devices will be confiscated and appropriate disciplinary action will be taken. Pagers and cell phones are not to be used during school hours.

In the residence, recreational wheels, animals, ignition sources are not allowed. Inappropriate entertainment - videos, music, pictures, video games, etc. promoting violence is prohibited. All videos and computer games should be rated for family or teen (if applicable). Personal communicative devices are not to be used after bedtime.

12.2.6 Drug and Alcohol Offenses

Paraphernalia – students who possess or distribute drug/alcohol related paraphernalia to other students or persons on or near school property are subject to suspension. Students who knowingly possess, use, sell or solicit illegal drugs or controlled substances of any kind at school on campus or school functions may be removed to an alternative educational setting

on an interim basis, or permanently excluded from the residential and/or academic program at WSD. Law enforcement will be notified.

12.2.7 Extortion, Assault, or Causing Physical Injury
A student shall not extort (knowingly obtain or attempt to obtain by threat, property or services of the owner, and specifically includes sexual favors):

- on or about the school grounds at any time
- off the school grounds at a school activity, function, or event
- off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events which occurred or originated on school grounds.

12.2.8 Gang Activity or Association
WSD has a zero tolerance policy toward gang activity or association. Gang activity impairs or threatens the health, safety and/or well being of persons and property, and it disrupts the school learning environment and the educational process. For a student to knowingly be associated/affiliated with, or participate in a gang at school, during school related functions, or on any school district property will result in disciplinary action.

12.2.9 Harassment
Sexual Harassment/Intimidation - Malicious Verbal/Sign Harassment
Washington School for the Deaf is committed to maintaining a learning and work environment that is free from harassment. Harassment of any type substantially compromises the attainment of educational excellence. Such behavior by staff, students, or visitors will not be tolerated.

Any student who believes that he/she has been subjected to harassment at school or at any school sponsored event should promptly report the matter to his/her principal, residential supervisor, or any administrator with whom the reporting person feels comfortable reporting the matter.

Students may use WSD Complaint Report form to report situations where students may feel they are being harassed.
All complaints will be promptly investigated. Confidentiality will be maintained to the highest degree possible during a fair investigation. Where appropriate; immediate corrective action will be taken.

12.2.10 Tobacco Policy
As directed by Washington State Law (RCW 28A.210.310), smoking on school premises is not permitted. Student use of tobacco will not be allowed on school property, including the parking lots. Smoking is also not permitted on any properties adjacent to the school or any area supervised by school personnel.

12.2.11 Weapons

For the personal safety of all students, WSD employees, and school patrons, no materials that are normally viewed as weapons, or are used for the purpose of a weapon, are permitted at school. Weapons includes, but are not limited to: guns of all types including look a likes, knives *of any size*, stabbing devices, metal tip darts, throwing stars, numchucks, explosives, flammable materials, laser pointers, or any weapon or device considered unsafe and dangerous according to federal and state law. Students who handle, care for, or possess such devices on or about school property subject themselves to immediate removal to an alternative educational setting. Possession of a firearm may result in expulsion. Students who handle or carry unsafe and dangerous weapons will likely be expelled or placed in alternative settings with no chance of return to WSD according to Chapter 148-120-100 (15) WAC and 148-120-304.
Physical Education

12.3 Educational Evaluation

Periodically school psychologist, teachers, and assistants evaluate the educational progress and potential of students. According to state/federal regulations each student may be evaluated every three years to assure that the child remains eligible for special education services, is making good progress and that the placement is appropriate. Parents receive notification when such an evaluation will take place and are invited to participate in the process.

12.4 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (2000), otherwise known as FERPA or the Buckley Amendment, ensures that parents and students have access to an opportunity to challenge the content of a student's record, and that schools will not release information that directly identifies a student to a third party. Schools may however, release directory information if the school designates certain information as directory information and allows the student or parent to put out of the directory information exception.

Parents and students have the following rights afforded to them under FERPA: right to inspect and review education records and a description of how a parent or student may assert their right to request an amendment to the record and a method for requesting the amendment, right to consent to disclosures of the student's record and an explanation of the conditions under which the school may disclose without prior consent, right to file a complaint with the Family Compliance Office of the Department of Education.

12.5 Legal Custody Documentation

In cases involving court-ordered custody of children, WSD must have on file the current, legal documentation of the custody, and any restraining orders. This assures compliance with any court orders and parenting plans. In the absence of directives from the court or custodial parent, and when a non-custodial parent has requested leave to take a child off of the WSD campus, the supervisor on duty has the right to tell the non-custodial parent that the child will remain at school until the child's designated transportation arrives, at which time the child will be transported to the custodial parent or custodial parent designee.

Non-custodial parents have the right to obtain any and all information concerning his or her child that is available to the custodial parent irrespective of the wishes or instructions of the custodial parent unless there is a court order on file at WSD to the contrary.

12.5.1 Emancipated Students

If a student becomes an emancipated minor, that student is encouraged to secure an adult advocate to assist in his/her representation during IEPs and disciplinary procedures. This statement also includes students age 18 and above for whom no guardian has been appointed (WAC 148-171-514 - Transfer of parental rights at age 18). An emancipated student may not list the school as his/her home address. Regardless of age, all students must abide by the policies, procedures and rules of the school. Only emancipated adult students have the authority to write their own excuses for attendance.

12.6 Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment of 2001 (PPRA) applies to schools that accept federal funds. PPRA seeks to ensure that instructional materials are made available to parents for inspection if those materials will be used in connection with survey analysis, or evaluation in which their children participate and requires parental permission if the survey, analysis, or evaluation ask the children to reveal information related to any one of the following categories: political affiliations or beliefs held by the student's family, psychological issues of the student or the student's family, sexual attitudes or behaviors, antisocial, self-incriminating, or illegal behavior of the student.

12.7 Reporting – Child Abuse

Professional school personnel are required by Washington State Law, RCW 26.44.030, to report suspected child abuse or neglect. When staff have "reasonable cause to believe that a child has suffered child abuse or neglect", he/she shall report such incident, or cause a report to be made,

to the proper law enforcement agency or to the Department of Social and Health Services. By state law, all reports must be made within 48 hours to the proper agencies.

12.8 Search and Seizure

Searches of students, student possessions and lockers may be deemed a reasonable and necessary tool to protect the interests of all students. The following guidelines shall be observed in order to provide for the safety and welfare of all students and to ensure that the privacy of students is respected.

A student, a student's clothing and other personal property shall be free from searches by school officials unless there is reasonable grounds to believe that: a) a law or school rule is or has been broken; b) a particular student has committed the violation or infraction; c) the suspected violation or infraction is of a kind for which there may be physical evidence (i.e., prohibited items, instruments used to commit offense, stolen items, profits or spoils); and d) the sought-after evidence will be found in a particular place associated with the student suspected of committing the violation or infraction.

A search will be reasonable in scope, duration, and intensity (i.e., not excessively intrusive in light of a student's age or gender, any history of previous violations, a student's reputation, whether there is immediate danger or threat, the seriousness of the suspected violation or infraction, the prevalence of the particular disciplinary problem involved, and the reliability of the information used to justify the search). A search includes ordering a student to empty his or her pockets or bags, or looking into a private area or closed container such as a backpack or handbag, or reading private material in a book, journal, diary or letters. A student will be asked to remove an outer garment before a search through the garment's pockets is made or to put down any backpack or handbag before a search of the bag is conducted. A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW 9.41.280. Strip searches(where bare skin in intimate areas or undergarments is revealed) or body cavity searches are not authorized.

Students will be provided with an opportunity to surrender sought-after items. A student may consent to a search of his or her belongings. That consent may be limited to particular places or things. A student may terminate consent to a search at any time; however a search for additional drugs or paraphernalia may continue when controlled substances or illegal drugs are found even though a student or parent revokes consent. If a student refuses to consent to a search, parents and/

or the police may be called. If there are already reasonable grounds to believe that evidence of a violation of infraction will be found in a particular place, school officials do not have to rely on consent to search. The student and suspected possessions should be kept under surveillance until police have responded. A student should not be asked to empty his or her pockets if possession of a weapon is suspected.

Vehicles brought onto school property may be subject to search under these rules. Looking through the windows of an automobile parked on School property, without opening the door or reaching into the vehicle to move or manipulate contents, is not a search.

12.9 Student Records

In order to protect the privacy of parents and students and to comply with the Family Education Rights and Privacy Act of 1974, WSD designates the following categories of personally identifiable information from students records as directory information: the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most previous school attended.

It is the right of the parent or guardian of a student, or of any student who has attained the age of 18, to refuse to permit the designation of any or all of the above categories as directory information. Any such student or parent must notify the school in writing of such refusal with 10 school days following annual publication of this notice, or no later than 10 school days following the enrollment of the student in WSD. Written notice should be addressed to: Superintendent of WSD, 611 Grand Blvd., Vancouver, WA, 98661.

WSD, as required by the privacy act, also allows access to student official records (permanent records), student cumulative records, confidential records, and Special Education records, by students and/or parent or guardian. A parent/guardian may request access to the student's records by providing a written request to the building principal. Review of records by parents/guardians shall be arranged by the building principal, or the director of education, or his/her designee within a reasonable period of time, but in no case more than 45 calendar days after the receipt of the written request.

A student may request access to his/her records by providing a written request to the student's principal or counselor. Such a request must be accompanied by written parental consent unless the request is by an adult student. Once the appropriate written consent is received a review of the records shall be arranged within a reasonable period of time, but in no case more than 45 calendar days after the receipt of the written request.

A student may request access to his/her records by providing a written request to the student's principal or counselor. Such a request must be accompanied by written parental consent unless the request is by an adult student. Once the appropriate written consent is received a review of the records shall be arranged within a reasonable period of time, but in no case more than 45 calendar days after the receipt of the written request.

WSD, as required by the privacy act, also allows a parent or adult student to request amendment of student records. A parent of a student (or an adult student) who believes that information in education records collected, maintained, or used is inaccurate, misleading, or violates the privacy or other rights of the student may request WSD, which maintains the information, to amend the information. A request to amend a student's educational record must be made in writing to the director of education.

Complaints regarding alleged violations may be addressed to:

Family Compliance Office
U.S. Department of Education
400 Maryland Ave.
Washington, D.C. 20202-4605

WASHINGTON SCHOOL FOR THE DEAF
611 GRAND BLVD
VANCOUVER, WA 98661
360-696-6525 V/TTY

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