

Washington School for the Deaf



Parent - Student Handbook

WASHINGTON SCHOOL FOR THE DEAF (WSD)

PARENT-STUDENT HANDBOOK

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Superintendent's Message

The Washington School for the Deaf (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. We 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 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.

Communication in the Academic Program

WSD celebrates, honors and uses both American Sign Language (ASL) and English as languages of instruction and communication. We affirm the importance of both ASL and English for success in school and beyond for our students.

To these ends the academic program maintains clear separation between ASL and English in instructional and communication contexts. We further believe that communication in our academic environment should be accessible at all times to students and staff; therefore, ASL is used at all times and in all environments when deaf students or staff are present or likely to be present.

To fully engage in school activities, interpreting and accommodations are provided in other native world languages of our parents and community members, such as Spanish, and Russian.

WSD strives to be a safe place where all world languages are celebrated and honored.

Accreditation

The Washington School for the Deaf is fully accredited K-12 by the Northwest Accreditation Commission (NWAC) and the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD).

WSD is monitored by the Washington State Office of Superintendent of Public Instruction (OSPI) and is fully in compliance with state and federal policies, rules and regulations.

Closed Campus

WSD maintains a closed campus.

This means students need parental and school permission to leave campus.

Students are 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 or hard of hearing students who have graduated from high school or obtained a GED, and who 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. Staff assist students in gaining work experience and/or taking classes at a local community college.

When students are ready to transition back to their home communities, PHS staff help identify a work or educational opportunity and connect with adult service organizations in the student's local community. The PHS program provides students 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 Residential Services, under the direction of the Superintendent. Staffing includes a PHS program coordinator, an ILS coordinator and job coaches.

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 (voice) or
360-334-5788 (video phone)

1.0 ACADEMIC

1.1 Age of Majority

At the age of majority (18) all rights previously given to the parents will be transferred to the student who 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) students sign their own IEPs. Parents sign IEPs for children age 17 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 educational information with parents.

1.2 Attendance

All children 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

Students are expected to make up all work for being tardy or absent. Teachers will provide work and a timeline for completion. Suspension make-up work will be given when the student returns to school.

1.3 Absences

When a student is absent, a parent/guardian must call or e-mail the school secretary before 9:00am notifying the school of the absence. The student must bring a note for each absence or late arrival within three days of the student returning to school. The school secretary will make a follow up contact with the parent when the student is absent. Students are 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

Parents/guardians/adult students must follow procedures to secure a pre-arranged absence. Pre-arranged absences include such activities as doctor and dentist appointments. Parents should make every effort to plan family activities, which require a student to be absent, around the school calendar to avoid student missing instruction. Please check the published school calendar for vacation and start/stop dates.

1.3.4 Pre-Arranged Absences Procedure

- Bring a note from a parent or guardian to the school office or 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. 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 the parent by phone, e-mail or in writing of the 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 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

Students absent from class beyond 4th period, are not permitted to participate in extracurricular or co-curriculum activities that day or evening (or weekend if it happens on Friday). School sanctioned absences such as field trips are exceptions to this rule.

1.3.7 Truancy (RCW 28A225.015)

Students who are out of school or class without school permission, are considered truant. Students will receive a failing grade for classes on the day(s) they are truant.

1.3.8 Tardy

Students who are late for class will be considered tardy. If a student arrives to class more than 15 minutes late without a pass, the absence for that period will be considered unexcused. Students are expected to complete class work. Students with an excessive number of tardies, will be disciplined on an individual basis.

1.4 Classroom Observations

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 a parent comes to pick a student up from school, the secretary or principal will get the student from class.

1.5 Disruptive Items

- Items that may disrupt the educational 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, cell phones, cameras and electronic devices are not to be used during school hours. High school students may use pagers and cell phones during lunch period only.
- Middle School and Elementary students are not allowed to bring a cell phone to campus. Parents may request an exception of this rule for emergency contact purposes. Parents should contact the school secretary to make such an arrangement.

- Special consideration may be 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 at WSD. Common sense, decency, and safety in dress are important. WSD administrators may request a student modify (change clothing or cover up) his/her clothing if it is judged to be inappropriate.

1.6.1 Standards for WSD Dress

- Students appearance should be neat and clean, with the body covered (including completely covering the chest, midriff, stomach, and back).
- Students appearance should not be disruptive to the learning environment.
- Shoes or other footwear will be neat, clean, and in good repair and not cause damage to school floors.
- No undergarments may show.
- No spandex, PE, or running shorts may be worn.
- See-through or mesh shirts must have appropriate clothing beneath them.
- No tube tops, spaghetti straps or halter tops may be worn.
- 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 have profanity, vulgarity, sexual references, or gang related terminology or symbols may be worn.
- No jewelry, articles or accessories which intimidate and are or look like ammunition or deadly weapons.
- No tight, excessively short skirts, slit-skirts or dresses may be worn.
- No bandannas, visors, sunglasses, hair nets, do rags, shower caps or rollers may be worn during the academic day or inside school buildings including the cafeteria. For religious purposes, exceptions can be made.
- Hats may be worn in hallways and classrooms where teachers have established that hats are permitted.
- No hoods may be worn during school hours in Divine building or other buildings on campus. Hats and hoods may be worn outside when transitioning to and from buildings.

Other

- No body markings with pens or markers are permitted.
- No haircutting, permanent hair dying, body piercing, curl relaxers, perms, head shaving or permanent tattooing are permitted at WSD or at any WSD sponsored activity or 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 behavior reward field trips. WSD staff accompanies the students on these off-campus outings and students are supervised according to individual needs. Students and staff walk, use public transportation or state vehicles for field trips. **A copy of the WSD Academic Permission Slip for the school year is included in the registration packet for parents to sign.** The Academic Permission Slip gives permission for the student to participate in field trips going only to the locations listed on the form. Information with field trip details will be sent home prior to any field trip. If parents do NOT want their child to attend a certain event they may notify the School Secretary at (360) 418-4341 (V) or (360) 334-5775 (VP). Occasionally, field trips are scheduled which require an admission fee (admission fee is non-refundable after the tickets have been ordered). That information will be provided to parents in advance.

1.8 Fines And Fees

Textbooks and library books must be kept clean and 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.

1.9 Student Health Center

Students who need to go to the Student Health Center (SHC), must do the following:

- Get a blue slip from the teacher.
- Check in with the office/school secretary who will contact the SHC to let the nurse know the student is coming and what the health issue is.
- Go to the SHC.

1.9.1 Injury or Accident

1. Report the incident immediately to the staff 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.

1.10 Phone Use/Video Phone

The school office phones are reserved for school business and emergency use. Students may use school phones or video phones with permission of the principal, school secretary or counselors.

*Personal cell phones or pagers may only be used by high school students during lunch.

1.11 Physical Education - Middle and High School Classes

- Middle and high school students are required to change clothes and wear a shirt and shorts for class. Students may purchase a physical education shirt and shorts from the P.E. department.
- Students must have sneakers/tennis shoes in order to participate in class. Students that do not have proper shoes, will sit out the class period (and will lose participation points).
- Students who cannot participate or have restrictive participation in PE, must have note from a doctor or the school nurse.
- Students must show respect for themselves, other students, teachers, staff, equipment, facilities and WSD.
- No food or gum is allowed in the gym, only water is allowed in the gym. Students may bring their own water bottle or get water from the fountain.

1.12 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 and are subject to disciplinary action.

1.13 Washington State Education Standards

WSD's curriculum aligns with the Washington State Learning Goals set by the Office of the Superintendent of Public Instruction. The State of Washington has 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

1.13.1 Washington Comprehensive Assessment Program (WCAP)

The Washington Comprehensive Assessment Program (WCAP) measures student learning of skills and knowledge important to success in school and life using two assessments- the MSP for grades 3-8 and the HSPE for high school grade levels. Educators use WCAP results to improve teaching and to do a better job in meeting every student's academic needs. Annually students in grades 3 – 10 participate in the WCAP which includes options for alternative tests and forms of assessment for students in special education as determined by the students Individualized Educational Plan (IEP). State and federal laws require all students receiving a public education or attending private schools in the state who wish to be issued a diploma take the state test or an alternate form of the test. The Washington Alternative Assessment System (WAAS) provides assessment options for students who are not able to participate in the WCAP with or without accommodations. Decisions on the appropriate assessment for each student are decided at the annual IEP meeting.

1.13.2 Washington State Learning Goals

<http://www.k12.wa.us/Curriculum/Instruct/>

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

- Read with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and settings.
- Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; geography; arts; and health and fitness.
- Think analytically, logically, and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems.
- Understand the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.

2.0 HIGH SCHOOL

2.1 Graduation Requirements

WSD and Washington State High School graduation requirements:

a) Complete the credit requirements for State of Washington (WAC 180-51-060)

- Class of 2012 – 25 credits
- Class of 2013 and beyond – 26 credits

Students who transfer to WSD, will have transcripts evaluated to determine number of credits needed to graduate. WSD students attend 7 classes per day, this varies at other schools. Some courses may be waived by the Principal. State minimum standards must be met – waiver will not be granted if count is below state requirements.

b) Pass State Assessment Exam (HSPE, DAPE, WAAS Portfolio – indicated in IEP)

- Class of 2012 – meet standards in Reading and Writing
- Class of 2013 and 2014 – meet standards in Reading, Writing, and pass 1 Math EOC (End-of-Course test)
- Class of 2015 and beyond – meet standards in Reading, Writing, 2 Math EOC, and Biology EOC

Note: Class of 2012, if math standards on the HSPE/DAPE/WAAS are not met, student must earn an additional math credit – already built in the credit requirement.

c) Complete a Cumulative Project (Senior Project) with an overall score of 70% or better

d) Complete a High School and Beyond Plan (Senior Portfolio) with an overall score of 80% or better



Course Category	Class of 2012	Class of 2013 and beyond
ENG English—4 Credits Reading—4 Credits	8 Credits	8 Credits
MAT Math	4 Credits	4 Credits
SCI Science includes 1 year of lab science	2 Credits	3 Credits
HIS 0.5—Washington State History 1.0—World Studies 1.0—United States History 1.0— Contemporary World Issues (CWI)	3.5 Credits	3.5 Credits
PEH Fitness and Health 1.5 - PE 0.5 - Health	2.0 Credits	2.0 Credits
ART Fine Arts 1.0 – Art/Art related courses 2 courses must align	1 Credit	1 Credit
OCC Occupational Education 1.0 – Vocational course, work experience	1 Credit	1 Credit
ELECTIVES Additional courses – can be any core courses, vocational courses, or repeating courses for additional enrichment	3.5 Credits	3.5 Credits
TOTAL	25 CREDITS	26 CREDITS

Each class taken at WSD earns .5 credit per semester, unless noted differently. This is common among other high schools throughout the state. One semester equals roughly 18 weeks or 90 hours.

2.1.1 High School and Beyond Plan

All WSD high school students must complete a High School and Beyond Plan which is a Washington State graduation requirement. This plan includes a portfolio which demonstrates the student's best work and is a comprehensive plan detailing the student's strategy for completing graduation requirements as well as succeeding beyond graduation. The plan must demonstrate that the student has given significant thought to the transition from high school to life after graduation (higher education, technical school, or the world of work). Students start their career considerations in middle school and add to the portfolio each year during high school. When they are ready to graduate, they must present a complete portfolio to the Career Portfolio Board.

2.1.2 Culminating Project

Students who are seniors complete a culminating project (Senior Project) which encourages them to think analytically, logically and creatively and to integrate experience and knowledge to solve problems. Students are given a chance to pursue a service project of interest to them or that aligns with the students career goals. The culminating project offers students an opportunity to apply their learning in a “real world” way. As part of the culminating project, each student will demonstrate essential skills through reading, writing, presenting, production and/or performance. To complete the project, students may be asked to write a research paper, work with a mentor in school or in the community, present to a community or peer panel, pull together a portfolio of work and/or develop a multimedia presentation.

2.1.3 Graduation Accommodations

Students who are on an IEP are expected to complete the state and WSD graduation requirements as well as complete their IEP goals, unless the IEP team determines that a student requires modified graduation requirements due to identified disability. The IEP team should begin evaluating a student’s graduation requirements during the 9th grade school year. Modified graduation requirements are documented in the transition section of the IEP.

2.2 Credit

Students may earn high school credits in various ways at WSD through taking classes in 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, may attend classes at Hudson’s Bay or Fort Vancouver High School. Qualified students may attend classes and earn high school credits. WSD will provide interpreters.

To be eligible a student must:

- Have a cumulative high school 3.0 grade point average in all subject areas to take an academic core course off campus.
- Take a course not offered at WSD.
- Maintain a grade of C or better to continue in an off-campus academic core course.
- Earn a grade of B or better in vocational course to continue off campus placement. (There is no cumulative grade point average requirement to take a vocational course.)
- 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, students may attend Clark College part or full-time and earn both high school and college credits. Students are limited to college level classes (100 level and higher). To be eligible for Running Start a student must:

- Be a junior or senior.
- Have a high school 2.5 or better grade point average.
- Pass the Clark College placement exam. Students are required to pay for the Running Start qualification exams. Students will be tested in three areas: (1) reading, (2) writing, and (3) math. Students 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 tuition, textbooks, supplies, and any fees for the class.

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

2.2.3 Credit Appeal

If students miss more than 15 class sessions during a single semester, they are required to complete the credit appeals process. (School-related absences are not counted toward the 15 absence limit.) The purpose of the appeal is to review student attendance history, the reasons for the absences, and to determine what requirements must be met to earn credit. Credit is not automatically granted with an appeal application. Students 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 Options

If students fail a required course, they must retake the course and pass it to gain the required credits to graduate. In special circumstances with the approval of the Principal, students may use other options to recover credit. If credit is needed in addition to courses being taken, the course will be completed on the student’s own time after school hours. If the make-up course cannot be taken during the regular school day, the course will be devised as a self-instructional course. Options include:

- Take an alternative course to meet the credit requirement
- Use computer-based curriculum which allows the student the opportunity to complete course work through on-line resources. (Note: Additional fees may apply which will be the responsibility of the student or his/her family.)

- Completing 90 hours of self-instructional course materials under the direction of a teacher in the required subject area. Course must be approved by a mentor (teacher) and the principal and the work agreed to by the student according to a contract. This will occur outside of the academic school day.

2.2.5 Schedule Changes

All schedule changes must be approved by the principal. Schedule change requests take into consideration graduation and IEP requirements as well as availability of courses and space alternative classes.

2.3 Grading System (WAC 180-57-050)

The evaluation of student progress is a fundamental responsibility of teachers. A primary goal and value of WSD is to promote student learning. To support this value, grading will reflect mastery of learning goals for each student and reflect each student's individual mastery of skills and knowledge. A close working relationship between WSD and the home is essential to the accomplishment of this goal. Regular communication with parents in order to keep them informed of their child's progress is essential and required of all teachers. Teachers should use a variety of communication methods as appropriate including email, telephone, videophone and personal conferences and written grade reports. At the beginning of the grading period, students and parents will be informed regarding the basis for grades and the methods to be used in determining grades. Grading rubrics and methods of calculating grades will have a primary focus on mastery of clear learning objectives. Teachers will notify parents at the mid-quarter if a student has a "D" or an "F" in a class. A copy of the notification will also be given to the principal.



All grading at WSD in the secondary program (middle school and high school) is based on a five point scale with each point clearly defined by a rubric for any assignment, project, test or examination that is graded. The five point scale is translated to letter grades and grade point average as follows:

WSD Grade Marks				
Scale Value	General Rubric	Letter Grade	Percent Ranges	GPA
4	Exceeds Expectation	A	100- 95	4.00
		A-	94.99 - 90	
		B+	89.99 - 87	
3	Meets Expectation	B	86.99 - 84	3.00
		B-	83.99-80	
		C+	79.99-77	
2	Approaching Expectation	C	76.99-74	2.00
		C-	73.99-70	
		D+	69.99-67	
1	Does not meet Expectation	D	66.99-64	1.00
		D-	63.99-60	
0	Significantly below Expectation	F	59.99 - 0	0.00

Note: A grade of “0” may be awarded; however, the student will be given the opportunity to make up missed assignments within a reasonable timeframe, complete an alternative assignment, or demonstrate his/her knowledge or skill in mastering the learning objective by an alternative form of assessment. Graded work will be adjusted to reflect overall mastery of learning objectives and quality of assignments taking into account student motivation to meet learning expectations.

Note: WSD places value on learning not failing. Our practice is to give students additional opportunities to demonstrate mastery of clearly defined learning objectives. Students will have opportunities to improve their grade on an assignment or test by re-submitting corrected assignments and tests or demonstrating mastery of learning objectives by other means. Final grades should represent ultimate mastery not the false starts, errors, or mistakes made in the process of learning. Formative assessment is used to inform both students and teachers of progress and areas needing further attention, re-teaching and renewed efforts by the student.

An “[]” (incomplete) may be awarded when a student has missed a significant amount of school due to illness, accident or other reason approved by the school administration. Students who are awarded an [] in any course will have 6 weeks to complete work and convert their incomplete to a grade.

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 as an average of first quarter and second quarter grades. Final exams or final projects may be used as appropriate to the subject at the discretion of teachers as culminating assessment activities for each quarter of instruction. Final exams or projects may not exceed 20% total weight in a quarter grade calculation.

2.4 Honor Roll

Students' 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, including grades earned through attendance at schools other than WSD during the grading period. The "A" Honor Roll and "B" Honor Roll are calculated using the above grade point values. Students earning a grade point average of 3.0 to 3.45, will receive the "B" Honor Roll for the quarter and/or semester. Students earning a grade point average of 3.46 to 4.0, will receive the "A" Honor Roll for the quarter or semester.

2.5 Organizations

Organizations will vary from year to year. The organizations are based on student enrollment, funding, and staff availability.

- **ASB (Associated Student Body):** The ASB helps develop leadership skills. It teaches students to be effective, ethical, and influential Deaf leaders. Officers are elected each year with a representative from each class.
- **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 transition office.

2.7 Parent Access to Grades

Parents are encouraged to stay in close contact with their student's teachers via email, telephone and/or video phone. Parents may check student's grades using the Parent Access function on the WSD website at wsd.wa.gov.



3.0 SPORTS

3.1 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 and 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.

3.2 Expectations

As sports participants, students represent WSD. They are leaders of the WSD community and therefore are expected to display positive attitudes, knowledge and skills. As a member of any WSD sports team, students are expected to exhibit positive sportsmanship towards self and others on and off the field/court and/ or campus.

3.2.1 Sports Participants Will:

- Maintain good grades in school. (see below)
- Attend and perform at all practices, games, pep rallies, and related events utilizing skills learned and following team rules.
- Show up at all practices and games on time, displaying positive energy, team spirit, and sportsmanship.
- 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 practices or games. Permission will be granted for illness, doctor appointments, school related activities such as field trips, etc.
- Provide a written note from parent, teacher, and doctor or student health center for late or missed practices/games.

3.2.2 Grades

As a participant in varsity sports (including cheerleading), students will be placed on academic probation (AP) if their grade point average (GPA) falls below 2.0 or if they receive an "F" in any classes. The principal will publish the AP list weekly beginning the second Monday of each quarter. The AP list will be sent to both the academic and residential departments.

When students are placed on AP, they have two weeks to improve their grades. Students may continue to participate in varsity sports during this two week period. If their grades do not improve to the standard within the following two weeks, the student will be suspended from any varsity sports activity in which they are involved (football, volleyball, basketball, cheerleading, etc.) for three weeks. During this suspension a student may not:

- a) participate in competitive games,
- b) attend away games with the team or
- c) sit with the team on the field or court for home games.

During the three-week suspension students will be permitted to continue practice and conditioning. At the conclusion of the three-week suspension if the grades have improved to standard, they will return to participation in competitive games. Residential students on AP will have additional restrictions as outlined in the residential level system.

Students on AP at the end of a semester will be suspended from varsity sports through the last Saturday of September in the fall and the first five (5) weeks of the succeeding semester for the Spring. The same conditions apply as suspensions that occur during the course of a season. (see a, b, and c above).

3.2.3 Varsity Sports Rules

Students will be removed from the team if they:

- Are on probation due to AP (see above).
- Are in possession of 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.
- Receive 2 - Level 2 BRF's or 1 - Level 3 BRF during school.

3.3 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 boys' and girls' 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.



4.0 TRANSPORTATION

4.1 Student Vehicle Contract

All students driving cars to school must:

- Show proof of having a valid drivers' licenses
- Maintain car insurance and show proof of insurance
- Complete and be approved for a WSD student vehicle contract prior to driving to school
- Maintain a C or above grade in all subjects on the weekly progress report
- Follow all existing traffic laws
- Observe the 5 mph speed limit while driving on school grounds
- Park their cars in the main parking lot
- Not go to their cars during the school day without permission from the high school office
- Not allow other students to ride in their vehicle without signed parent approval and appropriate completed transportation paper work

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

4.2 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, academic secretary at (360) 418-4341 or transportation secretary at (360) 418-4361.

4.3 Charter Bus Service and Flights - Residential Students

WSD contracts with a charter bus service for transportation of 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.

- Parents must approach the transportation monitor/airline representative to sign out their child. Be prepared to show identification.
- Parents/Guardians may only choose one regular bus stop/airport. The Student's assigned bus/plane is the only bus/plane the student is allowed to ride. WSD will not transport students to other destinations unless the other destination is served by the same bus/plane, in which case the student may get off at a different stop. Parents/Guardians can change student travel plans by submitting a Travel Release Form by 5pm on the Tuesday prior to the change.

4.3.1 Bus or Airline Cancellation

- Parents will be called if chartered buses or airlines are not able to transport students.
- For 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 (voice/text).

4.3.2 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.

4.4 Frequent Flyer Miles

WSD 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 remain property of 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.

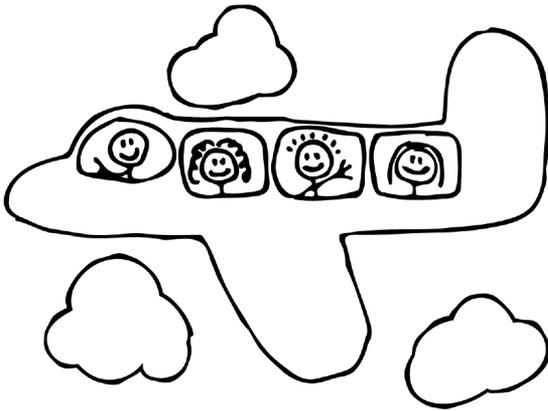
4.5 Missed Transportation

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 the designated stop and a parent/guardian is not there to pick up a student, the monitor 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 in the ESP section of the monitor book.

If the student is under the age of 18, she/he may not be left alone. After 15 minutes, if the parent/guardians have not come, the monitor or transportation secretary will make every attempt to contact the parent/guardians, as well as all emergency contacts. If parents/guardians can not be contacted, the student will be brought back to WSD. Parents/guardians are responsible for all additional transportation and staff expenses. Additional costs may include a plane ticket, food, and staff overtime.



5.0 RESIDENTIAL PROGRAM

The WSD Residential Program is part of an integrated approach to the learning and development of the students. The 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 and meals, but also encompasses extracurricular activities and student transportation.

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

5.1 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 3.0 Sports)

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

Sample of after school activities offered: * Auto Mechanics * Swimming * Cooking * Hiking * Dance * Study Hall * Gardening * Photography * Crafts * Bowling * Drama

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

Special Olympics: * Basketball * Soccer

5.1.1 After School Program (ASP)

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

5.2 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.

5.3 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
- The back up safety plan (to address student behavioral issues), and how help will be called if needed (phone, pager, etc.)

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 the 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 dressed for the trip

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

Students should remember that when leaving campus, they 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 sign out is allowed:

- Non-ASP days - 3:30 p.m. - 8:30 - 9:30 p.m. (depends on level)
- ASP 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 ASP between 3:30 p.m. and 5:30 p.m. on ASP days. ILS Gold Level students have the option of attending ASP or signing out off campus.

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

D) Students who are on AP 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 provide 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 of return
- Actual time of return

I) Students who return 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, Paper Tiger, Mexican Restaurant	1 hour 2-times a week
Area 2	Fred Meyer/Grand Central and surrounding area	2 hours 1-time per week
Area 3	Westfield Shopping Center, Vancouver Plaza, Vancouver Village, Vancouver Park Place	3 hours 1-time per week

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.

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

Level	Areas	How often	Check In time
Gold	1-2-3	unlimited	9:30 p.m.
Silver	1-2-3	4 x per week	9:00 p.m.
Bronze	1	1 x per week	8:30 p.m.
Copper	none	none	N/A
Honor	1-2-3	4 x per week	9:30 p.m.
Okay	1-2-3	2 x 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 with whom 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 may 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 receiving adult) and the estimated departure and return times.
- B) The SLC checks the student's signed parental permission form to ensure the proposed receiving adult is permitted to take the student off-campus. If the proposed receiving adult is not on the written parental permission form, the SLC tells the student 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 the SLC will 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 (preferably a driver's license) for positive identification.
- E) The student then accurately completes and signs the "WSD Off Campus Sign Out Sheet."

5.4 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 allows 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 cottage.

5.5 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, Facebook.com, 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.

5.6 Communication

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

5.6.1 Staff/Parent Communication

SLCs are required to make at least 2 parent contacts per month, as well as a cottage newsletter and weekly level system report (if applicable). Parents are encouraged to contact residential staff at any time.

5.6.1 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

5.7 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 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 parents or students have questions about whether the attire a student chooses is appropriate, they should contact the Director of Residential Services, Dean or Principal.

5.8 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.

5.9 Phone Use

Video phones 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 their own personal communication devices between 3 pm and bed time.

5.10 Valuable Items

Items such as computers, video games, 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 are able to secure valuables for students in locked closets. WSD recommends all valuables (expensive items and more than \$10 cash) be secured. Students must request valuables be secured by an SLC. WSD will not be responsible for loss or damage of unsecured items.

5.11 Residential Visits

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

All residential program visitors must report first to the receptionist in Clarke Hall office or to the 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 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 below. 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 determine 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 she/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 all bedroom doors must be locked. Students who do not cooperate with staff will be asked to leave.

5.12 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
After School Program 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 ASP-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.

5.13 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.

5.14 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.

Gold Level

Students may move to or remain on the Gold level when he/she does all of the following:

- 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 (BRFs) 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 all WSD "bills" on time;
- Plans and cooks one meal per month for his/her cottage family with a positive attitude;
- Cooks breakfast for his/her cottage family as directed by the graveyard SLC;
- 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.

Gold Privileges

1. Independent bedtime. (no required bedtime);
2. Independent study time (no required study time);
3. May attend all socials, games, theater activities, including the weekly ILS movie night;
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 use the residential computers at any time;
9. May use the residential video phone at any time;
10. May use the residential video games at any time;
11. Will receive a monthly ILS "bonus check" of \$200.00;
12. May go to school 5 minutes early in the morning;
13. May go off campus for lunch with the approval of the Principal (Must make the request 24 hours in advance);
14. May participate in special field trips;
15. May have a "sleep-over" in same gender cottage;
16. May be unsupervised in outside play areas;
17. Plan a meal outing with staff once a month;

Silver Level

Student may move to or remain on the Silver level when he/she does all of the following:

- 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 all WSD "bills" on time;
- Plans and cooks one meal per month for his/her cottage family with a positive attitude;

- Cooks breakfast for his/her cottage family as directed by the graveyard SLC;
- Keeps bedroom neat and clean at all times with no more than 2 reminders;
- Does assigned chores daily without constant reminders;
- 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.

Silver Privileges

1. Bedtime: lights out by 11:30;
2. Independent study time (no required study time);
3. May attend all socials, games, theater activities, including the weekly ILS movie night;
4. Visiting privileges Monday-Thursday until 9:00p.m.
5. Sign out up to four times a week (areas 1, 2 or 3 - Monday-Thursday); see chart on page #31

Days and times that sign outs are allowed:

Non-activity days: 3:30 p.m. - 9:00 p.m.

Activity days: 5:30 p.m. - 9:00 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);
7. May do laundry from 3:05 p.m.-11:00 p.m.;
8. May use the residential computers until 11:00 p.m.;
9. May use the residential video phone during VP hours;
10. May use the residential video games until 11:00 p.m.;
11. Will receive a monthly ILS "bonus check" of \$100.00

Bronze Level

Student moves to or remains on the Bronze level when he/she does one of the following:

- 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;
- 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 cook breakfast 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;

Bronze Privileges

1. Bedtime: lights out by 10:00
2. Required study time, 6:30 p.m.-7:30 p.m.
3. If on AP student must have 1 1/2 hours of study time during the day
4. Only one social activity per week
5. Visiting privileges Monday-Thursday until 8:30p.m.
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 outs are allowed:
 - Non-activity days: 3:30 p.m. - 8:30 p.m.
 - Activity days: 5:30 p.m. - 8:30 p.m.
7. Must sit with SLC at dinner time
8. May do laundry from 3:05p.m.-9:00p.m.
9. May use the residential computers until 9:30 p.m.
10. May use the residential video phone until 8:30 p.m.
11. May use the residential video games until 9:30 p.m.
12. Does not receive ILS bonus money

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

Copper Level

Student moves to or remains on the Copper level if he/she does one of the following:

- 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;
- 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 cook breakfast 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.

Copper Parameters

1. Required reading and bed times:
 - Quiet reading – 9:00 p.m.
 - Lights out – 9:30 p.m.
2. Will be required to participate in all ILS activities and must complete all ILS homework assignments
3. 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

4. May not attend on or off campus social activities
5. May not visit other residential cottages
6. No off campus sign-out unless with a staff person and for non-social activities
7. Will eat dinner in their residential cottage. Students on the Copper level are not permitted to eat dinner in the cafeteria.
8. May do laundry from 3:05p.m – 8:00p.m.
9. May use residential computers for homework and parent email only
10. May use residential VP only call parents (until 8:30 p.m.)
11. May use video games one time per week with permission from SLC (not after 8:30 p.m.)
12. Does not receive ILS bonus money

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.



5.15 Residential Level System 7th-10th Grade

1) Introduction

The Residential Level System is a behavioral management tool designed to encourage students in grades 7-10 to develop and earn privileges and independence while learning how to be responsible.

The keys to effective behavior management are (1) clear and reasonable expectations, (2) frequent communication about expectations, (3) consequences for misbehavior that are natural, logical and enforceable, and (4) **CONSISTENCY**.

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 residential staff, reserves the right to modify this program when deemed necessary and/or appropriate.

2) General Information

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 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 or color level system.

Level movement forms will be distributed to the following people:

- 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 students to review their performance weekly.

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.

3) 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 AP are automatically placed on the Warning level until they are removed from the AP list.

4) 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.

5) Honor Level

Students may move to or remain on the Honor level when he/she does all of the following:

- 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 Honor level, he/she may request an application from the 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) 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) lights out - 11:00 p.m.
 Middle School (7th & 8th) lights out - 10:00 p.m.
 quiet reading - not required
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. 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.

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 his/her 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.

7) Okay Level

Students may move to or remain on Okay level when he/she does all of the following:

- 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.

8) Okay Level Privileges

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

4. May attend all social activities on and off campus, when homework is completed.
5. Visits to other residences allowed with a blue slip and SLC permission.
6. 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.
7. May use residential section telephones and Video Phone.

9)Warning Level

A student moves to or remains at this level when he/she does one or more of the following:

- 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

10)Warning Level Parameters

1. Bedtimes:
 High school (9th & 10th) quiet reading - 9:00 p.m.
 lights out - 9:30 p.m Middle school (7th & 8th)quiet
 reading - 8:30 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 and all homework must be completed. Student will remain in his/her own bedroom and study, read and/or write.
4. May attend one social or sports activity per week (on campus only).
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. Student will be able to leave campus only with a staff person and only for non-social activities.
7. Students may not visit other residential sections.
8. May use residential section computers for homework and parent email only.

9. May use residential section telephone and Video Phone to call parents only.
10. May use video games one time per week with permission from SLC.
11. 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.

11) Discipline Level

A student moves to or remains on the Discipline level if he/she does one or more of the following:

- 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

12) Discipline Level Parameters

1. Bed times:
High School (9th & 10th) quiet reading - 8:30 p.m. lights out - 9:00 p.m. Middle School (7th & 8th) quiet reading - 8:00 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 with 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 section computers for homework and parent email only.
11. May use residential section 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.

5.16 Residential Level System for 5th-6th Grade

1) Introduction

The 5/6 Residential Level System is a behavioral management tool designed to encourage 5th and 6th grade students to develop and earn privileges and independence while learning how to be responsible. The keys to effective behavior management are (1) clear and reasonable expectations, (2) frequent communication about expectations, (3) consequences for misbehavior that are natural, logical and enforceable, and (4) **CONSISTENCY**.

This is a daily level system. Students may move up or down four levels depending on their behavior and level of responsibility the previous day. The four levels are:

- Honor
- Okay
- Warning
- Discipline

All students will begin on Okay level. Maintaining the Okay level daily indicates that the student is consistently meeting the expectations of the residential program. 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 consult with Residential staff, reserves the right to modify this program when deemed necessary and/or appropriate.

2) General Information

SLCs will meet with their respective students nightly to review their performance for the day. The student's level for tomorrow will be determined by his/her behavior today.

Students who have been suspended as a result of disciplinary proceedings will return to school on the Discipline level for one day. Daily level placements will be posted on the Daily Student Information (DSI) and sent to:

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

3) 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.

4) Classroom Behavior

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

5) Honor Level

Students may move to or remain on the Honor level when he/she does all of the following:

- 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 had any BRFs for the previous 4 weeks.

When a student feels ready to move to the Honor level, he/she may request an application from the 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) Honor Level Privileges

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

1. Bedtimes (unless an earlier time is specified by parents):
quiet reading – not required - lights out - 9:30 p.m.
2. May have independent study time.
3. May attend all social activities (on and off campus).
4. May have first choice of limited openings for special events.
5. Visits to other residences allowed without a blue slip.
Students must have their Honor level ID cards with them.
6. May use residential video phones and ttys any time before bedtime.
7. May use video games any time before bedtime.
8. May spend the night at another residence once a week with permission from the SLCs and the Dean.
9. May participate in the special Honor level activity scheduled each month.

Academic input is considered very crucial to this program. Significant infractions in the academic program will prohibit the attainment of Honor level. If a student's academic or behavioral status in the school is significantly below their potential, the Honor level status will be revoked. The school Principal can notify the Director of Residential Services at any time 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.

7) Okay Level

Students may move to or remain on Okay level when he/she does all of the following:

- 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, bedtime, after school activities, meals, and so forth;
- Meets all residential and academic expectations; and
- 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;

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

8) Okay Level Privileges

1. Bedtimes (unless an earlier time is specified by parents):
quiet reading – 8:30 p.m./lights out – 9:00 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. 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.
4. May attend all social activities on and off campus, when homework is completed.
5. Visits to other residences allowed with a blue slip and SLC permission.
6. Must sign in/out at all times.
7. May use residential video phone and ttys until reading time.
8. May use video games after homework is completed until reading time.

9) Warning Level

A student moves to or remains at this level when he/she does one of the following:

- 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.

Any involvement in serious conduct violations will be documented on a BRF 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.

10) Warning Level Parameters

1. Bedtimes (unless an earlier time is specified by parents):
quiet reading – 8:00 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. Study time will be at least 1 hour and all homework must be completed. Student will remain in his/her own bedroom and study, read and/or write.
4. May not attend social or sports activities.
5. Students may not visit other residential sections.
6. Students may not sign out unless they are with a staff person and only for non-social activities.
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 for up to 30 minutes a day 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 day and until he/she can demonstrate readiness to accept the responsibility of the Okay level.

11) Discipline Level

A student moves to or remains on the Discipline level if he/she does one or more of the following:

- Receives any level 3 BRF's;
- 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

12) Discipline Level Parameters

1. Bedtimes (unless an earlier time is specified by parents):
quiet reading – 7:30 p.m./lights out – 8:00 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. Study time will be at least 1 hour and all homework must be completed. Student will remain in their own bedroom and study, read and/or write.
4. Will not be allowed to attend on or off campus social activities, sports or theater events.
5. No sign-out. Student is to remain in his/her cottage except for after school activities.
6. Will not be able to entertain visitors in the residential common area.
7. May not participate in any provided DVD/VCR movies
8. May not use residence video games.
9. May use residential section computers for homework and parent email only.
10. May use residential section telephone and video phone to call parents only.
11. Will eat dinner in their residential cottage. Students on the Discipline level are not permitted to eat in the cafeteria during dinner.

5.17 Residential Color Level System

1) Introduction

The Color Level System is a behavioral management program for students in grades K through 4. The goal of this program is to reinforce positive behaviors and change negative behaviors in an effort to enhance the total educational program for the student.

2) General Information

The Color Level System uses the colors green, yellow and red to indicate student behavior. Each classroom or cottage has a color poster. A green section is on top, then yellow and red on the bottom.

Each color comes with its own set of expectations, rewards and/or consequences. Students have their individual name cards on the poster and each day all students will begin on green, regardless of their behavior the preceding day. Maintaining the green level all day indicates the student is consistently meeting WSD expectations. When a student is misbehaving staff gives the student supportive corrective information always reinforcing the expected behavior. If the misbehavior continues staff moves the student's name card to yellow. If the student improves his/her behavior, he/she is moved back to green. If the inappropriate behavior continues the student may move to red.

This program is designed to develop self-discipline and responsibility. It is important staff establish clear, positively stated expectations for students and reinforce these behaviors through praise and an underlying reward system. Expectations should be posted where students can see them. Pictures are helpful for younger children. This behavior program focuses on cooperation and communication between the student and the staff person. Staff will discuss behaviors with the student and provide corrective information and appropriate consequences when necessary.

The use of natural and logical consequences should be used whenever possible. Natural consequences are consequences that would naturally occur following a negative behavior such as refusing to complete an assignment. The natural consequence would be to complete the assignment during recess time. The natural consequence for deliberately spilling a glass of milk would be to clean up the mess. Logical consequences are consequences that would match the severity of the infraction.

The consequence may or may not be related to the infraction. For example, if a student is 5 minutes late to class then a logical consequence would be to miss 5 minutes of recess time. If a student is late for bed the logical consequence would be to go to bed early the next night. The keys to effective behavior management are (1) clear and reasonable expectations, (2) frequent communication about expectations, (3) consequences for misbehavior that are natural, logical and enforceable, and (4) **CONSISTENCY**.

In order to facilitate communication between the residential and academic departments, color movements and/or behavior information will be shared on the Daily Student Information (DSI).

3) Green Level- Great!

Students remain on green when they:

- Respect self and others
- Stay on task
- Are cooperative and follows directions
- follow reasonable requests
- Are helpful
- Follow all classroom, cottage and bus rules
- Do not argue
- Are honest
- Keep bedroom neat
- Control anger
- Keep hands, feet, body to self
- Do not yell or scream
- Talk appropriately with friends
- Inform staff where he/they are going
- Stay in seat (school)
- Complete schoolwork
- Accept warnings and tries to improve behavior

4) Green Privileges

When students are on green in school they can (subject to review by Elementary staff):

- Be independent
- Sit with friends at lunch, assemblies and other activities
- Go to recess
- Attend all field trips
- Run errands with a blue slip
- Use their free time for computer, reading, arts and crafts, puzzles, games
- Go to the bathroom during a break

When students are on green in the cottages they can (subject to review by SLCs):

- Stay up until 8:30 p.m. (unless an earlier time is specified by parents)
- Sit with friends at dinner
- Attend all age appropriate social activities
- Watch TV
- Play outside
- Get a snack
- Visit another cottage
- Invite a friend to their cottage
- Use the computer for games, internet, email

- Make VP calls
- Play video games

5) Yellow Level – Warning!

Students may move to yellow when they:

- Are disrespectful
- Do not stay on task
- Are not cooperative and ignores directions
- Do not comply with reasonable requests
- Are not helpful
- Do not follow classroom, cottage or bus rules
- Argue with staff
- Are dishonest
- Do not keep bedroom neat
- Are unable to control anger/emotions
- Bother others with their feet, hands, or body
- Yell or screams
- Do not talk appropriately with friends
- Leave without permission
- Do not stay in their seat (school)
- Do not do schoolwork
- Ignore warnings

6) Yellow Parameters

When students are on yellow in school they may (subject to review by Elementary staff):

- Require special seating
- Need to sit with staff at lunch, assemblies and other activities
- Miss recess time
- Miss a field trip (staff will determine)
- Not run errands
- Not have choices for free time
- Need monitoring during breaks

When students are on yellow in the cottage (subject to review by SLCs):

- Need to go to bed at 8:00 p.m.
- Need to sit with staff at dinner
- Miss social activities
- Not play outside (staff will determine)
- Not visit other cottages
- Not invite a friend to their cottage
- Not have computer privileges (staff will determine)
- Not have VP privileges (staff will determine)
- Not have video game privileges

If students gain control and improve their behavior they will move to green level.

7) Red Level – Alert!

Students may move to red when they:

- Have a tantrum
- Are unable to control anger
- Show out-of-control behavior
- Are non-compliant and refuses to follow the rules
- Show overly assertive behavior
- Show some physical aggressive behavior
- Leave the area without permission
- Use racist, sexist or vulgar signs/words

8) Red Parameters

When students are on red in school they will (subject to review by Elementary staff):

- Be sent to the office
- Eat lunch alone
- Not go off campus
- Be removed from all activities
- Not be allowed breaks
- Not have student contact

When students are on red in the cottage they will (subject to review by SLCs):

- Have a time-out in his/her bedroom
- Go to bed at 7:30
- Eat dinner in the cottage
- Not leave the cottage
- Not go to social activities
- Not have computer privileges
- Not have VP privileges (except to call parents)
- Not have video game privileges
- Not have student contact

If the students gain control and improve their behavior they will move to yellow level.

6.0 STUDENT HEALTH CENTER

6.1 Routine Health Care

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

6.2 Sports Physicals

It is a Washington Interscholastic Activities Association (W.I.A.A.) rule that the student must have a sports physical every 2 years in order to participate in high school athletics. The student must be examined and certified as being physically fit to participate in any tryout or practice. The exam must be performed by a qualified doctor and renewed every two years.. Your primary care doctor and/or any Urgent Care Clinic has the form that we need on file for your student to participate in practices or games.

6.3 When Your Student Becomes Ill At Home

WSD's goal is to facilitate a healthy learning environment. It is inevitable some students will become ill. Illness spreads quickly in a bus, classroom, or cottage. Do not put your student on the bus or send them to school when he/she is ill. This will help us to maintain a healthier school environment for all.

6.4 Guidelines for Illness

The Washington State Department of Health advises you to "Stay Home When You Are Sick." Specific Health Conditions that Exclude your Student from School:

- Fever of 101 degrees or higher
- Widespread, untreated rash
- Vomiting and/or persistent diarrhea
- Draining, red, or matted eyes
- Serious respiratory infections with persistent cough, fever, and/or large amounts of green/yellow drainage
- Chicken Pox – may return to school when all blisters are scabbed over and student is fever-free for 24 hours

- Untreated lice or scabies

When your student has specific health conditions that exclude them from school, parents/guardian will be requested to take their student home, at their own expense.

6.5 When Your Student Becomes Ill or is Injured at School

If your student becomes ill or is injured while at school, the student will be instructed to go to the Student Health Center where he/she will be evaluated by the nurses. The Student Health Center is staffed sixteen hours a day by two nurses.

6.5.1 Illness

- Students are assessed, evaluated, and treated by the school nurse according to their symptoms and are either admitted to the Student Health Center for further care or dismissed to school or their cottage.
- Students will be seen by the school doctor based on nurse's discretion, on a consulting only basis.
- For recurring illness lasting more than 24 hours or new symptoms that prevent the student from participating in school activities the student will be seen by the school nurse and a decision will be made whether the student may remain in school.
- The nurses will attempt to contact the parents/guardian to inform them of any significant health concerns or illness lasting more than 24 hours affecting their student.
- For any illness deemed contagious (Chicken Pox, Pink eye, Impetigo, etc.) students cannot travel home by bus or plane and must be picked up by parents/guardian.
- If your student has been exposed while at WSD, the parents/guardians will be notified by the school nurse.

6.5.2 Injuries

If your student experiences a minor injury he/she will be seen at the Student Health Center, assessed, evaluated, and treated by the nurse, according to the injury and likely returned to school.

For a more serious injury that needs immediate medical attention;

- The nurse will attempt to reach the parents/guardians and ask that they take the student to urgent/emergent care.
- If the parents can't get to school, the nurse will attempt to reach them and clarify which urgent/emergent care WSD should transport the student to.
- The parents/guardians are responsible for any and all follow-up treatment at home.
- The nurses need a doctor's clearance to clarify level of activity for any injury that has resulted in a broken bone.

- Upon specific request the nurse will notify any parents/guardians who wish to be notified if their student is seen in the Student Health Center for any reason. (Please make this request in writing to the Student Health Center at the beginning of the school year or as the need arises, so the appropriate documentation may be entered into the student's chart, to fully meet this need.)

6.6 Surgery

For Minor Surgery such as simple wart or suture removal;

- Students may return to school immediately if they bring doctor instructions that clarify their care at school and/or at the Student Health Center.

For More Serious Surgery such as wisdom teeth removal:

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

For Emergency Surgery while at WSD:

- The parents/guardians must travel to the hospital as soon as possible and take over responsibility for his/her student before, during, and after surgery. After surgery, the parents/guardian must take student home to recover.

6.7 Dental

Parents/guardians are responsible for routine teeth cleaning and fillings. In case of dental emergency, a student could be transported to the local hospital for treatment with parent/guardian permission. All follow-up dental care is the parents/guardians responsibility at home.

6.8 Lice Policy

Although head lice is not categorized as a communicable disease, it is recognized as a health issue that can affect a student's focus and comfort and can be passed on to other students in a classroom or residential setting if the students are not following good health practices.

- A student with live lice will be immediately excluded from school and/or cottage and sent home with lice treatment information and can return the next day.
- The nurse will work with residential staff to ensure that the cottage has been thoroughly cleaned.

- A student with no live lice may return to school, even if nits are present. Parents/guardians are strongly urged to remove all nits from their child's hair to help prevent re-infestation.
- Students will be re-checked for lice and nits at 7 and 14 days after re-entry into school.
- If live lice are present, the student will be excluded from school again.
- If after 14 days live lice remain present, the student will be excluded again and must remain out of school until there are no lice or nits.

6.9 Medications at WSD

Students should be given medication at home whenever possible; however, if the student requires medication during school or residential hours, specific procedures must be followed. Specific medication forms must be completed and signed by their health care provider each year and be on file at the school.

There are two general categories of medications: prescription and over-the-counter. The process for administering these medications is still the same and will occur by the school nurse or staff who have been delegated by the nurse to do so. The only exceptions to this policy are:

- Asthma inhalers may be kept in the students possession, under a physician order.
- Topical acne medication may be kept in the student's possession, with approval from the school nurse.
- Medicinal crèmes or lotions may be kept in the student's possession, with approval from the school nurse.

Medication will be administered on the written order of a doctor. Medication is administered to WSD students following Washington State Law. Therefore, parents/guardians are required to comply with the following:

- Medication must be brought to the Student Health Center in the original container from the pharmacy.
- The label on the container must state the physician's name, the student's first and last name, the specific directions for use, the name of the drug, the prescription number, the date prescription was filled, the expiration date and the number of refills remaining.
- Each medication prescribed for a student must be accompanied by a Physician's Statement Form or authorization for WSD to contact the doctor to obtain this form. Parents/guardians are required to give the medication to the transport monitor and sign an Authorization for Medication Administration Form.

Parents are Responsible for:

- Supplying and refilling the medications.
- Keeping a supply of medication at home for weekend use.
- Notifying the nurse when sending new medications, and filling out an Authorization for Medication Administration Form.
- Contacting school nurse (by phone or e-mail) for any medication needed over the weekend (either at home or with weekend visitations).

Seniors or students enrolled in the Post High School (PHS) program will be evaluated as to their appropriateness for a self-administration of medication program. This is meant to support their transition to independently caring for their own health and safety and includes significant support on the part of the school nurse and cottage and/or PHS staff. Medication will be administered by these students if they comply with this procedure.

6.10 Life Threatening Health Conditions

Washington State law (RCW 28A.210.320) directs school districts to require the presentation of a medication or treatment order for a student's life-threatening health condition that may require medical services to be performed at the school. The medication or treatment order must be presented prior to the student's attendance or continued attendance if already in school. The order must be from a Licensed Health Professional (LHP).

"Life-threatening conditions (such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc.) means a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place." It is the LHP's medical diagnosis, the related severity of such diagnosis, and the need for a nursing plan (emergency care plan) that establishes the need for a medication or treatment order at school. If a medication or treatment order is not provided, the superintendent or principal of the school is required to exclude the child until such order has been provided.

6.11 Medical Record

The district will maintain a School Health Record for each student on which all significant medical information should be recorded. The School Health Record shall be maintained as a part of the student's educational record and include, but not be limited to:

- Results of health screening

- The immunization record (CIS form - mandatory)
- The TB Clearance Certificate (mandatory when required by law according to the student's birth country)

Other health information should be in a file kept and maintained by the nurse. This health information includes:

- Records of nursing medication administration
- Records of nursing assessment and nursing care given in the school setting
- Medical records from outside health care providers and health care agencies
- Reports of psychological diagnostic testing

Confidential health information may be shared with district personnel who have a legitimate educational interest, and may be released to other districts or agencies only with parental/guardian consent, consent of the student if he or she is over 18 years of age or legally emancipated, or by subpoena.



7.0 DISCIPLINE

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

- For the student to be accountable for his/her actions and help him/her follow school and residential rules;
- To have fair and consistent behavior standard for all students;
- For the student to learn from his/her mistakes;
- For the student to be able to progress in school and gain an understanding of laws and policies;
- To provide and maintain a safe and positive learning environment for all WSD students: every day, on and off campus, and at every event;
- To ensure a safe working environment for students and all staff

7.1 Communication Guidelines and Principles for Students

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

Talk to the teacher, SLC, or other staff sooner rather than later to get help, a clarification, or a recommendation. Try to take care of as much as possible directly with the teacher. If a situation is not resolved, ask for help from the counselor, an administrator or parent. Don't wait until it is too late. Intervene on your own behalf.

7.2 Compliance with Rules

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

Students are to move safely through the halls during passing time or before and after school. This means engaging 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 students do not follow the rules, a staff person will:

- Ask the student to stop the behavior;
- Tell the him/her immediately what rule was broken (what the staff person saw the student do);
- Explain what the student should do;
- Explain why the new behavior is appropriate and model the new behavior for and/or with the student;

- Explain the consequences for the behavior, the students age and cognitive ability will be considered in giving consequences;
- Write a Behavior Referral Form to document the behavior

Teachers, teachers assistants, SLCs, administrators, and other WSD staff are responsible for enforcing the rules:

- On the school grounds at all times
- Off school grounds at school activities, functions, and events

7.3 Behavioral Referral Form (BRF)

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

- Verbal Aggression
- Physical Aggression
- Substance Related Behavior
- Disruptive/Acting Out
- Disobedient/Defiant
- Absence/Truancy/Tardy
- Harassment/Intimidation
- Dishonest Behavior
- Sexual Misconduct
- 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.
- Behavior disturbs or disrupts a child's well being, success in school, peer/adult relationships or causes damages to property.
- Behavior interferes with instruction, and requires staff 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.
- 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 student's 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

Refusal to comply with instructions, refusal to follow rules, refusal to stay in seat/class/residence, smart mouth, disrespectful, won't do assignments

Level 2

Chronic rule breaking, flagrant disrespect, boundary issues, 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

SEXUAL 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 intimate parts of another person. (age and other factors could cause this to be a higher level offense)

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, sexting, 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 an infraction exists and the level of severity.

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)

7.4 Extra Supervision Pupils (ESP) List

If students do things (behaviors) that could be a safety risk to themselves and/or other students or staff members, they 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.

7.5 Suicide Threats Or Attempts

If students threaten to hurt or kill themselves, they 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.

7.6 Pupil Information Form (PIF)

WSD uses Pupil Information Forms to document general student information. PIFs 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.



8.0 EMERGENCY INFORMATION

In case a student becomes ill or suffers an injury, it is important for the school secretary to have a daytime contact phone number, VP, pager or email. Parents are asked to keep their 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.

8.1 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, KFXN 1080, KEX 1190, 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.

8.1.1 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. (see above)

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.

8.2 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

8.3 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, shelter-in-place and lockdown.

8.4 Emergency Procedures

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

8.4.1 Earthquake

- Students are to sit on the floor.
- Take cover under a desk, table or other furniture staying near an interior wall. Cover their head and neck with their arms.
- When the ground is no longer shaking, staff 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 and staff may re-enter the buildings.

8.4.2 Fire Alarm/Drill

- When the fire alarm flashes/sounds, students go with the teacher to the assembly area.
- If the emergency exit route is blocked, students take an alternative route.
- When the “All Clear” is sounded, students and staff may re-enter the building.

8.4.3 Intruder/Lock Down

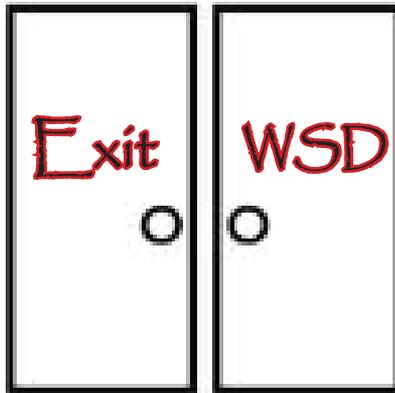
When an "Intruder Alert" is called, staff will start lock down procedures.

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 staff instructions.
- Remain in lockdown until "All Clear" is given by an administrator.

Outside The Classroom

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



9.0 COMPUTER & TECHNOLOGY

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

9.1 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 to restrict additional websites as necessary.

9.2 E-mail Access Authorization

The Washington School for the Deaf provides e-mail to all students through a monitored service provider, at no cost to parents. WSD believes 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. WSD provides 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. WSD 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.



10.0 OTHER THINGS YOU NEED TO KNOW

10.1 Business Office Information

10.1.1 Student Accounts

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

10.1.2 Allowances

Students 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

- Parents put money into the student account.
- The Student Life Counselor fills out a form with the student 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.
- When the Student Life Counselors begin their shifts, they pick up the money and give it to the student.

10.1.3 National School Breakfast/Lunch Program

School lunch fees are determined yearly. Parents/guardians may apply for free or reduced-priced meals. (See below)

10.1.4 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.

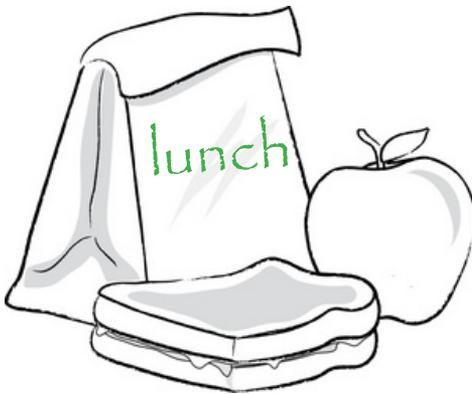
With each student who qualifies for the program, federal funds will be reimbursed to the school.

10.2 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 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 the school office to get the current officers' email address.

10.3 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 online and mail to WSD.



11.0 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.

11.1 Student Conduct Code (Chapter 148-120 WAC)

11.1.1 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 that 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.

11.1.2 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, RCW 28A.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 WSD
- (f) Students shall not be deprived of the right to an equal educational opportunity in whole or in part by WSD 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.

11.1.3 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/she desires to bring about, and seeks by his/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 or communication 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/her work product for the purpose of fulfilling any assignment or task required as part of the student's

- (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 Parent-Student 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.

11.1.4 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).

11.1.5 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 arranged 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.

11.2 Prohibited Activities

11.2.1 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.

11.2.2 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.

11.2.3 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
- Sexting
- Theft
- Trespassing
- Unlawful assembly
- Unlawful interference with school authorities
- Unlawful intimidation of school authorities

11.2.4 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.

11.2.5 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.

11.2.6 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.

11.2.7 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.

11.2.8 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 property will result in disciplinary action.

11.2.9 Harassment, Sexual Harassment/Intimidation-Malicious Verbal/Sign Harassment

WSD 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 the 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.

11.2.10 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.

11.2.11 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 include, but are not limited to: guns of all types including look alikes, 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.

11.3 Educational Evaluation

WSD is responsible for evaluating the educational progress and potential of students. According to state/federal regulations, each student must 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.

11.4 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (2000), otherwise known as FERPA or the Buckley Amendment, ensures 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 opt 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, and the right to file a complaint with the Family Compliance Office of the Department of Education.

11.5 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 ensures 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.

A non-custodial parent has the right to obtain any and all information concerning his/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.

11.5.1 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 minor student or an adult 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 minor students and adult students have the authority to write their own excuses for attendance.

11.6 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.

11.7 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 has “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.

11.8 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 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 9A1.280. 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.

11.9 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 recent school attended.

It is the right of the parent or guardian of a student, an emancipated student or a 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 students and/or parents/guardians to have access to the student's official records (permanent records), cumulative records, confidential records, and Special Education records. An emancipated minor, adult student or 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 minor 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 emancipated minor or 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 emancipated minor or 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 superintendent.

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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