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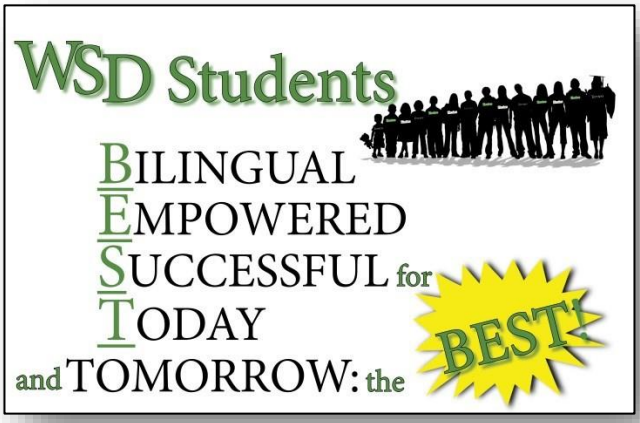
Superintendent's Message

The Washington School for the Deaf (WSD) values your children. **Our goal is to provide a safe and nurturing educational experience for your child and you.** 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.

Mission Statement

Our mission is to ensure all WSD students are: Bilingual, Empowered and Successful for Today and Tomorrow –the BEST!



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 always be accessible 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. 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 AdvancEd 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)

1.1 ACADEMICS

1.2 Age of Majority

At the age of majority *(18)* all rights previously given to the parents are transferred to the student, who is 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 may sign their IEPs without parents present. Parents sign IEPs for children age 17 and younger. Adult students who wish to have their educational, residential or medical records shared with their parents must sign a waiver (release of information form) giving the school permission to share educational information with parents.

1.3 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.

1.3.1 Make up Work

Students are expected to make up all work missed due to being tardy or absent. Teachers will provide work and a timeline for completion. Make up work missed due to a suspension will be given before the student leaves or when the student returns to school. Parents may request homework be sent home for any prolonged absence. Students on campus refusing homework for 2 weeks will not be allowed to make up that work.

Important Notice: A parent must sign out their child in the front office when picking up their child before 3pm. When students return to school during the day, the parent guardian or student must sign-in at the front office.

1.4 Absences

When a student is absent, a parent/guardian must call or email 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 schoolwork upon return.

1.4.1 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.

1.4.2 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 progress. Adult students (18 years old or older and who do not have court-appointed guardians) may sign themselves out for vital appointments.

1.4.3 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. Attendance is vital to academic success. Parents should make every effort to plan family activities, which require a student to be absent, around the school calendar to avoid the student missing instruction. Please check the published school calendar for vacation and start/stop dates.

1.4.4 Pre- Arranged Absences Procedure

Parents must notify the school in advance of any pre-arranged absences. The student must bring a note from his/her parent or guardian to the school office noting the dates and reason for the absence. This note must also include the day and time the student must be excused and the 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. The student will complete all missed work during the absence. Upon returning to school, the student will go to the school office and follow the normal procedure for an excused absence.

1.4.5 Absences and Participation in School-Wide Activities

Students must attend a minimum of 3 classes on the day of an activity in order to participate in an extracurricular, co-curricular activity or sporting event that day or evening (or weekend if it happens on Friday) unless otherwise authorized by the Principal. School sanctioned absences such as field trips are exceptions to this rule.

1.4.6 Truancy (RCW 28A225.015; RCW 28A.225.10) and Unexcused Absences (RCW 28A. 225.030 RCW28a.225.010)

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

The School will contact parents/guardians any time a student is absent unless the absence is pre-excused.

- After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After two unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- After five unexcused absences in a month, the parent and school must enter a contract to improve the student's attendance.
- After seven unexcused absences in a month, or ten unexcused absences in an academic year, the school district may file truancy petitions with the juvenile court. Student may be dropped from enrollment.
- If the student is not in compliance with a court order resulting from a tuition petition, the school is required to file a contempt motion.

1.4.7 Blue Slips and Tardies

Students who are late for class will be considered tardy. If a student arrives to class more than 15 minutes late without a pass, it will be considered an unexcused absence for the entire class period. Students are expected to complete class work missed due to being late. At the beginning of each class period, teachers will close their doors for 5 minutes to signal the beginning of class.

- If a student is 10 minutes late and the teacher does not know where the student is, the teacher will contact the office.
- Students entering class late, with a blue slip, will be excused and not considered tardy.
- Students arriving to class late without a blue slip receive an unexcused tardy.
- The tardy will be documented on Skyward attendance.
- Students arriving to school late due to ESD buses do not need a blue slip (unless they are unusually late), and the tardy is excused.
- Students go to the office for a blue slip when they arrive unusually late from the bus or from parent drop-off.

1.4.8 Unexcused Tardies

- Students arriving to class without a blue slip (other than late arrival due to transportation) receive an unexcused tardy. Arrival to class 15 minutes or more counts as an unexcused ABSENCE for the entire class period.
- Three (3) unexcused tardies results in a consequence of a lunch detention and a level 1 BR.
- Chronic tardies will be dealt with on an individual basis by the Discipline Officer and Principal.

1.5 Classroom Observations

Parents/guardians are welcome to visit WSD and observe classroom activities. Please communicate with the principal and teacher ahead of time. 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. Parents must sign out their child in the front office when picking up their child before 3pm.

1.6 Disruptive Items

- Items that may disrupt the educational process (i.e. squirt guns, water balloons, firecrackers, skateboards, roller blades, other "recreational wheels," skiing gloves) are not permitted during the school day. Disruptive items will be confiscated and appropriate disciplinary action will be taken. What is considered disruptive will be determined by the teacher or Principal.
- Special consideration maybe given for use of potentially disruptive item based on a student's Behavior Intervention Plan.
- Computer Games
- Students may not bring to school on USBs, DVDs, or CDs any computer games or software to install on WSD computers in classrooms, labs or cottages. Students who install games or software programs from any source including the internet will be subject to disciplinary action.

1.7 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 staff may request a student modify (change clothing or cover up) his/her clothing if it is judged to be inappropriate. Students arriving to school out of compliance with the dress code will be given temporary clothing to wear during the school day. Refusal to adhere to the dress code, or to staff request for apparel modification, is considered insubordination and the appropriate consequences will be applied.

1.7.1 Standards for WSD Dress

- Students' appearance will be neat and clean, with the body covered (including covering the chest, midriff, stomach and back).
- Students' appearance will be appropriate for school and conducive to a learning environment. Clothing should be loose enough for comfort. Clothing that is tight, or that has slits above the knee, will be considered out of compliance
- Shoes or other footwear will be neat, clean, and in good repair and not cause damage to school floors or to student safety
- Undergarments will be covered
- See-through or mesh shirts must have appropriate clothing beneath them
- All shirts must have shoulder straps the width of 3-fingers or more
- Shorts and skirts may be 0 to 5-inches above the knee. No more than 5-inches above the knee are permissible.
- Spandex shorts worn under shorts and skirts is permitted
- Clothing and jewelry will be neutral and/or promote a positive message
- Hats and hoodies may be worn in hallways and classrooms where the instructor has established permission. Hats and hoodies should be off during assemblies.
- For reasons of learning and safety, blankets should be left at home or in cottage and not worn at school.
- Gang-affiliated clothing is considered non-compliant with WSD's focus on learning and safety. Included in gang-affiliated clothing are sunglasses, bandanas, visors, hairnets, do rags, shower caps, and rollers.

1.7.2 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 while at WSD or at any WSD-sponsored activity or after school outing. *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.*

1.8 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 school wide 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. For field trips not listed on the permission form, parents will be notified in advance. This will be the same with field trips that require a fee for admission, overnight, or early/late arrivals. Students are expected to follow school expectations as listed in the handbook. For every field trip, an emergency plan will be established to support behavior and medical needs. All field trip protocol applies to both residential and day students. Information with field trip details will be sent home or emailed prior to any field trip. If parents do NOT want their child to attend a certain event, they may notify the Elementary Secretary at (360) 418-0414 (V) or (360) 334- 5449 (VP), or the Secondary Secretary at (360) 418-4341 (V) or 360-334- 5775 (VP). Occasionally field trips are scheduled which require an admission fee. The admission fee is non-refundable after the tickets have been ordered. That information will be provided to parents in advance.

1.9 Fines and Fees

Textbooks, library books and school issued electronics (iPads, Chromebooks) must be kept clean and handled properly. State law and school policy allows WSD to charge students for damaged, stolen, or lost school property including textbooks, reference materials, library materials, computers and equipment.

1.10 Student Health Center

Students that 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.

1.10.1 Injury or Accident

1.) Report an injury or accident immediately to the staff in charge. If no staff person is in the immediate area, report it immediately to the nearest teacher or administrator.

2.) If the incident requires immediate medical attention, contact or report it to the main office.

1.11 Personal Electronic Devices

(Expectations have changed so please review this with your child)

Personal Electronic Devices include; cell phones, SMART phones, iPads and android tablets, laptops, headphones as well as music devices. Any other personal device(s) not included in this list will be considered a Personal Electronic Device with the same expectations.

- During school hours including transition times Personal Electronic Devices are to be *"Off and Away"* in a student's backpack and not used or seen during school academic hours.
- Students may use their Personal Electronic Devices in the cafeteria during scheduled lunch period unless the student is serving detention.
- All Students receive an iPad for use in research and study as well as academic assignments. Use will be limited to academics only during the school day.
- Middle school students are not allowed to bring, or use, personal electronic devices to school.

Students found using devices during *"Off and Away"* times will have the following consequences:

- ✓ 1st offense – Removal of Personal Electronic Device for the day.
- ✓ 2nd offense – Removal of Personal Electronic Device for the day and lunch detention.
- ✓ 3rd offense – Loss of Personal Electronic Device during lunch for one week. Principal conference. Parent contact.

Students refusing to turn in their devices are considered insubordinate and appropriate disciplinary actions will be taken.

1.12 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 are required to purchase a WSD physical education shirt and shorts from the P.E. department. If students cannot afford to purchase school attire, it will be provided for them.
- 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 a 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.

1.13 Public Displays of Affection (PDA)

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

MIDDLE SCHOOL		HIGH SCHOOL	
ACCEPTABLE	**NOT ACCEPTABLE**	**ACCEPTABLE**	**NOT ACCEPTABLE**
Holding hands	Arms around the waist	Holding hands	Hands on torso, chest, or legs
Kiss on the cheek	Arms around the shoulder	Kiss on the cheek	Legs intertwined
Quick hugs (less than 5 seconds)	Kiss on the lips	Quick kiss on the lips (less than 5 seconds)	Head in the lap or chest
Holding hands during assemblies	Use of the tongue for kissing	Quick hug (less than 5seconds)	Touching/fondling
	Touching legs	Holding hands during an assembly	Rubbing against each other
	Head in lap or chest		Kisses longer than 5 seconds
	Rubbing each other		Hugs more than 5 seconds
	Long hugs (more than 5 seconds)		Leaning back on another person
	PDA in all school locations		PDAs in all school locations.
	Sitting on lap		Sitting on lap

1.14 State Standards

Washington has adopted the Washington State K-12 Learning Standards, which is a comprehensive set of standards derived from the Common Core State Standards developed nationally and consistent from state to state.

1.14.1 State Testing

Statewide testing is important because it helps ensure all public school students, no matter where they attend school, receive a quality education. Washington students are regularly tested by the state to assess their progress as they move through school. In high school, they must pass Smarter Balanced Assessment (SBAC), or state-approved alternatives, to be eligible to earn a high school diploma. Decisions on the appropriate assessment for each student are decided at the annual IEP meeting.

1.15 School Counseling Program

School counseling services are provided to all students in the form of Social Emotional Learning Curriculum, consultations with parents, teachers and staff, and student self-referral. (Tier 1) In addition to the above, regular counseling sessions can be requested for either individual or group sessions. There is no assessment requirement for these additional services. Parent permission will be secured for students under the age of 13. (Tier 2) If the student requires specially designed instruction because their behavior, social-emotional learning, or adaptive needs interfere with their access to instruction, the IEP process will be followed. An evaluation will be conducted with the parent permission to determine if they are eligible. (Tier 3)

2.1 ELEMENTARY DEPARTMENT

2.2 Overview

The Elementary Department is composed of students in preschool through 6th grade. It is located on the southeast part of the WSD campus in Northrop Building. Every student is known by all staff members and is considered part of the Terrier Pup family. An important part of school success is parent involvement. The Elementary Department invites parents to become involved in the activities of the school, either as a volunteer or by attending regularly occurring events such as Family Academy Nights (FAN). Please call the elementary secretary to find out how to be involved at (360) 418- 0414 (v) or 360-334-5449 (vp).

2.1.1 Elementary - Behavior Expectations

The students and staff in the elementary learning community show kindness, make good decisions and solve problems. These three actions are called the Terrier Pup Top 3, or "T3" behaviors. They are the foundation for a successful year. Please see the *Elementary Behavior Matrix* located at the back of the handbook for expectations.

2.1.2. Absences

For the safety of all children, WSD is a closed campus; this means that children must be signed in or out by people who are on the parent approved list. All visitors must sign in at the front office. Please make sure the elementary office always has an updated parent approved pickup list. If a child needs to leave and/or return to school any time during the school day, a parent/guardian must sign-in on the visitors log. If parents want to release their child to go to another WSD student's home, permission must be given to the school office beforehand. The school cannot release a child to another family without parent permission.

3.1 SECONDARY DEPARTMENT

3.2 Graduation Requirements

Divine High School offers opportunities for college and career ready programs. All students at WSD work towards earning a high school diploma based on their personalized pathways. The state of Washington recognizes one diploma for all students. WSD complies with graduation credit requirements as established by the Washington State Board of Education (SBE) as well as meeting credit requirements set by Washington School for the Deaf (WSD). Graduation credits will vary depending on individual students' schedules in prior years or transferring from another school. All courses taken apply to the credit system, regardless of where the course was taken. One school year is two semesters. One semester equals roughly 18 weeks. Students in class of 2020 and beyond have multiple pathways to meet graduation requirements. Students are required to present a High School and Beyond Plan. Students on IEPs or 504 plans may extend their graduation date beyond 4 years up to the age of 21 (IDEA).

Graduation requirements in 3 areas must be completed by students' 4th year of high school.

- Meet number of credit requirements
- Meet standards on one of the multiple pathways
- High School and Beyond Binder and Presentation

At mid-quarter, students who receive an "F" grade will meet with an intervention team. Students who have two or more "F's" at the semester, will have an additional semester added; thus postponing graduation. Families and students can request a meeting with the intervention team by contacting the Career and Transition Services office.

State Board of Education and Washington School for the Deaf Credit Requirements	
Subject	Class of 2020 and Beyond
English	4
Math (1 can be math elective)	3
World Lang/ASL (2 can be personal pathways requirement)	2
Science (Biology, Lab, 1 can be science elective)	3
Social Studies (Civics, US Hist, CWI)	3
Health/Fitness (1.5 PE .5 Health)	2
Arts (1 can be personal pathways requirement)	2
Health/Fitness (1.5 PE &.5 Health)	2
Career & Technical Education	1
General Electives	4

Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome.

3.2.1 Graduation Expenses

Parents/Guardians/Independent Students are responsible to purchase cap and gown from the graduation ceremony. Families may order senior announcement and other senior related items from the same company as the cap and gown. These orders are collected in November and to be paid in full by April. Senior activity expenses that includes the senior trip, class gift, etc., is the responsibility of the student. The class may do some fundraising to offset some of the cost. WSD will provide the diploma cover and the diploma.

3.2.2 State Assessments

Students must complete one of the Multiple Pathways to graduation for each area: Language, Math and Science (starting with class of 2021). These include:

- Statewide high school assessments (Smarter Balance SBAC or WA-AIM)
- Dual Credit courses in English language arts (ELA) or math
- High School transition courses in ELA and math
- Advanced Placement (AP), international Baccalaureate (IB) or Cambridge International courses (or tests) in ELA and math
- SAT or ACT

- A combination of meeting ELA and math requirements from the list above (for example, completing a transition course in math and meeting the graduation standard on the Smarter Balanced Assessment in ELA).
- Sequence of career and technical education (CTE) courses, including completing a Core Plus branded program.
- Armed Services Vocational Aptitude Battery (ASVAB)

3.2.3 High School and Beyond Plan

Students must complete a high school and beyond plan as a graduation requirement. WSD has taken this plan a step further to make it more useful when students are seeking employment, requesting services or connecting with post-secondary agencies. The binder will have a final plan of what the students' future plans are whether it be attending college or heading to work after graduation. Career results and write ups are included in this binder. Additional information such as personal information, medical, audiograms, emergencies and contacts are included this binder. A copy of the IEP, transcript, and ID cards are also in this binder. Prior to graduation, students will present this binder along with a PowerPoint to a selected panel of judges.

3.2.4 Other Credit Bearing Programs

High school students have the option of taking classes at a local high school if WSD does not offer the courses needed to meet students' post high school plans. Students must express the same career interest during their IEP transition review meetings to be eligible. Students may also enroll in academic courses in the mainstream school if they meet requirements established by WSD. WSD maintains a partnership with Vancouver Public Schools for limited mainstream options at local high schools. Procedures for students wishing to pursue this option are as follows:

- Student request will be shared with the Academic Leadership team
- Career/Transition Services Coordinator will work with the mainstream school to see if classes are available
- If classes are available, the coordinator will fill out the enrollment form
- WSD will provide the interpreter and transportation
- Student and parent will meet with the principal and transition services coordinator and sign a contract that lists the expectations of being a student in the mainstream.

Please note: Once mainstream classes have started, students may drop out of the class up to one week after starting. After one week, students may not drop out until the end of the quarter. Administration at WSD and/or Vancouver School District reserves the right to remove the student from a mainstream class at anytime.

Running Start

WSD students may also enroll in the Running Start program at Clark College via Hudson's Bay High School if they meet the eligibility requirements established by Clark College. Students will earn both college and high school credits while attending Clark. Students have the option of attending full-time or part-time. If attending part-time, half of the day will be at WSD.

- Running Start follows Clark College calendar. Class starts and ends as well as breaks may not be the same as WSD. Running Start students will be responsible to consult with their teachers regarding conflicts in calendar schedule.

- Student must have one of the following to qualify for Running Start at Clark College.
  - A high school cumulative GPA of 2.75 or higher
  - Level 3 or 4 on the high school Smarter Balanced Tests in Language Arts or Math
  - Score college level of 3 or 4 on the ALEKS math test (available at Clark College)
  - Advanced Placement score of 3 or higher on an English or Calculus exam
  - English Readiness Assessment if none of the above or homeschooled.

For more information, go to www.clark.edu/runningstart

Process for enrollment:

- Apply for enrollment to Hudson's Bay High School via WSD Career/Transition Services Coordinator
- Meet with HB school counselor for Running Start with WSD

Career/Transition Services Coordinator

- Sign off Running Start Expectation with HB counselor and receive the EVF form from college admissions

Apply to Clark College – Running Start

- Pay $25 dollar enrollment fee

Register for classes at Clark College

- Complete the Clark College Orientation class online

Pay for tuition, textbooks, supplies, and any fees for the class

Cascadia Technical Academy is a vocational skills center with their own set of criteria. Students who have expressed a strong interest in a vocational class may be referred to this program. This program offers 15 areas: Automotive Technology (varies fields), Cosmetology, Construction (varies), and Medical Arts (varies). Contact the Career and Transition Services office for more information related to this program.

Dual Enrollment Credit – WSD partners with Rochester Institute of Technology and Gallaudet University to offer selected STEM courses. These selected courses will follow the college's syllabus with flexibility to modify the assignments and allow for supplemental resources. All students in this class will earn a regular high school grade and credit. If the student elects to earn college credit, the student will take a final exam or a final project at the end of the course. The final exam/project will be submitted to the respective college professor. If it meets expectations, the student will earn .5 college credit along with their regular high school credit of .5. If the student does not meet expectation on the final exam or project, the student will still earn high school credit.

- If scheduling on site courses is in conflict and a course is needed for graduation, WSD will offer on-line class with another school district's program. Students will be given time during the school day to participate in this class. Students must be able to work independently for this option. An onsite mentor is provided to give support to the student.

- If the student is placed on Academic Probation at classes off campus, intervention strategies will be applied. Information will be shared with parent(s) and residential staff. Student may be required to attend tutoring at the mainstream school. If Academic Probation continues for two weeks, a meeting will be called with the parent/guardian, student, Principal, and the Career/Transition Services Coordinator (from WSD) to draw out a contract.

3.2.5 Credit Recovery

If a student receives an "F" at the end of a semester, it impacts credits needed for graduation. Depending on which graduation year the student is in (Class of 2019 – 2020), students may enroll in a Credit Recovery program. If it is a graduation required course, students will retake the course. This could happen during the regular scheduled school day, or taken after school hours and completed independently. An action plan will be developed with the Career/Transition Services coordinator and the student along with parents/guardians. The credit recovery can be an online program paid by the student or developed by the Career/Transition Services department. A contract of expectations will be written by the school administration. At the end of the recovery program, the grade will be added to the official transcript. **Students in the Class of 2021 and beyond, may need to return for an additional semester to earn credits if they receive two or more "F's on their cumulative transcript.**

3.3 Grading System (WAC 180-57-050)

The evaluation of student progress is the responsibility of teachers. A primary goal and value of WSD is to promote student learning. To support this, 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 parents is essential to the accomplishment of this goal. Regular communication with parents is essential and expected of all teachers. Teachers will use a variety of communication methods as appropriate, including email, telephone, videophone and personal conferences, as well as written grade reports to keep parents informed of their child's progress.

At the beginning of the grading period, students and parents will be informed regarding the methods to be used in determining grades. Grading rubrics and methods of calculating grades will place a primary focus on mastery of clear learning objectives. The parents of any student who has a “D” or an “F” grade at the mid-quarter will be notified in writing by the teacher, with a copy to the Principal.

Letter Grade	Percent Range	Scale Value	General Rubric
A	93-100	4.0	Exceeds Expectations
A-	90-92.9	3.7	
B+	87-89.9	3.3	
B	83-86.9	3.0	Meets Expectations
B-	80-82.9	2.7	
C+	77-79.9	2.3	
C	73-76.9	2.0	Approaching Expectations
C-	70-72.9	1.7	
D+	67.69.9	1.3	
D	60-66.9	1.0	Does NOT meet Expectations
F	<60	0	No Evidence

Note: A grade of “0” may be awarded only when the student has been given the opportunity to make up missed assignments within a reasonable timeframe or complete an alternative assignment or demonstrate his/her knowledge or skill in mastering the learning objective by an alternative form of assessment and has failed to meet this standard.

Note: Our value and efforts are put into learning, not failing. Our practice is to routinely 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 or renewed efforts by the student.

An "I" (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 "I" 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.

3.4 Academic Achievement

Students' quarterly grade point average will be calculated using all courses taken during that time period. WSD academic honor roll is limited to full-time students, including grades earned through attendance at schools other than WSD during the grading period. Students with a 3.0-3.49 GPA will be on Honorable Mention. Students with a 3.5-4.0 GPA will be on the Principal's List. Students earning Honorable Mention or Principal's List will be recognized each quarter.

3.5 Organizations

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

- JR.NAD: JR.NAD 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, 7th through 12th grade.
- 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.
- MS Math Team: Middle school students may try out for the Math Team, which competes against other schools for the deaf in the spring.
- Battle of the Books: This is an academic competition for middle school students focusing on reading novels and competing with teams from other schools for the deaf on their comprehension of the novels.
- GSA: Gay Straight Alliance is an organization open to any interested students.

3.6 Scholarships

Scholarships to colleges, universities and other post secondary programs are available for graduating seniors. Applications for scholarships may be obtained from the Career/Transition office.

3.7 Parent Access to Grades

Parents are encouraged to stay in close contact with their student's teachers via email, telephone, video phone and skyward. Parents of secondary level students may check their child's grades using the Family Access button on Skyward.
This is found on the WSD website at www.wsd.wa.gov.

Contact the department secretary for log on information.
Elementary Department: 360-418-0414 (v) 360-334-5449 (vp)
Secondary Department: 360-418-4341 (v) 360-334-5775 (vp)

4.1 SPORTS

4.2 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.

4.3 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.

4.3.1 Sports Participants Expectations

- 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, good communication skills and a 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, or school-related activities such as field trips.
- Provide a written note from parent, teacher, and doctor or Student Health Center for late or missed practices/games.

4.3.2 Grades

As a participant in varsity sports (including cheerleading), students will be placed on academic probation (AP) if they receive a “D” or “F” in any class. The AP list will be published weekly beginning the second Monday of each quarter. Residential students on AP will be identified in the weekly level system reports sent by the Dean. The Dean sends the reports 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 after the third week the student is suspended from any varsity sports activity in which they are involved (football, volleyball, basketball, cheerleading, etc.) Residential students on AP will have additional restrictions as outlined in the residential level system. Students remaining on AP for two weeks or longer will have a support meeting with the teacher, coach, principal and parent.

4.3.3 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.
- Are on suspension from WSD.

4.4 WSBCC (Western States Basketball and Cheerleading Classic)

The boys' and girls' basketball teams and the cheer squad participate annually in a basketball tournament and cheer competition called the Western States Basketball and Cheerleading Classic. The boys' and girls' basketball coaches will select ten players for each basketball team, plus a manager; the cheerleading coach will select six varsity cheerleaders to compete. Players selected will be required to pay a free before attending WSD will provide transportation and pay for entry fees, food, and staffing.

4.5 Berg/Seeger Classic

The WSD track team participates annually in a Field & Track Competition called the Berg/Seeger Classic. The track coaches will select a number of competitors to attend this event. Players are expected to pay a fee but WSD will provide Transportation, entry fees food, and staffing.

5.0 TRANSPORTATION

5.1 Student Vehicle Contract

All students driving cars to school must:

- Show proof of having a valid drivers' license,
- 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 ground,
- 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 from the parents of the driver and parents of the passenger, 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.

5.2 ESD Bus Service - Day Students

Education Service District (ESD) 112 provides transportation for all day (local) 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 the ESD Specialized Transportation at (360) 750-7510, the academic secretary at (360) 418-4341 or the transportation secretary at (360) 418-4361.

5.3 Charter Bus Service and Flights - Residential Students

WSD contracts with a charter bus service for transportation of residential students. Regardless of age, all students 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, and 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.

5.3.1 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).

5.3.2 Emergency Bus or Airline Situation

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

5.4 Frequent Flyer Miles

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 the property of WSD. All frequent flyer mileage reimbursement will be used for state business.

5.5 Missed Transportation

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

When the bus/plane arrives at 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/guardian has not come, the monitor or transportation secretary will make every attempt to contact the parent/ guardian, as well as all emergency contacts. If parent/guardian cannot 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, bus or train ticket, food, and staff overtime.

6.1 RESIDENTIAL PROGRAM

The WSD Residential Program is part of an integrated approach to the learning and development of students. The program offers independent living skills, academic assistance, a language-rich environment, celebration of cultural diversity, after school programming and community-based activities. 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 helps students develop positive self-esteem and a positive self-identity through multi-aged family groupings, social interactions and high staff-to-student ratios.

6.2 After School Program

The residential After School Program (ASP) is available for both residential students and day students. The program occurs Mondays, Tuesdays and Wednesdays beginning at 4:00 PM and ending at 5:30 PM unless an intramural or varsity sports game is scheduled at a different time. Day students who have registered for the ASP may go to an assigned cottage after school until the program begins. The residential after school program may include the following:

- Varsity sports: (See 4.0 Sports)
  - ✓ Boys Football
  - ✓ Girls Volleyball
  - ✓ Coed Cheerleading
  - ✓ Girls and Boys Basketball
  - ✓ Track

- Additional activities that may include but are not limited to:
  - ✓ Auto Mechanics
  - ✓ Swimming
  - ✓ Cooking
  - ✓ Hiking
  - ✓ Dance
  - ✓ Study Hall
  - ✓ Gardening
  - ✓ Photography
  - ✓ Crafts
  - ✓ Bowling

Intramural Sports for elementary and middle school students: soccer, basketball, volleyball

- ✓ Special Olympics: basketball, soccer

The ASP classes offered each quarter are determined by the recreation specialist and residential staff and are based on student and staff interests.

6.3 Chores

Each student is expected to maintain a clean, neat bedroom. This 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 cottage family members, designates who will do the specific chores, and lists these on the cottage bulletin board. Assignment of these may be changed throughout the school year.

6.4 Off-Campus Sign-Out Procedures

WSD is a closed campus, which means 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.

2.) High school student sign out procedures

Only high school students may sign out off campus for unsupervised local trips. 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 students lose their ID, there will be a $5.00 replacement fee and a two week replacement processing period.

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.
- Sign outs are up to SLC discretion - staff can say no.
- Students who are on AP may not sign out to go off campus. This includes students enrolled in the ILS Program.
- Students may sign out to public places only. Students may not sign out to private homes.
- Students will walk or use the city bus. Students will not go in private vehicles or use recreational wheels (scooters, roller blades, bicycles, etc.).
- Students will sign out in a group of three or more, and will stay with the group at all times when off campus.
- Students will accurately complete and sign the "WSD Off Campus 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 students they are going with
  - ✓ Time leaving
  - ✓ Expected time of return
  - ✓ Actual time of return
- Students who return late may lose sign out privileges.
- When a student is 30 minutes late, staff will follow the Missing Students procedure (Residential Policies & Procedures #H-7).
- Students will text WSD staff if they have a problem off campus.
- 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	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.

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

Level	Areas	How often	Check In time
Gold	1-2-3	Unlimited	9:30 pm
Silver	1-2-3	4 x per week	9:00 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

- Students will abide by the Student Conduct Code at all times.
- Students will follow all Washington Revised Codes to include, but are not limited to, laws pertaining to drugs, tobacco and alcohol purchasing, distribution, possession and consumption.

- 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 may also designate 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:

- The student who wants to leave campus tells the SLC of the upcoming departure, including whom he/she will be visiting (the receiving adult) and the estimated departure and return times.
- 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.
- 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.
- At the designated time, the receiving adult meets the SLC. The receiving adult shows the SLC a picture ID (preferably a driver's license) for positive identification.
- The student then accurately completes and signs the "WSD Off Campus Sign Out Sheet."

6.5 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 ratio and good supervision practices. Students who share bedrooms are same-gender and as close in age and maturity as possible, but no more than two years difference in age. If there are conflicts between roommates and the situation can not be resolved, the student may be moved into another cottage.

6.6 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 due to content not suitable for WSD pupils. The agreements each student has signed in the "WSD E-mail Contract for Students" and the "WSD Internet Account Authorization Form" apply to the residential setting as well as the academic setting.

6.7 Communication

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

6.7.1 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.

6.7.2 Parent Contact

- Parents/guardians are encouraged to keep in contact with their children. There are several methods available in the WSD residential program:
- Phone calls to the cottages - parents may call their child in the cottage at any time
- Video Relay/Video Phone
- E-mail (a student's e-mail account must be set up by the family)
- Letters
- Visiting the residences
- Volunteering in extracurricular activities
- Attending WSD functions

6.7 Student Clothing Expectations

Clothing expectations in the residential program are consistent with the academic program. See 1.7.1 Standards for WSD Dress Code expectations.

6.8 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.

6.9 Phone Use

Video phones are available for student use in each cottage. Students may call parents during their free time and before the required homework time. In an emergency, students may call parents at any time. Students may use their own personal communication devices between 3 pm and bedtime. Students are not allowed to use their PCDs in the bedrooms or bathrooms unless they are on Gold/Honor Level.

6.10 Valuable Items

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

6.11 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 will 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 (i.e. escort, buddy, visual observation), 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 upon return. For a student designated as Extra-Supervision Pupil (ESP), extra supervision will be provided according to the ESP plan.

- 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-op-ing,” 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.

6.12 2 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	**7:25am**
Breakfast in Cafeteria	**7:15-7:55 am**
School day (academics)	**8:00 am - 3:00 pm Mon.-Thurs. 8:00 am - 12:00 pm Friday**
Residential check in	**3:00 – 4:00 pm**
After School Program	**4:00 - 5:30 pm**
Dinner	**5:30 - 6:15 pm**
Study time	**6:30 - 7:30 pm (7pm for elementary students)**

Notes:

- Students sign up for a wake up time, and are awakened by the Student Life Counselor (SLC) if needed.
- Students may checkout alarm clocks geared for the Deaf from the Director of Residential Services *(limited supply)*
- Thursday is an ASP-free day so students may have some additional unscheduled free time.
- Study time: The residential staff offers support to ensure all students complete homework assignments. Students do assigned homework in cottages. SLCs check students' homework daily, assist when needed, and counsel students when homework assignments are not completed. Study time may be extended if needed.
- Quiet reading time: In an effort to support the academic program and improve student reading levels, the residential department requires students to participate in sustained silent reading for 30 minutes before their bedtime. ILS students on gold, silver, or bronze are not required to participate in sustained silent reading.
-

6.13 Disruptive Devices

Recreational wheels, animals, ignition sources are not allowed in the cottages. Inappropriate entertainment such as videos, music, pictures, or video games that promote extreme or sadistic violence is prohibited. All videos and computer games must be rated for family or teen use (if applicable). Personal communication devices are not to be used after bedtime.

6.14 4 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 in 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 they do all of the following:

- Show good leadership and fellowship and are a good role model;
- Participate in ILS activities without complaint;
- Show maturity and a high level of responsibility, are trustworthy, and consistently make good decisions including completing chores and schoolwork;
- Display a pattern of cooperation and respect toward staff and other students and are willing to help others;
- Have not been on Academic Probation (AP) for the previous 4 weeks;
- Have not had any Behavioral Referral (BRs) for the previous 4 weeks;
- Meet all academic and residential expectations;
- Follow all WSD policies and procedures;
- Consistently comply with all transportation rules;
- Use good time management skills;
- Have an alarm clock and get up on time every morning;
- Go to school on time and have no unexcused tardies;
- Have good attendance in school and no unexcused absences;
- Complete homework assignments on time;
- Are passing all classes with a C or better;
- Participate in all scheduled ILS activities and complete all ILS homework assignments on time;
- Participate in all fundraising projects;
- Pay all ILS “bills” on time;
- Plan and cook one meal per month for their cottage family with a positive attitude;
- Keep bedroom neat and clean at all times without being reminded;
- Do assigned chores daily without being reminded;
- Use their own bed linens and towels;
- Follow all sign-out expectations;
- Are in their own cottage by 9:30 p.m.;
- Independent bedtime. (no required bedtime)

Gold Privileges

- Independent study time (no required study time);
- May attend all socials, games, theater activities, including the weekly ILS movie night;
- May have visiting privileges, Sunday through Thursday until 9:30 p.m.;
- Sign out anytime between 3:30 and 9:30 (areas 1, 2 or 3, Monday-Thursday only);
- 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);
- May use laundry room at any time pending availability;
- May use the residential computers at any time pending availability;
- May use the residential video phone at any time pending availability;
- May use the residential video games at any time pending availability;
- Will receive a monthly ILS "bonus check" of $200.00;
- May go to school 5 minutes early in the morning;
- May go off campus for lunch with the approval of the Principal (Must make the request 24 hours in advance);
- May participate in special field trips;
- May have a "sleep-over" in same gender cottage;
- May be unsupervised in outside play areas;
- Plan a meal outing with staff once a month;

Silver Level

Students move to or remain on the Silver level when they do all of the following:

- Display a pattern of cooperation and respect towards staff and other students;
- Meet all academic and residential expectations;
- Follow all WSD policies and procedures;
- Consistently comply with all transportation rules;
- Use good time management skills;
- Have an alarm clock and get up on time every morning;
- Go to school on time and have no unexcused tardies;
- Have good attendance in school and no unexcused absences;
- Keep up with daily homework assignments;
- Are not on Academic Probation (AP);
- Participate in all scheduled ILS activities and complete all
- ILS homework assignments on time;
- Pay all ILS “bills” on time;
- Plan and cook one meal per month for their cottage family with a positive attitude;
- Keep bedroom neat and clean at all times with no more than 2 reminders;
- Do assigned chores daily without constant reminders;
- Use their own bed linens and towels;
- Show the SLCs they have laundered or changed their bed
- linens at least every 2 weeks;
- Follow all sign-out expectations;
- Are in own cottage by 9:00 p.m.

Silver Privileges

- Bedtime: lights out by 11:30;
- Independent study time (no required study time);
- May attend all socials, games, theater activities, including the weekly ILS movie night;
- Visiting privileges Monday-Thursday until 9:00p.m.
- 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.;
- 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);
- May do laundry from 3:05 p.m.-11:00 p.m.;
- May use the residential computers until 11:00 p.m.;
- May use the residential video phone during VP hours;
- May use the residential video games until 11:00 p.m.;
- Will receive a monthly ILS "bonus check" of $100.00.

Bronze Level

Students move to or remain on the Bronze level when they do one of the following:

- Show repeated disrespectful behavior, use disrespectful language or are uncooperative;
- Repeatedly do not complete residential chores;
- Repeatedly do not keep their bedrooms neat and clean;
- Show repeated non-compliance to reasonable requests;
- Are repeatedly late to school, meetings, bedtime and so forth;
- Repeatedly do not meet residential and academic expectations;
- Repeatedly do not follow transportation rules;
- Are unable to consistently complete homework assignments and/or are on the AP list;
- Do not follow all WSD policies and procedures;
- Do not use good time management skills;
- Do not have an alarm clock and do not get up on time every morning;
- Repeatedly are late for school and/or have unexcused tardies;

- Have unexcused absences;
- Do not participate in all scheduled ILS activities and/or do not complete all ILS assignments on time;
- Do not pay ILS “bills” on time;
- Do not plan and cook one meal per month for their cottage family willingly and without complaint;
- Do not use their own bed linens and/or towels and do not show SLCs that they have laundered or changed bed linens at least every 2 weeks;
- Do not follow sign-out expectations.

Bronze Privileges

- Bedtime: lights out by 10:00;
- Required study time, 6:30 p.m.-7:30 p.m.;
- If on AP student must have 1-1/2 hours of study time during the day;
- Only one on-campus social activity per week;
- May not attend an off-campus social activity (Residential planned activity only);
- Must sit with SLC at dinner time;
- May do laundry from 3:05p.m.-9:00p.m.;
- May use the residential computers until 9:30 p.m.;
- May use the residential video phone until 8:30 p.m.;
- May use the residential video games until 9:30 p.m.;
- Does not receive ILS bonus money.

Students will remain on Bronze level for at least one level movement period until they can demonstrate readiness to accept the responsibility of Silver level.

Copper Level

Students move to or remain on the Copper level if they do one of the following:

- Receive any level 3 BRs;
- Show repeated disrespectful behavior, use disrespectful language or are uncooperative;
- Repeatedly do not complete residential chores;
- Repeatedly do not keep their bedrooms neat and clean;
- Show repeated non-compliance to reasonable requests;
- Are repeatedly late to school, meetings, bedtime and other events;
- Repeatedly do not meet residential and academic expectations;
- Repeatedly do not follow transportation rules;
- Are unable to consistently complete homework assignments and/or are on the AP list;
- Do not follow all WSD policies and procedures;
- Do not use good time management skills;
- Do not have an alarm clock and do not get up on time every morning;
- Repeatedly are late for school and/or have unexcused tardies;
- Have unexcused absences;
- Do not participate in all scheduled ILS activities and/or does not complete all ILS assignments on time;
- Do not pay ILS “bills” on time;
- Do not plan and cook one meal per month for their cottage family willingly and without complaint;
- Do not use their own bed linens and/or towels and do not show SLCs they have laundered or changed bed linens at least every 2 weeks;
- Do not follow sign-out expectations;
- Are not in their cottage by 8:30 p.m.

Copper Parameters

- Required reading and bed times:
- Quiet time – 9:00 p.m.;
- Lights out – 9:30 p.m.
- Will be required to participate in all ILS activities and must complete all ILS homework assignments;
- Required study time daily. Homework must be completed. Students will remain in their own bedrooms and must study, read or write;
- May not attend on or off campus social activities;
- May not visit other residential cottages;
- No off campus sign-out unless with a staff person and for non-social activities;
- Will eat dinner in their residential cottage. Students on the Copper level are not permitted to eat dinner in the cafeteria;
- May do laundry from 3:05p.m – 8:00p.m.;
- May use residential computers for homework and parent email only;
- May only use residential VP to call parents (until 8:30 p.m.);
- May use video games one time per week with permission from SLC (not after 8:30 p.m.);
- Do not receive ILS bonus money.

Students will remain on Copper level for at least one level movement period until they 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 three days before moving a level up.

If a student remains on Copper level for two consecutive level movement periods, the student must meet with the Dean. If a student remains on Copper level for three consecutive level movement periods, the Dean will call a staffing to discuss appropriate student needs.

6.15 Residential Level System 7th-10th Grade

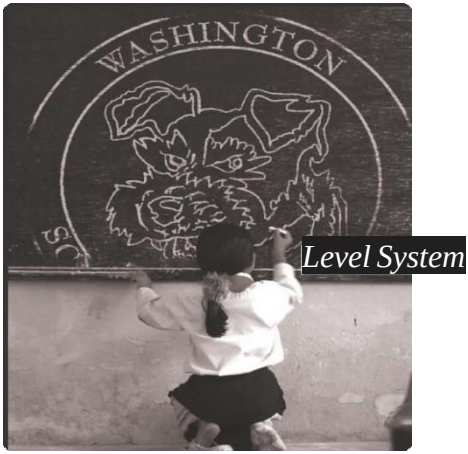
1) Introduction

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 depends 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.

The swing shift Dean will send the Level movement forms to the following people:

- Superintendent
- Director of Residential Services
- Secondary Principal
- Graveyard Dean
- Student Life Counselors
- Teachers and staff support
- School Counselors
- Athletic Director
- Coaches

Any behavioral infractions will be written on a Behavioral Referral (BR). BRs will be addressed and documented as a highest priority. 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 three days before moving up a level.

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 offers support to ensure all students complete homework assignments. SLCs check students' 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

Information about student behavior during school hours is shared with the student's SLC. The SLCs will work with the student, the school and parents in addressing inappropriate behaviors. Behaviors during the academic day can be considered for serious infractions when determining student levels.

5.) Honor Level

Students may move to or remain on the Honor level when they do all of the following:

- Show good leadership and fellowship and are willing to participate in student activities;
- Show maturity, a high level of responsibility, are trustworthy and consistently make good decisions (this includes, but is not limited to, chores and schoolwork);
- Display a pattern of cooperation and respect toward staff and other students and are willing to help others;
- Meet all residential and academic expectations;
- Follow all WSD policies and procedures;
- Consistently comply with all transportation rules;
- Use excellent time management skills;
- Have excellent attendance in school;
- Are passing all classes with a C or better;
- Have not been on Academic Probation (AP) for the previous 4 weeks;
- Have not had any BRs for the previous 4 weeks.

When students feel ready to move to the Honor level, they may request an application from the Student Life Counselor (SLC). The application must be signed by the Principal and students' parents/guardians prior to being submitted to their SLCs. Their SLCs determine whether a 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.

Not meeting the expectations of this level 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:

- 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;

- All students will check in with their residential staff immediately after school;
- May have independent study time;
- May attend all social activities (on and off campus);
- May have first choice of limited openings for special events;
- May visit other residences without a blue slip. Students must have their Honor level ID cards with them;
- Must sign in/out at all times;
- 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;
- May spend the night at another residence once a week with permission from the SLCs and the Dean;

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 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 they do all of the following:

- Display a pattern of cooperation and respect towards staff and other students;
- Consistently do routine residential section chores and keep their bedrooms neat and clean;
- Consistently comply with reasonable requests;
- Are punctual for school, ASP, meals, activities, and other events;
- Meet all residential and academic expectations;
- Follow all WSD policies and procedures;

- Show honest communication;
- Consistently complete homework assignments and are working to their potential as determined by the academic staff;
- Are not on Academic Probation (AP).

Not meeting the expectations of this level result in a drop on the level system.

8.) Okay Level Privileges Include:

- 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 time - 9:00 p.m/lights out - 9:30 p.m.;
- All students check in with their residential staff immediately after school;
- Students are expected to comply with study hour expectations of 6:30pm-7:30pm or until the completion of their homework. Students may 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;
- May attend all social activities on and off campus, when homework is completed;
- May visit other residences with a blue slip and SLC permission;
- 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;
- May use residential section telephones and Video Phone.

9.) Warning Level

Students move to or remain at this level when they do one or more of the following:

- Show repeated disrespectful behavior, use disrespectful language or are uncooperative;
- Repeatedly do not complete residential section chores or keep their bedrooms neat and clean;
- Show repeated non-compliance to reasonable requests;
- Are repeatedly tardy to school, meetings, bedtime and other events;

- Repeatedly do not follow transportation rules;
- Show dishonest communication;
- Are unable to consistently complete homework assignments or are on the AP list.

10.) Warning Level Parameters

- 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.;
- All students check in with their residential staff immediately after school;
- Will be required to participate in quiet/study time daily. Student on AP will have 1 ½ hours of study time;
- May attend one social or sports activity per week (on campus only);
- For all varsity and/or intramural sports activities, students are required to attend practices and may participate in games (home and away);
- No off-campus sign-out. Students are able to leave campus only with a staff person or parents and only for non-social activities;
- Students may not visit other residential sections;
- May use residential section computers for homework and parent email only;
- May use residential section telephone and Video Phone to call parents only;
- May use video games one time per week with permission from SLC;
- Must sit with a staff person during dinner in the cafeteria.

Students remain on the Warning level for at least one level movement period until they demonstrate readiness to accept the responsibility of the Okay level.

11.) Discipline Level

Students move to or remain on the Discipline level if they do one or more of the following:

- Receive any level 3 BR;
- Are involved in a theft;
- Destroy or damage property;
- Show inappropriate sexual behavior;
- Leave campus without permission;
- Verbally abuse staff or other students;
- Show severe disorderly or insubordinate behavior;
- Misuse school services or equipment.

12.) Discipline Level Parameters

- 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.;
- All students check in with their residential staff immediately after school;
- Will be required to participate in quiet/study time daily. Study time will be at least 1 ½ hours for student who are on AP and all homework must be completed. Students remain in their own bedrooms and study, read and/or write;
- 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);
- Will not be allowed to attend on or off campus social activities, sports or theater events;
- No sign-out. Student will be able to leave residential cottage only with a staff person or parents and only for non-social activities;
- Are able to entertain visitors in the residential common area;
- May not participate in any provided DVD/VCR movies;
- May not use residence video games;
- May use residential section computers for homework and parent email only;
- May use residential section telephone and video phone to call parents only;
- Will eat dinner in their residential cottage. Students on the Discipline level are not allowed to eat in the cafeteria .

6.16 Residential Level System for 5th-6th Grade

1) Introduction

The 5/6 Residential Level System is a behavior 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 the students are 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 meet with their respective students nightly to review their performance for the day. The students' level for tomorrow is determined by their behavior today.

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

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

3) Homework

The residential staff offers support to ensure all students complete homework assignments. SLCs check students' homework daily, assist when needed and counsel students when homework assignments are not completed.

4.) Classroom Behavior

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

5.) Honor Level

Students may move to or remain on the Honor level when they do all of the following:

- Show good leadership and fellowship and are willing to participate in student activities;
- Show maturity, a high level of responsibility, are trustworthy and consistently make good decisions (this includes, but are not limited to, chores and schoolwork);
- Display a pattern of cooperation and respect toward staff and other students and are willing to help others;
- Meet all residential and academic expectations;
- Follow all WSD policies and procedures;
- Consistently comply with all transportation rules;
- Use excellent time management skills;
- Have excellent attendance in school;
- Are passing all classes with a C or better;
- Have not had any BRs for the previous 4 weeks.

When students feel ready to move to the Honor level, they may request an application from the Student Life Counselor (SLC). The application must be signed by the Principal and the students' parent/guardian prior to being submitted to their SLCs. Their SLCs determine whether the student applying for Honor level has met the criteria stated above and consider input from academic staff prior to the acceptance or denial of the Honor level application. Honor level students are 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:

- Bedtimes (unless an earlier time is specified by parents): quiet reading – not required - lights out - 9:30 p.m.;
- May have independent study time;
- May attend most social activities (on and off campus);
- May have first choice of limited openings for special events;
- May visit other residences without a blue slip. Students must have their Honor level ID cards with them;
- May use residential video phones any time before bedtime.
- May use video games any time before bedtime;
- May spend the night at another residence once a week with permission from the SLCs and the Dean;
- 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 students' academic or behavioral status in the school is significantly below their potential, the Honor level status will be revoked. The Principal can notify the Director of Residential Services at any time to review a 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 & privilege.

7.) Okay Level

Students may move to or remain on Okay level when they do all of the following:

- Display a pattern of cooperation and respect towards staff and other students;
- Consistently do routine residential section chores and keeps their bedrooms neat and clean;
- Consistently comply with reasonable requests;
- Are punctual for school, bedtime, after school activities, meals, and other events;
- Meet all residential and academic expectations;
- Follow all WSD policies and procedures;
- Consistently comply with transportation rules;
- Show honest communication;
- Consistently complete homework assignments and are working to their 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 Include:

- Bedtimes (unless an earlier time is specified by parents): quiet reading – 8:30 p.m./lights out - 9:00 p.m.;
- All students will check in with their residential staff immediately after school;
- 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;
- May attend all social activities on and off campus, when homework is completed;
- May visit other residences with a blue slip and SLC permission.
- Must sign in/out at all times;
- May use residential video phone until reading time;
- May use video games after homework is completed until reading time.

9.) Warning Level
Students move to or remain at this level when they do one of the following:

- Show repeated disrespectful behavior, use disrespectful;
- language or are uncooperative;
- Repeatedly do not complete residential section chores or
- keep their bedrooms neat and clean;
- Show repeated non-compliance to reasonable requests;
- Are repeatedly tardy to school, meetings, bedtime and other events;
- Repeatedly do not meet residential and academic expectations;
- Repeatedly do not follow transportation rules;
- Show dishonest communication;
- Are unable to consistently complete homework assignments.

Any involvement in serious conduct violations is documented on a BR and may result in either a drop of level or suspension. After the violation of a rule occurs, the SLC meets with the student to discuss replacement behaviors.

10.) Warning Level Parameters

- Bedtimes (unless an earlier time is specified by parents): quiet reading – 8:00 p.m./lights out – 8:30 p.m.;
- All students will check in with their residential staff immediately after school;
- Will be required to participate in quiet/study time. Study time will be at least 1 hour and all homework must be completed; Students will remain in their own bedroom and study, read and/or write;
- May not attend social or sports activities;
- Students may not visit other residential cottages;
- Students may not sign out unless they are with a staff person and only for non-social activities;
- May use residential computers for homework and parent email only;
- May use residential telephone and video phone to call parents only;

- May use video games for up to 30 minutes a day with permission from SLC;
- Must sit with a staff person during dinner in the cafeteria.

Students remain on the Warning level for at least one day and until they demonstrate readiness to accept the responsibility of the Okay level.

11.) Discipline Level

Students move to or remain on the Discipline level if they do one or more of the following:

- Receive any level 3 BRs;
- Are involved in a theft;
- Destroy or damage property;
- Show inappropriate sexual behavior;
- Leave campus without permission;
- Verbally abuse staff or other students;
- Show severe disorderly or insubordinate behavior;
- Misuse school services or equipment;

12) Discipline Level Parameters

- Bedtimes (unless an earlier time is specified by parents): quiet reading – 7:30 p.m./lights out – 8:00 p.m.;
- All students will check in with their residential staff immediately after school;
- Are required to participate in quiet/study time. Study time will be at least 1 hour and all homework must be completed;
- Students remain in their own bedrooms and study, read and/or write;
- Are not allowed to attend on or off campus social activities, sports or theater events;
- No sign-out. Students remain in their cottage except for after school activities;
- Are not able to entertain visitors in the residential common area;
- May not participate in any provided DVD/VCR movies;
- May not use residence video games;
- May use residential computers for homework and parent email only;
- May use residential phone and video phone to call parents;

- Will eat dinner in their residential cottage. Students on the Discipline level are not permitted to eat in the cafeteria during dinner.

6.17 Residential Color Level System for K – 4th Grade

1.) Introduction

The Color Level System is a behavior 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. Green 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 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 that recognizes expected behavior. 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 discusses behaviors with the student and provides corrective information and appropriate consequences when necessary.

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 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, 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 are 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 follow directions and reasonable requests
- Are helpful
- Follow all classroom, cottage and bus rules
- Do not argue
- Are honest
- Keep bedrooms neat
- Control anger
- Keep hands, feet, body to themselves
- Do not yell or scream
- Talk appropriately with friends
- Inform staff where they are going
- Stay in seat (school)

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 move to yellow when they:

- Are disrespectful
- Do not stay on task
- Are not cooperative and ignore 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 bedrooms neat
- Are unable to control anger/emotions

- Bother others with their feet, hands, or body
- Yell or scream
- Do not talk appropriately with friends
- Leave without permission
- Do not stay in their seats (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 they may (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 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 refuse 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 may (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 may (subject to review by SLCs):

- Have a time-out in their bedrooms
- 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.

7.1 STUDENT HEALTH CENTER (SHC)

7.2 Routine Health Care

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

7.3 Sports Physicals

It is a Washington Interscholastic Activities Association (W.I.A.A.) rule that students must have a sports physical every 2 years in order to participate in high school athletics. Students 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. Primary care doctor and/or any Urgent Care Clinic has the required form. The completed form must be on file in the SHC in order for your student to participate in practices or games.

7.4 When Students Become 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 they are ill. This will help WSD maintain a healthier school environment for all.

7.5 Guidelines for Illness

The Washington State Department of Health advises students to stay home when they are sick. According to the Dept. of Health, specific health conditions that exclude a student from school include:

- 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 students are on campus and have or develop specific health conditions that exclude them from school, parents/guardian will be contacted and are required to take their student home at their expense.

7.6 When Students Become Ill or are Injured at School

If students become ill or are injured while at school, they are instructed to go to the SHC where they are evaluated by the nurses. The SHC is staffed sixteen hours a day by two nurses.

7.6.1 Illness

- Students are assessed, evaluated, and treated by the school nurse according to their symptoms and are either admitted to the SHC for further care or dismissed to school or their cottage.
- Students are seen by the school doctor based on nurse's discretion, on a consultation only basis.
- For recurring illness lasting more than 24 hours or new symptoms that prevent the student from participating in school activities, the student is 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 (i.e. Chicken Pox, Pink eye, Impetigo), students cannot travel home by bus or plane and must be picked up by parents/guardian.
- If students have been exposed while at WSD, the parents/guardians will be notified by the school nurse.

7.6.2 Injuries

If students experience a minor injury, they will be seen at the SHC, assessed, evaluated, and treated by the nurse according to the injury, and likely returned to school or cottage.
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 ask their preference as to which urgent/emergent care WSD should transport student.

- 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 SHC for any reason. Please make this request in writing to the SHC at the beginning of the school year or as the need arises, so the appropriate documentation may be entered into the student's chart.

7.7 Surgery

For minor surgery such as simple wart or suture removal:

- Students may return to school immediately if they bring doctor's instructions that clarify their care at school and/or at the SHC.

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 surgery-related complications 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 their student before, during, and after surgery. After surgery, the parents/guardian must take the student home to recover.

7.8 Dental

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

7.9 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 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 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.

7.10 Medications at WSD

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

There are two general categories of medications: prescription and over-the-counter (OTC). The process for administering these medications is the same. All medication is administered by the school nurse or staff who have been trained and delegated by the nurse to do so. The only exceptions to this policy are:

- Asthma inhalers may be kept in a student's possession under a physician's order.
- Topical acne medication may be kept in a student's possession, with approval from the school nurse.
- Medicinal creams or lotions may be kept in a 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 Washington Career Academy for the Deaf (WaCAD) 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 WaCAD staff. Medication may be self-administered by these students if they comply with this procedure.

7.11 Life Threatening Health Conditions

Washington State law (RCW 28A.210.320) requires school districts to receive 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 (i.e. severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures) 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 is required to exclude the child until such order has been provided.

7.12 Medical Record

WSD maintains a school health record for each student on which all significant medical information is recorded. The school health record is maintained as part of the student's educational record and includes, but is not limited to:

- Results of health screening
- Immunization records (CIS form - mandatory)
- TB Clearance Certificate (mandatory when required by law according to the student's birth country)

Other health information is maintained in the SHC by the nurse. This health information includes:

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

Confidential health information may be shared with school 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.

8.1 DISCIPLINE

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

- For students to be accountable for their actions and help them follow school and residential rules;
- To have fair and consistent behavior standards for all students;
- For students to learn from their mistakes;
- For students 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.

8.2 PBIS

The Washington School for the Deaf uses the Positive Behavior Intervention Supports (PBIS) Program. The mission of the PBIS program is to create a positive academic and residential environment supporting students' personal, residential and academic growth.

The main focus of PBIS is to provide a clear system for all expected behaviors at the Washington School for the Deaf. Through PBIS, WSD will work to create and maintain a productive, safe environment in which all school community members have clear expectations and an understanding of their role in the educational process

8.3 Communication Guidelines and Principles for Students

Expected behaviors are defined and taught. In the elementary school, Terrier Pups expected behaviors are:

- Show Kindness
- Make Good Decisions
- Solve Problems

In the secondary program, the emphasis is on Terrier Pride behaviors. These behaviors are:

- Respect Self
- Respect Others
- Respect Property

Expected Behaviors are taught

Behavior expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and rehearsed, and non-examples ("wrong way") are described and modeled. Students are given an opportunity to practice the positive examples until they demonstrate fluent performance. Specific expectations are outlined in the Behavior Matrix for each department and are listed on the final pages of the handbook. Students who know, practice, and review expected behaviors are more likely to be successful academically.

Appropriate Behaviors are recognized

Positive behaviors are regularly recognized. At the elementary level, Terrier Pups are given "Paw" tickets that identify which positive behaviors they have shown. All students are recognized for their positive actions and a lucky few win a trip to the Principal's treasure chest of prizes on a weekly basis. In the secondary department, students receive tickets that they may include in a weekly Terrier Pride Raffle. Students are recognized for exemplary citizenship skills with a certificate at a monthly Student of the Month assembly.

8.4 Compliance with Rules

- WSD explicitly teaches behavior expectations the first two weeks of the academic year.
- Students practice expected behaviors.
- Students review behaviors during each new quarter and on an as needed basis.
- Compliance with expectations is recognized.
- Students are taught consequences of non-compliance.
- Applied consequences are viewed as one aspect of teaching children life-long academic, social and work place success.
- Parents are expected and encouraged to review behavior expectations with their child(ren) at home.

If a student does 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 student's age and cognitive ability will be considered when giving consequences;
- Write a Behavior Referral (BR) to document the behavior.

Teachers, teacher's 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.

8.5 Behavioral Referral (BR)

A non-complying behavior may warrant a consequence and be followed up with a written report. The purpose of the report is to inform parents and administration of the behavior and the consequence. The PBIS committee looks at behavior report data on a weekly basis. The data is analyzed in order to determine any patterns of non-compliance within an area on campus, a time, or an activity, and make change, or provide support accordingly.

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

8.6 Three Levels of Non-Compliance

Level 1 is considered minor or moderate infractions. The staff person in the area generally handles the situation in the immediate location and writes the report in order to inform parents, administration and the PBIS committee.

Level 2 is considered serious or chronic behavior. The behavior may interfere with student or peers' learning, or disrupt the child's well being. It is probable the behavior may need to be addressed with a systematic plan in order to help the child achieve academic and social success. Assistance may be provided by sending the student to a behavior specialist, counselor, or an administrator.

Level 3 is defined as serious, dangerous, or illegal behavior, which requires immediate attention of administrators. The behavior may be investigated by school officials or other community service agents, and the student may be removed to a protected environment. The behavior may result in immediate removal of the student from the school grounds because the behavior places students or staff in physical or emotional jeopardy.

Type of Behavior	Level 1	Level 2	Level 3
VERBAL AGGRESSION	Name calling/put downs; writing notes targeting another person; use of inappropriate language targeting another person; writing, signing or drawing about aggressing acts, threats; signing in another person's "body space"; use of intimidating terms or language.	Chronic/pointed name calling; shouting angrily; yelling personal insults; making violent threats to self and others; writing/drawing/emailing/texting pictures of aggressive acts; violent language/communication displaying depictions of violence, displaying signs of gang membership, explosive expressions of emotion.	Making clear threats of violence; use of threatening words; speaking, use, signing or writing of libelous or slanderous words; intense uncontrolled anger.
PHYSICAL AGGRESSION	Pushing, shoving, poking, tripping, scratching, throwing soft objects, stealing of chair/seat, causing another to fall.	Fighting, punching, physically hurting another, cutting, hurting self, eating or drinking unsafe substances, damaging, destroying property, putting self or others in physical danger.	Self mutilation; 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	Talking about drugs or alcohol, drawing or writing about substance/substance abuse; wearing clothes or jewelry, which relates to substance use.	Possession on campus of drug paraphernalia; chronic/persistent communication about drugs or alcohol; inappropriate reading material related to drug or alcohol use.	Under the influence of drugs or alcohol; having drugs or alcohol on campus; tobacco or e-cigarettes on campus; selling of illegal substances.
DISRUPTIVE/ ACTING OUT	Repeatedly signing or talking out of turn, throwing objects; making faces; clowning; discourteous; mild tantrums.	Chronic showing off; verbally or through signing interfering with class/residential life; wandering around room; annoying others; disrupting others' ability to work; tantrums; shouting; screaming.	Serious disruption of class; repetitive occurrences of disruptive behaviors; refusal to stop acting out; monopolizing students and staff attention; influencing others' disruptive behavior; out of control behavior; soliciting others to engage in serious and/or illegal acts.
DISOBEDIENT/DE FIANT	Refusal to comply with instructions; refusal to follow rules; refusal to stay in seat/class/residence; talking disrespectfully to staff; refusal to do assignments, running away from supervision.	Chronic rule breaking; flagrant disrespect; boundary issues; talking back; making fun of others; arguing with adults; walking around while the bus is moving; chronic refusal/passivity; leaving class or activity without permission.	Refusal to follow rules; leading others to break rules and be disrespectful; severe disrespectful behavior; power struggles; gross continuous defiance; threatening intimidation.
ABSENCE/TRUAN CY/TARDY	Three unexcused tardies to class or program; missing bus; delaying bus; unexcused absence; goes beyond excused tardy time or place.	Chronic absence; unexcused absence; extended skipping of class/program; refusal to enter class/residence; missing bus/school; leaves supervised activity.	Extended unexcused absence; extended skipping of class; refusal to attend school; extensive tardiness.
HARASSMENT/IN TIMIDATION/ BULLYING	Teasing, scaring others; making mild threats; disrespectful comments and gestures; disturbing others; persistent annoying behavior; association with gang, name calling; mimicking, spreading rumors, not allowing inclusion of others for intent of power.	Rude, disrespectful comments, bullying and threatening behavior; racially or sexually inappropriate comments, gestures, writing, texting, emailing, hazing; discriminatory conduct, encouraging others to isolate, intimidate, or harass others.	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, threatening or harassing behavior, gang activity (participation in collective illegal behavior), intense prejudice or hate expressed toward individuals or groups.
DISHONEST BEHAVIOR	Blaming others; telling stories; taking others' belongings, looking on others' work, sneaky, taking food, spreading false rumors;	Cheating; plagiarism; stealing; lying; vandalism; making up damaging stories; chronic dishonest behavior; making false complains/accusations.	Theft, cheating, dishonest work; submitting work prepared by another; lying; false accusations; joining others to steal, cheat, lie; dishonest behavior; computer hacking.
SEXUAL MISCONDUCT	Use of inappropriate language and/or gestures; inappropriate pictures and drawings, inappropriate writing; rude notes; sexual harassment; attempting to or coercing or touching intimate parts of another person (age and other factors could cause this to be a higher level offense)	Lewd or graphic language, continuous swearing or use of inappropriate language; sexually inappropriate language; inappropriate dress, touch or writing; bizarre or uncontrolled behavior; inappropriate pictures; coercing touching of intimate parts; excessive display or expression of affection; touching beyond age-appropriate curiosity.	Pornographic pictures or writing; sexually explicit behavior; sexually violent or inappropriate gestures, touch, writing, text or email; aggressive sexual misconduct; sexting; strange or inappropriate behavior outside the context of the environment; sexual preoccupation including masturbation, peeping or voyeurism; exhibitionist behavior.

WEAPONS

The following items are considered weapons and are not allowed on campus or on any school-related activity or event:

- 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.)

8.7 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 provides additional opportunities for ESP students to learn appropriate behaviors and may make modifications in activities or schedules.

8.8 Suicide Threats or Attempts

If students make a statement/ behavior indicating a desire or plan to hurt themselves, staff follows WSD's Procedures for Handling Suicide Threat/Attempts & Self-Injurious Behavior. Trained staff conduct a student/parent interview and screen the student for level of risk. This process is to determine if WSD staff can keep the student safe while engaging in academic and residential activities. Students' care and safety are paramount. If their safety cannot be assured in the school environment, students may be transferred to an appropriate therapeutic setting or an alternative environment such as home until it is determined that return to an educational environment is appropriate. Returning students are placed on ESP. The length of time on ESP placement will be determined by WSD staff.

8.9 Pupil Information Form (PIF)

WSD uses a Pupil Information Form (PIF) 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 completes the form and forwards the completed form to the supervisor.

9.1 EMERGENCY INFORMATION

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

9.2 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 earth-quakes 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, webisites or television on the following local area stations:

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

FM Radio: KGON 92.3, KXJM 95.5, KUPL 98.7, KWJJ 99.5,
KINK 101.9, KRSK 105.1, KLTH 106.7, KVMX107.5

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.

Flashalert.net and WSD Website.

9.2.1 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, television stations and WSD website www.wsd.wa.gov.

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 these criteria when authorizing a person to pick up your child on the "School Emergency Information Form":

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

9.3 Emergency Contacts

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

9.4 Evacuation Drills

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

9.5 Emergency Procedures

All students are to remain in their classrooms during an emergency and follow the direction of the staff.

9.5.1 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.

9.5.2 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 alternate route following staff directions.
- When the “All Clear” is sounded, students and staff may re-enter the building.

9.5.3 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 assigned classroom immediately or comply with the directions of the staff.

Emergency Preparedness

10.1 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 and tablets. WSD uses filtering systems to provide safe search engines for students accessing the Internet and to 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 may be disciplined following the Student Code of Conduct Procedures. Students may have their access to technology terminated and future access may be denied. [WAC 148-120- 100(24)].

The guidelines are provided so users and parents are aware of the responsibilities of technology use. Ethical, responsible and legal utilization of WSD technology 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)

Social Media

Webster's Dictionary defines **social media** as websites and applications that allow users to engage in social networking. This includes but is not limited to: Facebook, Instagram, MySpace, Twitter, Glide, Facetime, Pinterest and others. The school cannot monitor students' use of social media on their personal devices, however posts that can be construed as threats or harassment are considered cyberstalking and the school is required by law to report them as criminal acts to the local authorities as soon as we know of them.

10.2 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 or 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 is 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 for 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, Facebook.com, MySpace.com, as well as other social media sites such as Snapchat and Twitter. Administration has the right to restrict additional websites as necessary.

10.3 E-mail Access Authorization

WSD 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.

11.1 OTHER THINGS YOU NEED TO KNOW

11.2 Business Office Information

11.2.1 Student Accounts

Parents/guardians can open a WSD student account for their students 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.

11.2.2 Allowances

Students are allowed to request money from their student accounts through the SLCs. There must be money in their accounts before any funds can be withdrawn. Mondays and Wednesdays are allowance pick up days at WSD. If students make a request to their SLC on Friday, they will get the allowance on Monday. If they make a request on Tuesday, they will get the money on Wednesday.

Allowance Process

- Parents put money into the student account.
- The SLC 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 SLCs begin their shifts, they pick up the money and give it to the students.

11.2.3 National School Lunch Program

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

In order for WSD 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 lunch program is based solely on the total household income. Households that do not receive benefits from TANF, FDPIR (food stamps) may still qualify for this program. With each student who qualifies for the program, federal funds will be reimbursed to the school.

11.3 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 fundraising events. For more information, contact the school office to get the current officers' email address.

11.4 Volunteers

WSD's goal 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.

School lunch fees are determined yearly. Parents/Guardians may apply for free or reduced-priced meals.

12.1 REGULATIONS

12.2 Policies and Procedures

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

12.3 Student Conduct Code (Chapter 148-120 WAC)

12.3.1 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.

12.3.2 Student Rights

Students are guaranteed the following rights within the limitations of statutory law and school policy which are deemed necessary to achieve the school's educational goals:

- Students possess the right to a learning environment free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.
- 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.
- 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.

- Students possess the Constitutional right to be secure in their person, quarters, papers and effects against unreasonable searches and seizures, subject to limitations set forth in RCW28A.600.210 through 28A.600.240 as now or hereafter amended.
- Students have the right to be free from unlawful interference in their pursuit of an education while enrolled at WSD.
- Students shall not be deprived of the right to an equal educational opportunity in whole or in part by WSD without due process including:
    - ✓ Notice to the accused student of the nature of the charges and the proposed disciplinary action and
    - ✓ The opportunity to request a hearing as set forth in this chapter.

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. The school shall publish and make available to all students and parents on an annual basis written rules which state with reasonable clarity the types of misconduct for which disciplinary action may be imposed.

12.3.3 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:

- 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.

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

- Sexual harassment - Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:
    - ✓ Submission to the conduct or communication by a person is made a term or condition, either explicitly or implicitly, of obtaining an education.
    - ✓ Submission to or rejection of that conduct or communication by a person is used as a factor in decisions affecting that person's education;
    - ✓ 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.

- 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.

- 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.

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

- 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.

- 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.

- 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 course of studies.

- Conversion - Unauthorized use or possession of school equipment or services.

- Unlawful entry/trespassing - Entering and/or remaining in any administrative or employee office or any locked or otherwise closed facility at any time without permission.

- Smoking - Students are not allowed to smoke or use tobacco products on school property or at school sponsored activities. This includes vape pipes.

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

- 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.

- 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.

- 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:

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

- 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.

- 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.

- 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.

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

- 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:
  - ✓ 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;
  - ✓ Present a safety hazard to self, students, or staff;
  - ✓ 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
  - ✓ Imply gang membership or affiliation by written communication, marks, drawings, painting, design, emblem upon any school or personal property, or one's person.

- 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.

- 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.

- Misuse of computers, electronic data, or communications -
  - ✓ Unauthorized copying of school-owned or licensed software or another computer user's data for personal or external use;
  - ✓ Modifying or damaging, attempting to modify or damage, computer equipment, software, databases, files needed in another person's school work, or communication lines;
  - ✓ Disrupting or attempting to disrupt computer operations:
  - ✓ Invading the privacy of another person by using electronic means to obtain confidential information, even if access to such information is inadvertently allowed;
  - ✓ Abusing or harassing another person through electronic means;
  - ✓ Using the school's computing facilities in the commission of a crime or a violation of the student conduct code;
  - ✓ Using computer services without authorization;
  - ✓ 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.

- 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.

12.3.4 Removal from Class

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

12.3.5 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. If overturned, the students' school attendance record will be cleared of the suspension.

12.4 Prohibited Activities

12.4.1 Body Modifications

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

12.4.2 Cheating and Plagiarism

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

12.4.3 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/Firearms

- Gang paraphernalia
- Malicious mischief
- Robbery
- Sexting
- Theft
- Trespassing
- Unlawful assembly
- Unlawful interference with school authorities
- Unlawful intimidation of school authorities

12.4.4 Discriminatory Materials or Activities

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

12.4.5 Disruptive Items

In school, items that may disrupt the education process, i.e. boom boxes, Walkman's, CD players, squirt guns, water balloons, firecrackers, skateboards, rollerblades, other "recreational wheels," skiing gloves, video games are not permitted. All disruptive devices will be confiscated and appropriate disciplinary action will be taken. Pagers and cell phones are not to be used during school hours.
In the residence, recreational wheels, animals, ignition sources are not allowed. Inappropriate entertainment - videos, music, pictures, video games, etc. promoting violence is prohibited. All videos and computer games should be rated for family or teen (if applicable). Personal communicative devices are not to be used after bedtime.

12.4.6 Drug and Alcohol Offenses

Paraphernalia – students who possess or distribute drug/alcohol related paraphernalia to other students or persons on or near school property are subject to suspension. Students who knowingly possess, use, sell or solicit illegal drugs or controlled substances of any kind at school on campus or school functions may be removed to an alternative educational setting on an interim basis, or permanently excluded from the residential and/or academic program at WSD. Law enforcement will be notified.

12.4.7 Extortion, Assault, or Causing Physical Injury

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

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

12.4.8 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.
A student that knowingly associates/affiliates with, or participates in a gang at school, during school related functions, or on any school property will be subject to disciplinary action.

12.4.9 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.

12.4.10 Tobacco Policy

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

12.4.11 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.

12.5 4 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.

12.6 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.

12.7 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.

12.7.1 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.

12.8 Protection of Pupil Rights Amendment (PPRA)

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

12.9 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.

12.10 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 9.41.280. Strip searches (where bare skin in intimate areas or undergarments is revealed) or body cavity searches are not authorized.

Students will be provided with an opportunity to surrender sought-after items. A student may consent to a search of his or her belongings. That consent may be limited to particular places or things. A student may terminate consent to a search at any time; however, a search for additional drugs or paraphernalia may continue when controlled substances or illegal drugs are found even though a student or parent revokes consent. If a student refuses to consent to a search, parents and/or the police may be called. If there are already reasonable grounds to believe that evidence of a violation of infraction will be found in a particular place, school officials do not have to rely on consent to search. The student and suspected possessions should be kept under surveillance until police have responded. A student should not be asked to empty his or her pockets if possession of a weapon is suspected.

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

12.11 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 Principal, 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

Elementary Behavior Matrix

Terrier Pups	Show Kindness	Make Good Decisions	Solve Problems
Classroom	• Use kind language • Be Fair • Respect space • Invite others to join you • Be ready to learn	• Be ready to learn • Monitor yourself • Follow staff directions • Ask for help • Ready to learn • Stay on task	**"STEP"** • S: State Problem • T: Think of different solutions • E: Evaluate • P: Pick a solution
Playground or Gym	• Share/Take turns with equipment • Stop and look at others • Include others	• Follow directions • Respond immediately to adults • Monitor yourself • Maintain boundaries • Respect toys and equipment	**"STEP"** • S: State Problem • T: Think of different solutions • E: Evaluate • P: Pick a solution
Hallway	• Be friendly • Greet others appropriately • Have a calm body	• Keep backpacks and coats off the floor in cubbies • Keep hands and feet to yourself • Walk	**"STEP"** • S: State Problem • T: Think of different solutions • E: Evaluate • P: Pick a solution
Cafeteria	• Push in chair after eating • Use kind language • Invite others to sit with you • Make healthy choices	• Clean up after yourself • Wait your turn and throw food away • Follow adult directions • Keep hands and feet out of aisle	**"STEP"** • S: State Problem • T: Think of different solutions • E: Evaluate • P: Pick a solution
Library	• Keep library clean • Help others find books • Keep quiet	• Find a book and quiet place to read • Take care of books	**"STEP"** • S: State Problem • T: Think of different solutions • E: Evaluate • P: Pick a solution
Bus	• Be friendly	• Walk • Stay within safe area • Look both ways for traffic • Follow bus driver's directions	**"STEP"** • S: State Problem • T: Think of different solutions • E: Evaluate • P: Pick a solution
Assembly	• Be good listener • Show school spirit	• Share space • Stay in your seta	**"STEP"** • S: State Problem • T: Think of different solutions • E: Evaluate • P: Pick a solution
Transition	• Be friendly • Be on time • Respect space	• Follow adult directions • Eyes on leader • Hands to yourself	**"STEP"** • S: State Problem • T: Think of different solutions • E: Evaluate • P: Pick a solution

Secondary Behavior Matrix

	Respect Self	Respect Others	Respect Property
HALLWAY	Walk Be aware of environment Personal electronics are off and away.	Stay to the right Keep hands and feet to self Use indoor voice and signs	Touch only your items
CLASSROOM	Walk Be seated & focused Arrive on time Attend to instruction Personal Electronic Devices are off and away	Use appropriate language Keep hands & feet to self Use only your items Raise hands or tap for attention Turn-take	Put away items Clean work area Push in chairs
CAFETERIA	Walk Talk calmly at your table Use polite language	Enter and exit quietly Stand in line Keep hands/feet to self Use appropriate language	Put away trays Clean tables Push in chairs
ASSEMBLY	Walk Attend to presenter Personal electronics are off and away	Attend to presenter Applaud when appropriate Inform staff when you leave Keep hands and feet to self Sit in designated area	Clean your area
LIBRARY	Walk Use time wisely Personal electronics are off and away	Enter and exit quietly Use indoor voice & signs Keep hands and feet to self	Put away books in monster box Push in chairs Handle books with care
BATHROOM	Walk Lock the door Wash Hands If door locked/return to class Use restroom/lunch time Personal electronics are off and away	Lock the stall door/flush Personal electronics are off and away Be quick	Keep the area clean and dry Turn-off lights Report any problems
GYM 7AM-3PM	Be aware of environment Be prepared Attend to instruction or presenters Personal electronics are off and away	Walk when entering/exiting Follow the rules for the activity Use appropriate language Keep hands and feet to self Use only your items Raise hands or tap for attention Turn-take Display good sportsmanship	Leave food and all drinks, except water in closed containers outside the gym Put equipment in storage area Put towels in laundry bin