



PSD



High School Handbook

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## MISSION

The Pennsylvania School for the Deaf educates students to succeed by recognizing and developing individual strengths, building confidence, collaborating with families and communities in a nurturing, dynamic, and language-rich environment steeped in cultural awareness of Deaf, Hearing, and worldwide diversity.

## VISION

PSD empowers children with hearing loss by providing fully accessible services and a quality education so that they can become educated, productive and responsible members of society.

## SCHOOL MASCOT / SCHOOL COLORS

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



## **ATTENDANCE PROCEDURES**

The State of Pennsylvania requires children between the ages of six and eighteen to attend a public, private or parochial school. We wish to promote good school attendance. There is a close relationship between a students' success in school and their attendance.

## **ABSENCE PROCEDURES**

When it is necessary that a student be absent, the parents are required to call the school's Education Office by 9:00 a.m. each day by emailing [attendance@psd.org](mailto:attendance@psd.org) or text 215-433-0538. Please state your name, child's name, date, and reason for absence.

If a student's absence is marked as unexcused, you will receive a text alert from SwiftK12.

## **EXCUSED/UNEXCUSED ABSENCES**

A student who is absent from school must present a written note from their parent/guardian to cover the period of time during which the absence has taken place. The written note may be presented up to three (3) days after the absence.

An excused absence will be given for the following reasons:

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

## **MAKE-UP WORK**

Students have one day to make up work for every excused absence. Make-up work may be presented in paper form or through Google Classroom.

## **EXCESSIVE ABSENCES FROM SCHOOL**

If your child is absent 3 days in one week, you will be contacted by the teacher.

If your child is absent for 3 consecutive days, a doctor's note is required clearing them to return to school and for absences to be excused. Any consecutive absence without a doctor's note will be counted as unexcused.

If your child is absent for 5 consecutive school days with no contact between school or parent/guardian, PSD will conduct a home visit/wellness check with the school social worker.

If your child is absent 5 days in one month, parents/guardians will be contacted by the school social worker. If your child is absent 10 days total, a letter will be sent to their home school district and parent/guardians. Parents will be required to participate in an attendance planning meeting with Social Worker and other school officials as needed.

After 10 absences, letters will be sent to LEA, parents, and placed in the student's file in 5 day increments. If your child is absent 15 days total in one quarter an IEP Review meeting with LEA, with Director of Academic Affairs and/or Director of Student Affairs, Principal, and Social Worker

## **TRUANCY**

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

## **EXCUSED LATE ARRIVALS**

Late arrivals to school are excused for the following reasons:

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

Parent/Guardian/Caregiver must sign in the student in the Education Office.

## **EARLY DISMISSAL/PICK UP**

When a student has a medical or other legitimate appointment during the school day, he/she is to bring a written note signed by a parent/guardian indicating the reason for the early dismissal and dismissal time. The parent/guardian/caregiver must contact the Education Office to notify the school of your child's need to leave school early for an appointment, or if someone other than the parent/guardian/caregiver will pick him/her up or in person before a student will be released for an early dismissal.

Anyone picking up a student must have a valid photo ID with a signature, even if we know the person, prior to releasing the student to him or her.

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

## **CHANGE OF ADDRESS AND PHONE NUMBER**

Several weeks' notice is usually required by the School District to process a student's new bus route assignment. If a parent/guardian/caregiver work and/or home telephone, cell phone number and/or emergency contact numbers have been changed, please notify the Education Office as soon as possible so that they can be reached in any case of emergency.

PSD uses an emergency notification system to notify parents in case of school-wide emergencies or notifications, and unless we have parents accurate text numbers we cannot provide this service.

## **SCHOOL CLOSINGS**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting times delayed. Changes in school schedules will be announced on television and radio, and through the emergency alert system. If no report is heard, it can be assumed that school will be held on the regular schedule. The same conditions may also necessitate early dismissal from school. Telephone lines must be kept open for emergencies. The PSD school closing number is 129.

## **FIELD TRIPS**

Students on a field trip are responsible for the work missed in their classes. Students are expected to attend school the day before and after a field trip, if not, he/she may lose field trip privileges.

High School Students are active participants in the development of their dress code. They propose the dress code annually and it is approved by administrative staff.



## **VISITORS**

Visitor's names must appear on the Authorization for Student Contact form in order to be permitted to visit any student. This form may be updated prior to the start of each school year. Any appointments to visit need to be arranged in advance. Parents and families are encouraged to visit classes and special programs. Please make arrangements with the student's teacher/s or the department principal in advance.

All visitors are required to check-in and sign-in at the Head of School Building or Education Office and must show a valid photo ID with a signature (even if they are a parent) in order to obtain a visitor badge from the Head of School's Office before we give them access to our students. The destination and purpose of the visit should be indicated. Invited guests and speakers will be escorted to the specific area

## **CHANGES IN FAMILY STATUS**

PSD encourages parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is ideal when possible. Therefore, the school will not prohibit parents from accessing records, attending activities or participating in conferences pertaining to their child unless otherwise required by court order or law.

The school denies a parent access to their child only if there is a legal document, which addresses that denial. In these circumstances, we require (1) a certified copy of the current court order which states the rights or restraints ordered, (2) a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child and (3) a photo of the non-custodial parent to help us with identification. We cannot accept information regarding the validity of orders over the phone; only written instruction will be accepted. Visitation schedules and parenting plans are agreements made between parents and are not binding to the school. The school will release a child to either parent in accordance with school policy unless otherwise directed by a valid court order. Visitation with the non-custodial parent will not be permitted to take place at school. The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support and other related issues. Staff members must stay focused on providing children the highest level of care. To do so, they must maintain good relationships with custodial parents and should not be asked to support one parent over another. Staff will not testify or otherwise participate in a custody dispute in their capacities as school employees unless served with a subpoena. Often, child records can provide the same information as the testimony of a staff member, and parents have access to child records by law. Parents are encouraged to use records rather than staff testimony in resolving these types of disputes.

## INDIVIDUAL EDUCATION PLANS

During the course of each school year, we are required to have an annual IEP Meeting for each of our students. An IEP Review can also be held at any time throughout the year. Your local school district representative and outside agency representatives may also be attending, in addition to related PSD staff. Our IEP Coordinator will be contacting each of you, along with the above-mentioned participants to schedule the meeting for your child. These meetings are quite important for all of us to attend to insure appropriate programming and progress for your child. Please give advance notice to the IEP Coordinator if you need to re-schedule, since all of the participants will need to be notified in a timely manner.



If you need more information about your Rights as a parent, the following may be helpful:

- Procedural Safeguards  
<https://www.pattan.net/Forms/The-Procedural-Safeguards-Notice>
- Parent Resource Library from the Office of Dispute Resolution  
<https://odr-pa.org/parents/parent-resource-library/>
- Educational Law Center: Right to Special Education  
[https://www.elc-pa.org/wp-content/uploads/2014/03/ELC\\_Right\\_to\\_SpecialEducation\\_revisedapndx\\_Sept2016.pdf](https://www.elc-pa.org/wp-content/uploads/2014/03/ELC_Right_to_SpecialEducation_revisedapndx_Sept2016.pdf)

Penny Starr-Ashton  
IEP Coordinator  
V: 215-951-4729  
VP: 267-331-4375  
Cell/Text: 215-490-2912

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

- Adapted Physical Education
- American Sign Language (ASL) Services
- Audiological Services
- Counseling Services
- Educational Assessment/Evaluation
- Occupational and Physical Therapy
- Psychological Services
- School Nurse
- Social Worker
- Speech/Language Therapy

## TRANSPORTATION INFORMATION

Bus transportation is available to PSD students through their home districts. The Student Code of Conduct is in effect while on the bus or waiting for the bus. Please communicate any address changes with our transportation manager and your school district's transportation department.

**Transportation Manager**  
**215-951-4759 (office)**  
**267-246-1348 (cell)**

**Transportation Coordinator**  
**215-951-4752 (office)**  
**267-228-2469 (cell)**

## **COUNSELING AND SOCIAL WORK SERVICES**

The PSD Counseling Services Program strives to aid each individual student in utilizing their abilities to the fullest, in making sound choices, and in developing self-understanding and empathy. Counseling services include: individual and group counseling (High School Advisory), The American School Counselors Association (ASCA) Model promotes Academic Counseling; Personal/Social and Career/Guidance Counseling services are also provided.

Scheduled appointments are necessary unless there is an emergency. Students may visit the guidance office during Advisory periods by obtaining a hall pass from the teacher in charge, or by coming in before or after school. Students may visit their counselor's office during class time only with the permission of the classroom teacher.

Social Work services are available for students who may need assistance with family issues at home. If your family needs extra support, the Social Worker can help. Sometimes a home visit with students' families and linking them to community resources is helpful.

Some examples of social work support include:

- Counseling and medication with outside agencies
- Support for guardianship, custody issues, domestic violence/abuse
- Crisis support for families
- Help with access to health insurance and education about preventative medical care
- Information about housing including utilities, food, etc.
- Information about social security benefits, food stamps, child care
- Education about interpreter issues and communication access
- Support if you cannot make it to school because of transportation problems, medical issues, or other needs

## **ACADEMIC PROGRAM**

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

The total credits required for graduation is 23. In order to achieve the necessary credits students must enroll in the following courses:

- English (4 credits)
- Mathematics (3 credits)
- Science (3 credits)
- Social Studies (3 credits)
- Physical Education (1 credit)
- Health (1 credit)
- Arts/Humanities (2 credits)

Students will have the opportunity to enroll in additional academic courses as well as elective courses in order to satisfy their credit requirement. Elected courses may include, but are not limited to:

- College and Career Preparation
- American Sign Language
- Literature
- Advisory

Each credit unit is earned with at least a passing grade of D or better. Grades are reported at the end of each quarter through report cards.

## **COMMUNITY PARTNERS**

PSD occasionally partners with several local schools, including Germantown Friends School and Mercy Career and Technical High School, in order to meet the specific educational needs of our students.

Parents and students interested in programming with our community partners may request information at the student's annual IEP meeting.

## **TRANSITION TO COMMUNITY**

Students who have completed their graduation requirements, but who request and need additional instruction are eligible for programming up to age 21. This decision is determined by the student's IEP team, and leads to a schedule that continues to target each student's IEP / transition goals toward increased independence and employability.

## **ADVISORY**

High School students will participate in Advisory groups and receive individual student planning. Guidance counselors meet with high school students at least once a six day cycle to address preventive and responsive concerns and needs. Topics vary, depending on the time of the year, the presenting issues, needs and interests of the class. Topics include academic progress and credit reviews, stress management, building responsibility and community, conflict resolution, and decision-making skills. Advisory strives to address academic, personal/social and career interests of the students in a manner that prepares them for life after graduation.

## GRADING

Grades are assigned to help students and their parents follow the student's progress in school. Grades are awarded on the alphabet scale: A, B, C, D, F, and I (Incomplete). All incomplete grades should be made up by the end of the next school year. An Incomplete that has not been made up will become an F. It is the student's responsibility to make arrangements to make up the work. Students who pass classes with grades above an F will receive credit. Failing class grades receive no credit for the class. GPA is determined using the 4.0 scale as listed below:

SCALE			
<b>A</b>	A+ 100-97	A 96-93	A- 92-90
<b>B</b>	B+ 89-87	B 86-83	B- 82-80
<b>C</b>	C+ 79-77	C 76-73	C- 72-70
<b>D</b>	D+ 69-67	D 66-63	D- 62-60
<b>F</b>	F 59 and Below		

For students for whom this may be more appropriate, a rubric scale is used to communicate progress:

- 5 = Independently applies skill/knowledge in various situations
- 4 = Applies skill/knowledge and/or completes work with minimal assistance
- 3 = Becoming more confident in demonstrating skills/knowledge, though still somewhat dependent on adult prompting/guidance
- 2 = Making attempts, but requires assistance to demonstrate emerging skills/knowledge
- 1 = Despite repeated instruction, still unable to demonstrate skills/knowledge.

## SCHOOL ISSUED MATERIALS

Course materials such as textbooks may be furnished to students by PSD. Students are expected to demonstrate responsibility for the use and care of these items. Students may be held financially responsible for items damaged through improper use or care.

## CHEATING / PLAGIARIZING

Cheating is defined as knowingly copying another person's work, presenting it as one's own, and bringing in additional information to class during exams. Plagiarizing is defined as the use or close imitation of the language and thoughts of another or knowingly using copyrighted material without identifying its source. Students who are guilty of either of these offenses will receive a zero on their particular quiz, test, project, paper, etc. for the first offense but will be given an opportunity to redo the work. A home contact will be made by the teacher. Repeated offenses will be subjected to disciplinary action in accordance with the PSD Code of Conduct.

## **PARENT / TEACHER CONFERENCES**

In addition to the annual IEP meeting, parent/teacher conferences (optional) can be scheduled at report card time. Additional conferences will also be scheduled to accommodate parents who request. Please contact your child's teacher to set up a conference time.

## **HOMEWORK**

PSD follows the National Education Association's homework recommendation for students 13-21 years of age. Homework will account for no more than 10% of a student's course grade. Homework may be assigned up to 4 nights a week for a maximum of 2 hours a night.

Homework may be assigned via paper or through Google Classroom on a student's school issued Chromebook. Students may use study hall time to complete homework assignments or to make-up work due to absences.

## **PHONE POLICY**

No phone is to be allowed in classrooms at all times. Students are expected to put their phones in the shoe rack provided by their teacher(s). Failure to do so, will result in the phone being taken away for the rest of the day.

## CLASSROOM MANAGEMENT

### PSD Rules:

Respect yourself and other people.

Respect Property.

Demonstrate Responsibility.

Demonstrate Safety.

Students are expected to demonstrate the ability to follow PSD's expectations at all times by displaying knowledge of school rules and showing cooperation, assertion, empathy, responsibility and self-control.

At the beginning of every quarter, each student will receive a "Color Card". Students must carry an electronic color card with them at all times. When an infraction occurs the teacher will sign the student's card and identify the reason for the consequence. Students will then complete a reflection form and have a meeting with the teacher. Students will rejoin the class discussion after a successful meeting.

After 3 successive consequences the high school student will receive a new Color Card:

1. **White Card:** Lunch detention and a phone call home from the student's homeroom teacher.
2. **Yellow Card:** Immediate 1-½ hours detention and a phone call home from an administrator.
3. **Blue Card:** Immediate half day ISS (3 hours), a phone call home from an administrator and a **required re-entry parental/guardian meeting.**
4. **Orange Card:** Immediate 4 ½ hours ISS, and **required parental/guardian re-entry meeting** with an administrator. Students who have an orange color card with no signatures will not participate in away sports games or Friday Night Live Events. Students with an orange color card with one or more signatures will not be able to participate in any sports away games, other extracurricular activities or Friday Night Live (FNL) events.

A re-entry meeting requires a parent/guardian to come to the school or establish other arrangements for the parent/guardian to meet with an administrator and student to discuss and try to resolve together the student's behavior issues. This meeting should take place prior to the student returning to school after a suspension. PSD may request transportation be stopped until the re-entry meeting has taken place. Any ISS or at-home suspension will result in missing athletic activities and/or trips and practices.

Color cards will start fresh each quarter.

## LEVEL I

### **Examples of Behaviors that Violate Classroom/School Rules** (not an exhaustive list):

- Classroom disruption
- Unreasonable noise/activity
- Leaving the classroom without permission/pass
- Refusal to do school work

### **Possible Consequences:**

- Warning – color card write up
- Time-out (within the classroom or DH if written into student's PBSP)
- Reparation
- Loss of Privilege(s) – ASP, Athletics, FNL, Field trip, technology use etc.
- Home contact by teacher

## LEVEL II

### **Examples of Behaviors that Violate Classroom/School Rules** (not an exhaustive list):

- Complete classroom disruption where teacher is unable to teach
- Disrespectful language/gestures/touching/attitude
- Leaving the classroom without permission due to anger or frustration
- Unsafe use of school property
- Refusal to do school work
- Inappropriate clothing

### **Possible Consequences:**

- Self-reflection &/or Improvement Plan and color card write up.
- Change of clothing when in violation of dress code
- Home Contact/Loss of Privilege for same violation 2 or more times in one semester
- Lunch with an administrator
- Loss of Privilege(s) – ASP, Athletics, FNL, Field trip, technology use etc

## LEVEL III

### **In School Suspension (ISS) and skip to the next colored card**

**Examples of Behaviors that Violate Classroom/School Rules :** Can be escalated to Level IV or V depending on severity to be determined by the Principal. (not an exhaustive list):

- Out of control behaviors that are potentially harmful to self/others
- Bullying/threatening to others
- Leaving building/school grounds without permission
- Damage/destruction/stealing any school property
- Pulling a fire alarm
- Physical fighting/hitting others
- Sexual harassment/ inappropriate sexual behavior
- Inappropriate use of technology

### **Possible Consequences:**

- In-School Suspension (ISS) @ 3 hours & Home Contact by an administrator.
- In-School Suspension (ISS) @ 4.5 hours w/ Home Contact by an administrator and/or re-entry meeting as appropriate

## LEVEL IV

### Out of School Suspension (OSS) and skip to the next color card

**Examples of Behaviors that Violate Classroom/School Rules:** Can be escalated to Level V depending on severity to be determined by the Principal (not an exhaustive list):

- Extreme out of control behaviors that are potentially harmful to self/others
- Sexual harassment/inappropriate sexual behavior
- Obscene language/gestures
- Throwing an object at someone with intent to harm
- Physical fighting/hitting others
- Hitting staff will result in an automatic suspension and/or expulsion with a required re-entry meeting. Police will be called to respond.

**Possible Consequences:**

- In-School Suspension (ISS) @ 6 hours w/ home contact by an administrator and/or re-entry meeting as appropriate
- Home Suspension & re-entry meeting

## LEVEL V

**Example Behaviors (not an exhaustive list):**

- Drugs (possession, distribution, use)
- Weapons (possession, distribution, use)
- Serious Bodily Injury (substantial risk of serious injury and/or death, extreme physical pain, disfigurement, loss/impairment of body part/organ or mental faculty, sexual assault)
- **Any behavior determined by the school which causes unmanageable risk, danger, or harm to the school, its personnel, or its students and families**

**Possible Consequences:**

- Student will be removed from school for up to 45 days pending a Manifestation Determination process.
- Expulsion
- A Manifestation Determination will be conducted:
  - If this behavior is not a result of a student's disability, they may be expelled from school.
  - If this behavior is a result of a student's disability, an IEP review will be conducted to determine if PSD can continue to program for the student. The results of that review will determine if the student will continue at PSD or not.

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

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

### **Suspensions, Expulsion, and Transfer for All Other Disabled Students**

PSD may suspend students with disabilities and cease educational services for up to 10 consecutive school days or 15 cumulative school days in one school year without providing special education procedural safeguards. PSD will provide the following safeguards for students referred for Expulsion, or suspension for more than 10 days, or for more than 15 cumulative days:

Written notice to the parent/guardian of the recommended disciplinary action and the date of an Individualized Education Program (IEP) meeting.

A team shall convene a Manifestation Determination meeting within 24 hours of the misconduct with the parents having been invited.

During the IEP meeting, the IEP team shall review the student's most current evaluation and the student's IEP and placement to determine whether the student's misconduct is related to the student's disability. The misconduct is not related to the student's disability if (i) the current IEP was appropriate and implemented; and (ii) the Disability does not impair the student's ability to understand the consequences of his or her behavior and control his or her behavior.

If the student's behavior is not a manifestation of the Disability, school officials may apply the Uniform Discipline Code, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended without providing appropriate educational services for more than ten (10) consecutive or fifteen (15) cumulative school days in a school year. A Notice of Recommended Educational Placement (NOREP) must be issued with the results of this determination.

The IEP team shall review and revise, if necessary, the behavior intervention plan or, as necessary, complete a functional behavior assessment and intervention plan to address the misconduct.

The IEP team shall determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.

The IEP team shall issue a NOREP with the results of the Manifestation Determination.

If the student's behavior is a manifestation of the Disability, the student's placement may be changed to an appropriate interim educational setting, only if the student carried a Weapon to school or a school function or knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school function. If the parent requests a due process hearing, the Alternative Placement shall be limited to 45 days. PSD may ask for an expedited hearing conducted by a State Hearing Officer and request the hearing officer to order a 45 day interim placement if the student is substantially likely to cause injury to himself/herself or others.

Students with disabilities, even if expelled, must be provided with a free and appropriate education (FAPE). Any situation for expulsion will be reviewed on a case by case basis by PSD administrators.

### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Upon boarding the school bus or upon driving onto the school property, a student is considered to be on school property and under the direction of school rules and authorities. Students are not permitted to leave school property before the end of their regular school day unless they have an early dismissal approved prior to leaving. Students are to remain within the specific boundaries of PSD campus and CECO. Students are not permitted to go outside without staff permission. Students in violation will have appropriate disciplinary action taken.

## **EMERGENCY PROCEDURES**

### **Emergency Preparedness Plan**

There will be a drill every month, ranging from Fire Drills, Lockdown Drills, and Mass Evacuation Drills.

### **FIRE DRILLS**

Fire drills are a simulation of evacuation that helps prepare students for an emergency situation. The students, staff, teachers will go to their assigned area outside the building.

### **LOCKDOWN DRILLS**

At the sight / sound of the lockdown alarm, students and all staff members will remain in their classrooms or enter the nearest classroom in the building as quickly as possible. Students will move to a location within the building that has a lockable door and lock it, or use a door wedge to secure the door from inside and stack furniture in front of the door.

### **MASS EVACUATION**

The Mass Evacuation Plan is to provide immediate and short-term safety for all PSD students, staff, volunteers and visitors in cases where it may be hazardous to remain in PSD buildings or on PSD campus. A Mass Evacuation order may be issued by the Incident Commander(s) or Head of School. Upon notification of a threat within a PSD building or on campus, the Incident Commander(s) or Head of School's office will call 911 then begin the white strobe light signaler and alarm system.

Any person who knowingly initiates a false report that results in a Mass Evacuation response on or off campus will be referred for disciplinary action according to the appropriate Student Conduct, Human Resources, and/or the Philadelphia Police. PSD will consider a knowingly false report of imminent danger a very serious offense and will respond accordingly.

Our Mass Evacuation site is the Germantown Friends School gymnasium on School House Lane.

## **MEDICATION**

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

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

1. Prescription medication or over the counter medicine approved by the family doctor will be the only medicine dispensed to students.
2. Written orders from a physician must be issued to the school stating:
  - Diagnosis
  - Name of medication and dosage
  - Time the medication is to be administered
  - Date medication is to begin and end
  - All adverse reactions that should be reported to the physician
  - Special instructions for the administration of the drug, including storage, sterile conditions, etc.
3. Written permission from the parent and/or guardian must accompany specific physician orders and medication(s).
4. Medication is not to be taken without the above information.
5. Non-prescription medication will not be given without physician's orders.
6. Medication must be sent to school in a container appropriately labeled by a pharmacist or physician. Medication is not to be sent in tissue, plastic wrap, etc.
7. Parents will furnish all medication.
8. The student is to bring the medication, physician orders and parent permission slip to the Nurse's office.
9. The School Nurse will check the authenticity of medication. If further clarification is needed, the parents will be contacted.
10. All medication will remain in a locked cabinet either in the office or in the clinic area as indicated.
11. It is the student's responsibility to report to the appropriate area when medication is due to be given.
12. An adult must dispense all medication.
13. Records will be kept on a medication sheet, which includes:
  - Student name
  - Name of medication
  - Initials of person dispensing medication
  - Date
  - Time
14. The student is not to take any medication without proper authorization from the Nurse.
15. Medication taken over a prolonged period should be sent to school with more than one dose. The orders and parent/guardian's note should explain this.
16. Students taking prolonged medication will have their parent/guardian notified by the school when a refill is needed.

## **INJURY/ILLNESS**

The Nurse's office is maintained for students who might be injured or become ill during the school day. If a student is injured or becomes ill, they should report it to their teacher and then to the Nurse's office. The Nurse will contact the parent/guardian.

## **GENERAL REGULATIONS**

### **CARE OF THE CAMPUS**

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

### **CELL PHONE POLICY**

Students are permitted to have cell phones in their possession during school hours, but they may not use them. If personal belongings, including any electronics / phones are brought to school and become stolen or broken PSD is NOT responsible.

### **CONFIDENTIALITY POLICY**

PSD takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but to all children, families and employees associated with PSD. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

### **FOOD SERVICES**

Our cafeteria provides breakfast and lunch for all students. Students may bring their own lunch. For those students that bring their own lunch, PSD lunch will not be provided. The menu can be found on [www.psd.org](http://www.psd.org) under SERVICES.

For students who bring their own lunch:

- Soda is not permitted.
- Send warm food in a thermos that can keep it at the correct temperature. Students are not permitted to use the microwave.
- Please do not send in any peanut products.

### **FOOD IN CLASSROOMS**

Due to our school's healthy eating guidelines, PSD prohibits any distribution of food or treats outside the pre approved school food program. Foods made at home will not be distributed within the school.

### **LOCKERS**

School lockers are the property of PSD and may be checked by school officials without any advance notice to the student. Students are not to keep any items in their lockers that they would not want to be inspected by a school official. Lockers should be kept locked. Parents will provide locks for their child's locker. Lockers should be kept neat and clean at all times. Valuables should not be kept in lockers. PSD is not responsible for lost or stolen valuables brought to school or taken from a student's locker. If a school administrator determines that a locker needs to be searched, the student will be asked to open the locker. If they refuse or are unavailable, the lock will be broken in order to gain entry to the locker. The student or their family will replace the lock.

## **LOST AND FOUND**

Students need to be responsible for their own personal belongings. Students should make sure that all of their personal items are labeled with their name. Students should avoid bringing excessive money or valuables to school. Students should check before leaving a room or area to be sure they have all of their items. Students should report any lost articles to the staff member who is in charge at that time. Found items will be kept in the Education Office. PSD is NOT responsible for lost or stolen items.

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

PDA is not permitted when student couples are together within learning and working environments on school property and/or during any school sponsored activities. PDA includes, but is not limited to: kissing, hand holding, sitting on laps, full body embraces, etc.

## **SMOKING**

Smoking is prohibited anywhere on school property.

## **SNACK POLICY**

Under the guidelines of the Pennsylvania Department of Education, PSD does **not** provide a daily snack for students. Students that participate in after school activities are provided a healthy snack after 3:30 PM. Parents are permitted to send in a healthy snack for their child.

For students who bring a snack:

- No drinks will be permitted during snack time. Students have access to water throughout the day.
- Please do not send in any peanut products.
- Students may bring in a refillable water bottle to use throughout the day.

## **SOLICITING**

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

## **STUDENT RECORDS**

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

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

## **SWEARING/CURSING**

No one is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated.

## **THREATENING OF STAFF, PARENTS, CHILDREN, OR OTHER ADULTS**

Threats of any kind will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

## **USE OF PERSONAL CARS**

There are a limited number of parking spaces for student cars. Students must request permission in advance from the High School Principal or Director of Academic Affairs. The Head of School will provide final approval for any student request to drive to school. Students may not drive to school without permission, an assigned parking space and a signed contract. When permission is granted, staff, parents/guardians and the student must sign a contract in advance (blank contract at end of handbook). Students must arrive at school on time. If a student is late three or more times, he/she will lose driving privileges for two weeks. Failure to park in the appropriate lot will result in loss of driving privileges. The suspension will last for one week. If the problem persists, the student may lose driving privileges permanently. With prior approval of the High School Principal and Director of Academic Affairs, the students with a driver's license, auto registration and written parental/guardian permission may bring their car to school. Upon arrival, the students must give their car keys to the Principal/Academic Affairs office. Students will also park their vehicles in designated areas only.

The students are not allowed to use their cars during the school hours unless special arrangements have been made in advance. If a student is found driving with another student without written permission from both sets of parents/guardians, he/she will lose his/her driving privileges for a week. Both sets of parents will be notified. Passengers riding with other students without permission will be escorted to their cars for a designated time period. A second offense will result in loss of driving privileges for a month and subsequent offenses may result in permanent loss of privileges. If a student is caught driving recklessly on campus, he/she will lose driving privileges for two weeks.

Subsequent offenses will result in permanent loss of privileges. If chronic or repeated offenses occur with student drivers, the Head of School may make a discretionary decision to ban all driving privileges for the remainder of the year.

## **DRUGS AND ALCOHOL**

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

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

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

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

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

## **2. PROCEDURES**

If there is an indication that a violation regarding drugs and/or alcohol has occurred as described in this handbook, the student will be disciplined in accordance with disciplinary procedures also described in this handbook. If school staff have a health concern that a student may be under the influence of some kind of illegal or prohibited substance, the school reserves the right to bring the student to a health official (nurse, doctor, hospital) for examination and potential treatment.

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

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

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

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

1. An Administrator will suspend the student for up to ten (10) days and may recommend to the Head of School that the student be considered for expulsion in compliance with the student due process procedures.
2. An Administrator will notify the parent/guardian in writing.
3. An Administrator will notify the Philadelphia Police Department, Juvenile Officer, and/or persons having legal jurisdiction over the student.

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

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

## **WEAPONS**

### **A. FIREARMS**

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

### **B. DANGEROUS WEAPONS / OBJECTS**

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

### **C. KNIVES**

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

### **D. SEARCH AND SEIZURE**

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

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Any drugs found during a search or with a student will always be turned over to the police for appropriate disposal and reporting. The school reserves the

right not to return illegal or dangerous items which have been confiscated. The school will immediately contact law enforcement officials if anything illegal is found during the search. Parents/guardians will be contacted as soon as possible following such circumstances by either law enforcement officials or a school administrator.

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

Any victim of a crime or parent of a victim of a crime committed by a PSD community member has the right to pursue criminal charges through the Criminal Justice or Juvenile Court Systems. To do so a victim may initiate charges with the Philadelphia Police or file a private criminal complaint by calling 911.

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

**A. PURPOSE**

A local area network is available to students at The Pennsylvania School for the Deaf ("PSD"). PSD also offers students, who have obtained signed parental permission, access to an electronic mail ("e-mail") system. (See permission form in the back of the hand book.) In conjunction with the PSD local area network, internet access is also available in every classroom. We believe that the Internet offers vast, diverse, and unique resources to students. The goal of the local area network, e-mail system and Internet access is to improve the PSD educational program by facilitating communication, enabling resource sharing, and creating unique environments for learning. Students may log onto the Internet independently, but must have adult supervision in reasonable proximity. **Students may use the network for educational, school-related purposes only.** The purpose of this policy is to ensure that the local area network, the e-mail system and internet access are used appropriately.

**B. NETWORK OWNERSHIP**

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

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

**C. CONTROVERSIAL MATERIAL AND USER PROTECTION**

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

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

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

### **GENERAL POLICY:**

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

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

#### **SUBSTANCE ABUSE**

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

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

Any staff member who has good cause to believe, or learns from any source, that a student is suffering from a sexually transmitted disease or HIV or suffering from a substance abuse problem, will immediately report this information to the School Nurse and/or an Administrator. Any staff member who obtains any information that a student is suffering from one of the above conditions, will encourage the student to disclose this information to the student's parent/guardian. The School and staff members of the School are prohibited by law from disclosing such information to parents without the student's consent. The School Nurse or other appropriate school personnel, will assist the student in making this disclosure to his or her parent/guardian and will provide the parent/guardian with information on resources to assist in dealing with the student's condition. Any staff member who has good cause to believe that a student is under the influence of alcohol or a controlled substance will immediately report this information to the appropriate personnel, who will determine whether law enforcement officials and/or the student's parent /guardian shall be contacted and whether or not discipline will be imposed.

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

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

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

#### **PROTECTION OF CONFIDENTIAL INFORMATION**

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

## **STUDENT PREGNANCY**

### **GENERAL POLICY:**

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

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

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

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

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

### **PROTECTION OF CONFIDENTIAL INFORMATION**

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

### **EXCUSE FROM SCHOOL PROGRAMS**

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



## STUDENT DRIVER'S CONTRACT

I have been given permission to drive to school by the High School Principal and/or Director of Academic Affairs and my parents/guardians. I \_\_\_\_\_ have read and understand the driving policies in this handbook. My parent/guardian \_\_\_\_\_ have also read and agree to these policies. I will park in the appropriate parking space assigned to me and arrive at school on time, too.

**Make, model and year of vehicle:** \_\_\_\_\_.

**Color of vehicle:** \_\_\_\_\_.

**License plate number of vehicle:** \_\_\_\_\_.

**Driver's license number:** \_\_\_\_\_.

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Principal: High School / Transition Program**

\_\_\_\_\_  
**Director of Academic Affairs**

\_\_\_\_\_  
**Date**

# PSD Student Handbook Acknowledgement of Receipt

Please complete and return this form.  
I have received, read and agree to follow the PSD Student Handbook.

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PLEASE PRINT Parent/Guardian name

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Date

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Parent/Guardian signature

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Date

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Student signature

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Date