

**WESLEY SCHOOLS
STUDENT AND PARENT HANDBOOK
POLICIES AND GUIDELINES**

2020 - 2021 School Year



**Wesley
Schools**

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MISSION STATEMENT OF WESLEY FAMILY SERVICES

Our mission is to empower children, adults and families by providing transformational care.

The Primary Task of our school programs is to create a safe environment which meets the educational and therapeutic needs of each student.

In accordance with our mission and primary purpose, Wesley Schools educationally follow the Pennsylvania Core Standards and utilize these standards as the basis for curriculum decisions and content that is employed throughout each of our schools. Wesley Schools offers multiple levels of clinical care based on individual need (i.e. acute partial hospital, partial hospital, outpatient therapy). Evidence-based treatment interventions are used across all levels of care, consisting of individual, group, and family therapy, as well as a therapeutic milieu that offers safety, constant check-ins, assessment and support in a highly structured, controlled environment.

Wesley Schools Leadership:

Director of Education & School Based Behavioral Health

Program Director of K-8 School

Program Director of High School

Clinical Director

Amy Townsend

Shawnda McGroarty

Christie Caparelli

Julie Schindhelm

Positive Behavior Interventions and Supports (PBIS)

Wesley Schools recognize the responsibility and commitment to the students and families it serves. It is the mission of staff to provide an environment that teaches, nurtures, and helps students grow into responsible, caring, and productive individuals. For many students, rules and expectations may seem a challenge in many environments and often lead to behavioral issues and consequences that may leave students with negative thoughts and feelings towards school, adults, and self.

We have taken an active step towards assisting children develop a sense of success and accomplishment while learning the rules through the adoption of School Wide Positive Behavior Interventions and Supports (SWPBIS).

SWPBIS is an evidence-based, systems approach for establishing the social culture needed for schools to be effective learning environments for all students. SWPBIS utilizes a data based, decision-making *framework that guides staff in the selection of, use of, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.* Positive Behavior Interventions and Supports eliminates barriers to learning, creates and maintains a safe and effective learning environment in schools, and ensures that all students have the social and emotional skills needed to succeed in school and beyond. Positive Behavior Interventions and Supports helps schools teach students expected behaviors and social skills, creates student behavioral health and academic support systems, and applies data-based decision-making to discipline, academics, and social/emotional learning.

The three-tiered prevention logic of SWPBIS requires that **all** students receive supports at the universal or primary tier; most students tend to positively respond to the clarity of expectations that are taught, reinforced, taught again and the consistent enforcement of expectations with logical consequences. If the behavior of some students is not responsive to the school wide efforts, additional behavioral supports are provided (secondary intervention). Lastly, for the few students who may not respond to the first two levels of intervention, a more intensive, individualized behavioral intervention strategy is developed (tertiary intervention) and added to the student's day.

In September 2013, Wesley Schools became a part of the Pennsylvania Positive Behavior Support Network (PAPBS). With this affiliation, Wesley Schools benefits from the state and national resources available to schools implementing SWPBIS and seeking to do so with fidelity. The language and principles of SWPBIS will become more evident in this handbook and in our buildings as we journey in the PBIS process. Additional information regarding the PBIS initiative across Pennsylvania can be found at papbs.org.

Behavior Support and Management Policy and Procedures

Wesley Schools promote the use of positive proactive strategies to address the needs of persons served who engage in behaviors that 1) put them or others around them at risk of harm and/or 2) seriously interfere with the achievement of their goals. Interventions employed to reduce the frequency of high-risk behaviors are the least restrictive and intrusive as possible and are always in the student's best interest. Staff are trained and supervised to implement such interventions according to the individual needs of the students and in compliance with agency and regulatory body endorsed practices.

Wesley Schools utilize an approved manual restraint system **only** when a student demonstrates behaviors harmful to self or others such as self-injurious or physically aggressive behaviors, and when least restrictive interventions have not been successful.

- Upon admission to the program, an Individualized Crisis Management Plan will be developed for any student or client with a documented history of, or risk of, harm to self or others.
- The individualized safety plan will be as positive and non-restrictive as possible.
- Designated staff will be trained in an approved method of using this type of intervention, which includes crisis prevention and de-escalation techniques.
- Every incident of manual restraint will be documented within 24 hours and reviewed by a program/service supervisor or director.
- A debriefing will occur within 24 hours with the individual being served, the staff member involved and/or others who witnessed the event.
- Reports of manual restraint are made to the appropriate regulatory or contracting agency.
- The parent or guardian of the individual being served will be notified the same day of the manual restraint incident.
- General training in crisis de-escalation and intervention is provided to staff on an annual basis as per job role and as specified in the WFS mandatory training plan.
- Summary reports on manual restraints are reviewed at least quarterly by the Risk Committee.
- A report on the use of manual restraint is provided on a quarterly basis to the Program and Advocacy Committee of the Board of Directors.

The following practices are prohibited in Wesley Schools:

- The use of isolation (exception: the time out room used in the Parent/Child Interaction Therapy program)
- The use of chemical restraint
- The use of mechanical restraint (exception: safety devices such as seatbelts, chest harness or hospital beds with rails are used in the (Intellectual or Development Disability (IDD) Program with a physician's order)
- The use of seclusion
- The withholding of food or water
- The withholding of visitation with family members (not otherwise prohibited by a court order)

STUDENT/CLIENT RIGHTS AND RESPONSIBILITIES

The following are the rights and responsibilities of all persons served by Wesley Family Services (WFS)

Rights:

1. The Right to be Treated with Respect and Dignity

- a. to have access to services based on your individual needs, service criteria and availability
- b. to be involved in the development of your service plan, including discharge
- c. to receive services in the least restrictive environment**
- d. to receive services in a safe and sanitary environment
- e. to understand any reasons for denial of services

2. The Right to Privacy and Confidentiality

- a. to have all communications regarding your services and all personal identifying information treated in a confidential manner consistent with HIPAA and all current federal and state laws

3. The Right to Communicate, to File a Grievance and Appeal

- a. to make complaints or suggestions about the services you receive
- b. to receive a written copy of the Grievance Policy and Procedures applicable to the program or service you are receiving
- c. to appeal a decision if it is determined that services will terminate
- d. to have legal assistance if needed, with referral information for legal services provided by program staff

4. The Right to Religious Freedom

- a. to practice your religion or to refrain from religious practice
- b. to refuse treatment, including medication, if this interferes with your religious beliefs
- c. to follow the dietary requirements of your religion, unless it would be a danger to your health as determined by a qualified medical opinion

5. The Right to Treatment or Services

- a. to know the cost or fee for services if applicable and to be informed of the hours when services are available
- b. to choose service providers, if you have not been court ordered to a service at WFS
- c. to participate in developing and reviewing the individualized service plan and to have a copy made available to you
- d. to safe physical management as explained in the policy on Behavior Support and Management
- e. to refuse treatment session observation by techniques such as one-way mirrors, video or tape recorders, television or photographs
- f. to be informed of the behavioral expectations and/or other factors that could result in termination of your services
- g. to make the decision about participating in any research project, after the potential benefits and risks have been fully explained to you. Refusal to participate shall not affect the services that you are receiving
- h. to have access to written and oral communication that enables understanding and/or compensates for hearing, visual, auditory or language limitations

Regulatory Requirement (PA Chapter 12) (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework and conformance to school rules and regulations. Most of all, students are responsible to share with the staff members at Wesley Schools a responsibility to develop a climate within the school that is conducive to wholesome learning and living;

- 1. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process;
- 2. Students should express their ideas and opinions in a respectful manner;

3. It is the responsibility of the students to conform to the following:
 - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - d. Assist the school staff in operating a safe school for the students enrolled therein.
 - e. Comply with Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time at all classes and other school functions.
 - h. Make up work when absent from school.
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - j. Report accurately in student media.
 - k. Do not use obscene language in student media or on school premises.
 - l. Be responsible for your own behavior (whether by yourself or in a group). We expect you to take appropriate action to support Wesley Schools staff and administration in their efforts to respect and protect all members of Wesley Schools learning community. If you know of neglect, abuse, harassment, bullying (including cyber-bullying), or discrimination against a member or members of Wesley Schools learning community against another or others, it is appropriate for you not to indulge in such behavior. It is appropriate for you to discourage others from taking part in such behavior. It is appropriate for you to notify Wesley Schools staff or administrator, so they can investigate and take appropriate steps to protect all members of Wesley Schools learning community.
4. to exercise your rights in a mature and responsible manner
5. to provide all necessary information at the time of Intake so that a decision about requested service can be decided
6. to participate actively in your service or treatment plan and through discharge
7. to maintain confidentiality regarding the service provided to others'
8. to respect the rights of others in the service setting
9. to inform staff of any harmful situations that you may become aware of during the course of services
10. to communicate openly and honestly with staff about your concerns and/or about previous services you may have received
11. to learn the rules and regulations of your program or service
12. to respect the property of others
13. to keep your appointments or to cancel in advance so that your appointments can be rescheduled
14. to inform WFS if you decide to stop treatment, withdraw from your program, or change providers
15. to inform staff of any insurance change that may impact the payment for services that you are receiving to have payment available at the time of service for all fees that are not covered by your insurance provider. These may include but are not limited to co-pays, co-insurance, deductibles and rent (if applicable)

PROGRAM INFORMATION

ACADEMIC INFORMATION:

GRADING SCALE:

90 - 100 =	A	(Excellent)
80 - 89 =	B	(Above Average)
70 - 79 =	C	(Average)
60 - 69 =	D	(Below Average)
Below 60 =	F	(Failing)

A "P" progressing or "NP" not progressing may be issued with work completed averaged into the final semester grade.

PROGRESS NOTICE:

- Parents will receive written notice in the mail of all grades 3-4 weeks before final grades are issued for each quarter. In addition, parents can access their child's grades anytime at <https://wesleyspectrum.powerschool.com/public> using their parent ID and password given at the time of enrollment.

WITHDRAWAL FROM COURSE:

- Students are not permitted to withdraw from a course after the first week of the course unless the Administration/Supervisor team deems it necessary. All schedule changes requests are to be made to the education supervisors.

HOMEWORK:

- Homework is assigned regularly and contributes to a student's academic grade. Assigned work should be meaningful to the content being studied and within the ability of the student to complete independently over a reasonable period of time.

TEXTBOOKS:

- Depending on their classes and/or subject area, students will be provided workbooks and textbooks to use during the school year. If a child loses or damages his/her book, parents will be billed the replacement cost of the book.

GRADUATION REQUIREMENTS:

- As established by the Pennsylvania Department of Education: *(When applicable, School Districts may have additional credit requirements.)*

English	4 credits
Social Studies, Science and Math	3 credits in each content
Arts/Humanities	2 credits
Health	½ credit
Physical Education	1 credit (4 years- ¼ credit year)
Electives	5 credits
Total	Total 21 ½ credits

ATTENDANCE, TARDINESS, AND TRUANCY:

Student attendance is an important factor in the academic success of each and every student. As educational program, it is part of our responsibility to instill in our students' excellent attendance habits that will lead them to success in the world. We recognize that absences are sometimes unavoidable, but the hope that by establishing the following standards, parents/guardians and students will recognize the seriousness of regular attendance in school.

What is the policy?

Under the Pennsylvania Department of Education Attendance Policy No. 204, revised for the 2017-18 school year:

- Absences will be considered unexcused until the school receives a written excuse explaining the absence within 3 days after the absence.
- A maximum of 10 days of excused absences (verified by a written excuse) are permitted during the school year.
- Any excused absences beyond 10 cumulative days will require a written excuse from a licensed physician.
- Students will be considered truant when they have accumulated 3 or more days of unexcused absences during the school year.
- Students will be considered habitually truant when they have accumulated 6 or more unexcused absences, which may require legal action.

What is the timeline?

- After 3 unexcused absences, a warning letter will be sent to the parents with the dates of the absences and information about what will happen next.
- After 6 unexcused absences, an Attendance Improvement Conference will be scheduled for the family and Wesley staff and the student's home school district. At that meeting, a detailed plan will be developed, outlining the course of action that will be followed by Wesley and the home school district.

Absences:

- State Attendance Regulations mandate that a written excuse be on file for each and every absence and that is the responsibility of the parent/guardian. **Please call the school to report an absence AND provide a written excuse upon return. Emails will be accepted as a written excuse only when accompanied by a phone call.**

Excused Absences:

- **In order to be an excused absence, a parent/guardian must provide a written excuse to the school within 3 school days.** Absences can be planned in advanced with written notification and approval (pre-planned educational/vacation trips). For a planned extended trip you must request a Request for Excused Absence from School for a Preplanned Educational Trip or Tour form from the school. Excuses submitted after the **3-day** period will **NOT** be honored.

- Pennsylvania compulsory attendance laws list excused absences as:
 - Physician's excuse (from a licensed physician)
 - Illness
 - Quarantine
 - Death in the family
 - Impassable roads/transportation issues
 - Recognized religious holidays and services
 - Health-related appointments
 - Court appearances

- When a student is absent for **more than 3 days** due to illness, a **written medical excuse** is required from a physician.
- Parents can view any absences by accessing PowerSchool. PowerSchool log-in information is included in the student's back-to-school packet.
- Make-up work completion will be the responsibility of the student.
- Home school districts will be notified of excessive excused absences and will be handled at the discretion of the district.

Unexcused Absence:

- Student misses school for an illegitimate reason according to state law and/or fails to provide an appropriate written excuse to school within **3** school days from the absence.
- At this time, the home school district will be contacted to inform of the absence.
- Excessive unexcused absences could result in magistrate fines at the responsibility of the parent/guardian.
- Pennsylvania compulsory attendance laws list unexcused absences as:
 - Truancy
 - Missing the school bus
 - Trips not approved in advance
 - Shopping
 - Sleeping in
 - Hunting, fishing, sporting events
 - Birthdays or other celebrations
 - Employment
 - Excuses saying "personal" or "needed at home"
 - Take Your Child to Work Day
 - Any other reason not listed in the legal excuse grouping

Tardy:

- A student who is not in their assigned class (without being a bus transportation issue) will be considered tardy. Students must sign-in at the office and staff will conduct the arrival procedure.
- A written excuse by parent/guardian explaining the reason for being tardy must be presented at the time of arrival to be **excused**. If no written excuse, will be marked **unexcused** tardy.
- Home school district will be notified of excessive tardiness (excused and unexcused) will be handled at the discretion of the district.

Early Dismissal:

- Please try and schedule appointments after school hours.
- Early dismissals will be granted for the same reasons as listed above in the excused absence section.
- It is the parent/guardian's responsibility to let the school know of the early dismissal. If not communicated correctly, then will not have access into the building to retrieve your child. Students are not allowed to leave building without proper authorization.
- Student will only be released to an approved adult from the student file. **No exceptions.**
- If student becomes ill/injured during the day it must reported to the nurse. A parent/guardian will be contacted.

PENALTIES FOR TRUANCY IN PENNSYLVANIA UNDER STATE LAW, ACT 29

Act 29 of Special Sessions #1 of 1995 extensively revises provisions for truancy. The law raises the fine placed on parents for truancy to \$300 *and* requires parents to pay court costs or be sentenced to a complete parenting education program. Under the act, both the truant child and the parents would have to appear at a hearing by the district justice. If the parents show that they took responsible steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child will be fined up to \$300 *or* be assigned to an adjudication alternative program usually assigned by juvenile court.

Other provisions allow a district justice to suspend a sentence given to the parent or child if the child is no longer habitually truant. A district justice may order the parents to perform community service for up to six months. The new law also grants to state, municipal, port authority, transit authority, housing authority or school police officers the same arrest powers as attendance officers and home and school visitors.

In addition, Act 29 removes from truant juveniles their vehicle operating privileges for 90 days for a first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense), commencing upon their 16th birthday. Finally, students and parents involved with home education programs are exempt from the provisions of the act.

BREAKFAST/ LUNCH:

Wesley Schools will be implementing a new provision known as the Community Eligibility Provision (CEP). This program is available to schools/districts who are participating in the National School Lunch and School Breakfast Programs. **All** enrolled students of Wesley Schools are eligible to receive a nutritional breakfast and lunch every day at the school at **no charge to your household**.

- Breakfast and lunch are available to students daily.
- Students may also pack their lunches.
- Menus are developed on a month to month basis and are mailed home, or can be emailed to the parent upon request.
- Students eat their breakfast/lunch in the classroom

BULLYING/CYBER-BULLYING/ RELATIONAL AGGRESSION POLICY:

Wesley Schools is committed to providing a safe, positive and nurturing learning environment that fosters independence, education and self-advocacy. Wesley Schools recognizes bullying as a threat and disruption to the educational process. Intentional harassment violates an individual's fundamental rights and personal dignity.

All families, students and staff are provided additional information regarding Wesley School's policy on harassment.

TERRORISTIC THREATS:

A threat communicated either directly or indirectly to commit any crime of violence when the intent to terrorize another, or to cause evacuation of a building, place or assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

If a student communicates a terroristic threat, Wesley Schools shall take all steps required to comply with state and federal laws and regulations. The school may require the student to provide competent and credible evidence that they do not pose a risk of harm to others.

ASSAULT:

A student shall neither intentionally, nor recklessly, cause attempt to cause, or threaten to cause injury. Any physical attack on a student or school employee is a crime of assault and may result in a suspension and/or criminal charge.

DISORDERLY CONDUCT:

Engaging in fighting, intending to cause public inconvenience, annoyance or alarm, recklessly creating a risk or interfering in a crisis. Depending upon the severity of the action, criminal charges may be imposed.

CARE OF PROPERTY:

- Students are expected to respect their personal possessions, the possessions of others, and school property.
- Students will assume responsibility for their personal property and any school property assigned to them.
- The resources provided to students by the Wesley Schools are valuable and students should use reasonable care. The student to which the equipment/book was assigned must pay for any excessive damage or wear and tear. Students will be charged for lost books. If a lost book is recovered, monies paid will be refunded. All school debts must be paid before a student can graduate.
- Students are not permitted to "trade, sell or exchange" personal items/including money, during school/or school sponsored events and/or while on school property.
- Students who willfully and purposely damage, deface, or destroy any property belonging to Wesley Schools will be held financially responsible and shall be subject to the following penalties:

1st OFFENSE (and/or under \$10 damage):

- Parental notification.
- Student and/or parents/guardians responsible for any financial losses. Grades or transcripts will not be released until bill is paid (possible community service hours assigned).
- A student contract or a behavior support plan may be initiated if deemed necessary.

REPEATED OFFENSE (and/or damage resulting in excess of \$10):

- Parental notification.
- Student and/or parents/guardians responsible for any financial losses. Grades or transcripts will not be released until the bill is paid.
- A student contract or a behavior support plan may be initiated if deemed necessary.

EXTREME OR PERSISTENT PROPERTY DESTRUCTION:

- Parental notification & meeting.
- Student and/or parents/guardians responsible for any financial losses.
- Further disciplinary action will be determined by Administration and the home school district.
- Reported to law enforcement - vandalism or malicious mischief

CHEMICAL USE AND ABUSE:

Wesley Schools absolutely prohibits the use, possession, or distribution of chemicals (drugs), alcohol, paraphernalia or look-alikes in school, on school property, or at school sponsored events.

- Our policy statement, based on our mission, is to provide a positive, safe, learning environment for all students.
- There is substantial evidence that substance abuse impairs the student's ability to develop their academic and social potential.

If a student is suspected of being under the influence, possession, or distribution of any chemical (drug) or alcohol, the following procedure will occur for all students:

IMMEDIATE ACTION

- Immediately inform Administration.
- Evaluation by nurse or psychiatrist to check for medical distress.
- Student may have movement restricted to the classroom, administrative area or nurses' office for observation.
- If a behavioral or medical concern is evident, administration may contact parent to inform them of suspicion of or possession of the substance and request that they come to pick up their child/adolescent.
- See School Search and Seizure policy.
- Potential involvement of law enforcement.

FURTHER ACTION

- Paramedics will be called if hospitalization is considered.
- Police will be called if student demonstrates behavior considered to be out of control or if the student has possession of an illegal substance.
- A follow-up meeting with parents, student, Wesley school personnel, district personnel, supervisor, and director will be scheduled prior to the student returning to school.

Since the school recognizes that substance abuse is often related to other problems, disciplinary procedures will occur after considering what actions would be in the best interest of the child/adolescent.

CHILD ABUSE or NEGLECT ALLEGATIONS REPORTING POLICY:

Wesley Schools mandates reporting any child suspected of being abused or neglected in compliance with Pennsylvania Child Protective Services Law. All employees of Wesley Family Services are considered mandated reporters.

COMPUTER AND INTERNET USE

- **COMPUTER USAGE POLICY:**

Wesley Schools consider the use of its computers, its programs and the Internet to be a privilege, not a right. Our goal in providing this service to the students is to promote educational excellence by facilitating resource sharing, innovation and communication. Inappropriate use will result in a suspension and/or cancellation of this privilege, which may result in legal action. All users are expected to abide by the following rules and guidelines. These include, but are not limited to:

 - Users are not permitted to use any computer without staff permission.
 - Users are not permitted to use any staff computer.
 - Users are not permitted to eat while using a computer.
 - Users are not permitted to bring any external storage device (USB, flash drive) to school.
 - All use of the computer and/or Internet must be in support of education and research and be consistent with the purpose of Wesley Schools. Users are not permitted to check or send personal email or instant messaging of any kind. Use of or access to social media (Facebook, Twitter, Instagram, Tumblr, etc.) is not allowed on any school computer or tablet.
 - Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
 - Students may not change or modify the computer desktop, preferences, background or settings.
 - The illegal installation or download of copy righted software for use on school computers is prohibited. Downloading or uploading of copyrighted images or text is illegal without consent obtained by staff prior to copying the material.
 - Users are not permitted to print without permission from staff and should be for educational purposes only. Excessive computer printing is not permitted.
 - In accordance with the Children's Internet Protection Act (CIPA), Wesley Schools will employ the use of filtering/blocking technology throughout the schools as a technology

protection measure. Staff reserves the right to track and monitor the online activities of users.

- Vandalism is strictly prohibited and may result in legal action in addition to the cancellation of computer and network access privileges. Vandalism is defined for this policy as any attempt to change or destroy data or misuse/destruction of a computer part.
- Violation of the terms and conditions of this Agreement may result in disciplinary and/or legal action and will include revocation or suspension of computer and Internet access privileges.
 - 1st offense- minimum 5 days loss of computer privileges or password restriction.
 - 2nd offense- minimum 15 days loss of computer privileges or password restriction
 - 3rd offense- to be determined by Wesley Schools Administration
- Any staff, including the Information Technology Dept., may, at any time, review the subject, content and appropriateness of computer usage and remove them, if warranted, reporting any violation of rules to the school administration with follow up to the parents, school district (when appropriate) or law enforcement officials.
- If at any time a student verbally, physically or technologically harasses another student/staff, even if it initially occurred off school property, Wesley Schools have the authority to address/consequence all parties involved if a “substantial disruption” has occurred within the school. Students are encouraged to report/document harassment.
- Failure to sign computer agreements prohibits any use of a computer in our schools.
- You will be expected to abide by the User Agreement and any violation will result in you losing the privilege to access a computer or the Internet as well as the possibility of legal action.

CONTRABAND WEAPONS/ ILLEGAL OBJECTS

In compliance with PA State Policy on Safe Schools, it is illegal to bring a weapon and/or tobacco (including e-cigarette, vape, liquid nicotine or look-alikes and paraphernalia) products of any kind onto school grounds anywhere in the state of Pennsylvania. Students are not allowed to bring items that are disruptive or detrimental to the educational process and to the safety of others. Wesley Schools is committed to creating a safe and welcoming environment for our students, staff, and visitors.

“Weapon”- Shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchucks, brass or metal knuckles, firearm, look-a-like gun, chemical agent such as mace/pepper spray, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.

“Possession” - a student is in possession of a weapon when the weapon is found on the person of the student, in the student’s locker, under the student’s control while he/she is on school property, on property being used by the school at a school function or activity, at any school event held away from the school or while the student is on his/her way to or from school.

- **Procedure:**

- Any suspicion of a weapon, staff holds the right to search the student and their belongings according to the **Search and Seizure Policy**.
- Student will be placed on special scan starting the next school day for a minimum of 10 days and continued as approved by Administration.
- Parents, home school district, and local law enforcement authorities will be notified

- Any student found in possession and, or transporting a weapon, will be subject to immediate suspension with possible change of placement.
- A consultation with the school district will determine final outcome or consequences issued.
- Any contraband seized by school officials will not be returned to student. Items may be returned to parents at the discretion of school administration.

DISCRIMINATION:

Consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951-963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

DRESS CODE:

All students are required to come appropriately dressed for school. This is part of fostering a welcoming and positive environment for all of the students in the program. Students' attire will be observed at arrival during scanning. Homeroom staff will be notified if any student enters the building inappropriately dressed for school. The following list includes expectations for clothing and dress inside the school:

- Shirts and blouses – Camisoles, spaghetti straps, sheer tops, tube tops, bare midriff (belly shirts) styles, and sleeveless tops that expose the chest, belly area and/or back (muscle shirts) are not permitted to be worn by male or female students. Shirts and blouses are expected to cover the chest and belly areas.
- Tank tops should be at least 2 inches at the shoulder area.
- Sleeveless undershirts must be covered by another shirt unless deemed appropriate for gym or sports activities.
- Skirts and shorts – must be worn no more than 5 inches above the knee. It is not appropriate to wear shorts or skirts that are short enough that excessive amounts of skin are exposed or undergarments are visible.
- Excessively torn clothing is not permitted in school. Clothing with 'fashion' or 'factory created' tears should be modest- not allowing undergarments to be seen.
- Pants – all pants must be worn at the waist – **as to not 'sag.'** **Underwear should not be visible** to peers, staff, or visitors.
- Head and facial coverings –bandanas, doo rags, hoods, or any other head/facial coverings are not to be worn in the building during school hours. Hats may be worn in the hallways and in classrooms where they have been deemed to be permitted. Staff maintain the right to ask that a hat be removed in their classroom or area of the building.
- Coats and outerwear – coats and outerwear should be stored in student lockers. Students are encouraged to dress in layers or have a sweatshirt available should they become cold. Hooded sweatshirts are permitted although hoods may not be worn up.
- Chains on belts or around neck, dog collars, spikes on clothing and/or jewelry creating a safety hazard are forbidden (i.e. spiked jewelry).
- Any equipment associated with Vo-Tech (cosmetology kits, steel toed shoes, respirators, etc) should be kept at the vocational program. If brought to WSHS, it must be kept in a secure space and not carried throughout the building,
- Steel-toed shoes or boots are prohibited for all students. Students requiring this footwear for Vo-Tech or work outside of school may bring them in but must have an acceptable change of footwear for time in WSHS.

- Blankets are not permitted to be worn during classes or in the hallways. If a student is cold please see a staff member to assist with the issue.
- Shoes are expected to be worn at all times in the building.
- No clothing suggesting gang related affiliation or involvement is to be worn (i.e. rolling one pant leg up, showing 'colors' etc.). Additionally, it is not permitted to wear clothing that is suggestive, vulgar, or that contains obscene language. Violent expressions or images on clothing are forbidden.
- Any clothing item that contains alcohol or drug-related expressions, or are sexual or violent in nature are not permitted in the program. Any student who arrives to the program inappropriately dressed may be asked to do one of the following options:
 - turn clothing inside out
 - wear a school offered item
 - have a parent/guardian bring in appropriate school clothing
 - restrict movement throughout the building (this could include assignment to an individual seating area or ISA)
- If you have any questions or concerns about the Dress Code, please contact any member of leadership.

DRIVING TO SCHOOL:

- Driving to school will be determined on a case by case basis in a discussion with school administration and families.

ELECTRONIC DEVICES:

Students are required to turn in **ALL** electronic devices upon arrival. Students will be directed to turn in their cell phones and electronic devices upon entering the building. The collected devices will be given to the students' homerooms to be distributed upon dismissal for the day.

Cell phones, smart watches, cameras, iPods, MP3 players, electronic game systems (DS-I, PSP, etc.), and other electronic devices are not permitted in the class room and are considered a distraction to student learning.

Cameras and camera phones are not permitted at Wesley Schools. We recognize that most cell phones and many other electronic devices have the capability of taking pictures and videos. Taking pictures and/or videos of students while in school or on the bus is not permitted. Likewise, no pictures or videos of bus drivers should be taken as well. Taking pictures or videos of students when inside the program is a HIPPA violation. Every student attending Wesley Schools deserves to have his/her privacy respected. It is illegal to take pictures of students without their written consent. Just as your child's name is not given out to unauthorized people, pictures are not to be taken of your child without your permission (i.e., yearbook, social events, etc.).

Students may be permitted to use certain electronic items (music or gaming) during lunch or other specified times during the day **WITH PERMISSION** from the homeroom team. This privilege will be dependent upon the behavior of the individual student and the specific homeroom activities planned for each day. Devices should be returned to staff at the end of the designated time.

Students who do not cooperate with turning in their devices as required will be directed to not bring any devices to school. Parents will be called and the expectation will be that these devices do not return to the program.

- **Procedure at Arrival:**

- ALL electronics will be handed to designated arrival staff before entering the building and placed in an individually labeled container and arranged according to their homerooms.
- If student refuses to turn in an electronic device that is clearly in view, the student will be denied access into the building. If student still refuses, a phone call home will be made and a decision will be made by Administration on further actions.
- Each container will be locked in a secure location with no student access throughout the day.
- The collected devices will be given to the students' homerooms to be distributed upon exiting the building for the day.

- **Procedure for Violation of Cell Phone Policy:**

- Students are expected to place their electronic devices in the appropriate homeroom bin at arrival.
- If a student is seen with their device at any point during the day, they will be asked to turn their item in to staff.
- If a student refuses to turn in their item, staff will attempt to stay in close proximity to try to ensure safety and privacy in the school.
- **FIRST AND SECOND OFFENSE:** a phone call home will be made by the homeroom team and a discipline report will be documented for the student file. Parent will be asked to review the policy with their child and encourage rule compliance.
- **THIRD OFFENSE:** The student's family/guardian and home school district will be contacted for an out-of-school suspension on the following day. A meeting may be scheduled involving the family and school district.

EMERGENCY EVACUATIONS AND FIRE DRILLS:

Fire exits are indicated in each room or office, and there is an assigned route for leaving the buildings. Various evacuations and emergency response drills will be conducted through the school year.

False fire alarms and threats to the school are dangerous and costly! Any student guilty of executing a false fire alarm, causing a lock-down or evacuation is subject to civil and criminal penalties with possible expulsion.

FIELD TRIPS:

Throughout the school year, field trips may be offered in individual classrooms or as a group activity. It must be understood that participation in a field trip is a privilege and not a right. Decisions can be based on, but not limited to, attendance, grades, behavior, safety concerns, suspension. The final decision to attend a field trip will be decided by Administration and communicated to family. If a student did NOT earn permission to participate in a field trip, the student is expected to be in school to continue as a regular school day.

When on a field trip, students must understand that all Wesley Schools policies and procedures are in effect and will be followed. Inappropriate behaviors while on a field trip can result in suspension of attendance on other school trips. To participate in any activity off grounds, the school **MUST** have written permission by parent/guardian before leaving the building.

GRIEVANCE PROCEDURE:

Service Recipient and Grievance Resolution Procedure

If you have a grievance with Wesley Family Services (WFS), the program/service, and/or a staff member, please follow these procedures. Note, any time in this process of resolving the complaint, Wesley Family Service will also support an individual's right in contacting their county, state, and managed care authorities:

Procedure:

1. Bring the grievance to the attention of your assigned staff in an attempt to resolve the grievance.
2. If the grievance remains unresolved, please bring the grievance to the attention of the Assistant Director verbally or in writing. Upon notification of the grievance, the Assistant Director will review the grievance with you within seven (7) working days in an effort to resolve the grievance.
3. If the individual or family remains dissatisfied and the grievance remains unsolved, the supervisor/director will advise the individual receiving services of his/her right to file a complaint electronically or notifying the WFS Quality Department.
 - **Electronic Notification** - The supervisor/director will guide the complaine to the NAVEX location on the WFS Internet homepage (wfspa.org), strongly suggesting that the individual disclose full name.
 - **Direct Contact with Quality Department** - The supervisor/director will assist the individual in making direct contact with Quality staff person or call 888-399-4024 to provide quality staff. A written complaint can also be submitting on the Service Recipient Complaint Resolution Form.

Quality management staff will acknowledge either the NAVEX or written/called-in complaint and initiate a review of the concern within three (3) working days of receipt of the complaint.

4. If the grievance/dissatisfaction with services remains for the individual, he or she will be provided with information about where their complaint may be heard external to the organization (county, state, managed care organizations). At this level of complaint, the appropriate phone numbers and addresses will be provided.

When a formal complaint is filed involving Health Insurance Portability and Accountability Act (HIPAA) and/or privacy matters, the WFS HIPAA Privacy or Security Officer will be notified and a copy of the concern and resolution will be forwarded to them.

HOURS OF OPERATION/ EMERGENCIES:

The Wesley Schools buildings are open on weekdays, Monday through Friday, from **8:00am-3:30pm**. A receptionist can direct your calls during those hours. An answering service is available after hours and on weekends by calling **(412) 833-6444 (K-8) or (412) 885-7017 (High School)**.

- In the event of an emergency, the answering service can get a message to a designated administrator.

ISAs (Individual Safety Assessment):

When the classroom environment fails to support learning and manage behaviors effectively and safely, alternative environments should be considered. An **ISA, Individual Safety Assessment** is a temporary interruption in the educational setting, but it should promote continuity and opportunities for a student's education to continue.

Reasons to consider an ISA may include the following:

- **Pro-active Preventative Strategy** for reduced stimulation.
- **Milieu Management Strategy** when there are safety concerns that need to be addressed in an area of increased self-containment.
- **Consequence Strategy** to reinforce rules, limits, and expectations specific to the safety of the staff and students within the building

Some students are able to calm and recover more quickly than others. Therefore, some students will need more/less time in the ISA before they are able to return to the milieu. This being true, the duration of the ISA will be based on the individual student's ability to recover, and will be assessed using the RISC model:

Recovery—has the child returned to baseline following the event

Initiative—does the child show the desire to return to following expectations

Safety---can the child and staff agree on a safety plan/contract

Control—is the child showing self-control.

LOCKERS:

- Homeroom staff will assign one locker to each student for their personal belongings.
- Students are encouraged to provide locks for their lockers, but must provide the combination or an extra key to the homeroom.
- The school may also cut off any locks placed on lockers in the event of an emergency.
- Lockers are the property of Wesley Schools and are subject to search by administrative personnel at any time.
- **Wesley Schools are *not* responsible for lost or stolen articles. Students should not bring valuable objects to school!**
- Students are *not* permitted to open another student's locker without permission.
- Decorations are *not* permitted on the outside of lockers. Inside decorations must be appropriate.
- Food is *not* to be stored in lockers.
- **Please see Search & Seizure Policy**

METAL DETECTORS AND SCANNING PROCEDURES:

Wesley Schools is committed to insuring that every student, staff and visitor is provided a safe environment. Therefore, we use metal detector wands to assist and aid in the safety of our students and staff and minimize the risk of weapons on school grounds. This policy sets forth guidelines for the use of metal detector wands and search of ALL students' property. Deviation from guidelines is permitted in all cases based on the sound use of discretion by individual using the metal detector wands and by the Administration. **Scanning and bag check is a safety procedure that is dependent on the cooperation of staff, students and families. To ensure efficient and thorough checks, we ask that students only bring items necessary for school each day and refrain from attempting to bring items that are not allowed into school.**

Will be used at the following times:

- Arrival each day (regardless of the time entering)
- Randomly throughout the day when a “reasonable suspicion” has been determined (including: person, school locker, and personal belongings).
- Upon re-entering when a student left the building without permission

The Process and Expectation:

- Students will turn in all electronics to designated staff before entering the building.
- Students will empty pockets and have them turned out before getting scanned. Students will place all items on a table to get searched. This includes: book bags, purses, coats, hoodies, and hats. Staff will look through all objects and confiscate any items they deem necessary (see list below).
- If a student is determined to represent a higher level of risk based on a pattern of unsafe behavior, they may be directed to be more thoroughly scanned as part of “special scan”. Shoes will be removed during special scan.
- Students will step up on a rubber stepper to get a more thorough scan. Students will turn/take off belt, shake pant legs, lift arms out to their side, and pick up each foot.
- In the event the detector indicates that dense metal is present, staff shall, if safely feasible, request the student to remove such object that caused the alarm to go off. Staff will re-scan, and if safely clears the detection without activating the alarm, the student can move on into building.
- If the student cannot safely remove any questionable object or refuses to comply, then staff will direct the student to an isolated area and administrative staff will be notified. The student will stay in that area until the issue is resolved. Administration will determine the need for further intervention up to and including police involvement.
- If a weapon or illegal contraband is found, Administration will be immediately notified. Parents/guardians and/or police will be called as soon as possible. Student will be taken to a secure location until parents and/or police are present. A consultation with the school district will determine final outcome or consequences issued.

Confiscated and Illegal Objects:

- Weapons (see list below) - **will not be returned**
- Drugs/look a-like, Drug Paraphernalia, unlabeled Prescription Medication - **will not be returned**
- Tobacco: Includes, but not limited to - cigarettes, lighters, matches, electronic cigarettes, vapes, Nicorette gum - **will not be returned**
- Alcohol - **will not be returned**
- Glass containers
- Open containers - will be emptied in front of staff and then returned if not glass
- Any liquid (perfume, body spray, hand sanitizer, etc.) - **Will be placed in plastic bag and returned at end of day**
- Sharpie Markers - **Will be placed in plastic bag and returned at end of day**
- Electronics (see list and procedures below)
- Any sharp objects (paper clips, thumb tacks, needles, etc.) - **will not be returned**

- Anything with a mirror - **Will be placed in plastic bag and returned at end of day**

MONEY:

- Students are not permitted to have more than \$20 in their possession during school hours unless prior permission has been coordinated between the parent/guardian, the homeroom staff, and a program supervisor.

NURSES AND MEDICATION:

If the school has not received documentation of the required immunizations by the first day of school, Wesley Schools are required to exclude the student from participating in school as per the Pennsylvania Department of Health:

The school immunization regulations are intended to ensure that children attending school in the commonwealth are protected against potential outbreaks of vaccine preventable diseases.

- A child must have a single dose vaccine on the first day or risk exclusion.
- In the case of multi-dose vaccine, a child must have at least one dose of the vaccine on school entry or risk exclusion.
- If the child has at least one dose of a vaccine, and additional doses of a vaccine are necessary and are medically appropriate during the first five days of school, the child must either obtain final dose or have the next scheduled dose and provide a medical certificate scheduling remaining doses.
- If the child has at least one dose and additional doses of a vaccine are necessary but are not medically appropriate during the first five days of school, the child may provide a medical certificate on or before the fifth day scheduling the remaining doses.
- A child may still obtain a medical, religious or philosophical/strong moral or ethical conviction exemption from meeting the immunization requirements.
- Per CDC recommendations: For children aged 7-10 who are fully vaccinated, if Tdap is administered inadvertently or as part of the catch-up series, the Tdap dose should not be counted as valid. The adolescent Tdap dose should be administered as recommended when this child is aged 11-12 years.

The Pennsylvania Department of Health allows for the following exemptions: medical reason, religious belief or philosophical/strong moral or ethical conviction. Even if you child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Due to the COVID-19 Pandemic, the Department of Health has suspended the above immunization regulations for a period of 2 months after the beginning of the school year 2020-2021. Families will be expected to bring their child's immunizations up to date during this 2-month time frame.

Medication Guidelines:

All medications MUST be brought into the school by the parent or guardian in the original pharmacy prepared container. The container must list the following information.

- Student's name
- Name of medication
- Dose of medication
- Time of medication
- Name of physician or CRNP prescribing medication
- Name and phone number of the pharmacy that dispensed the medication

No child is to ever transport his or her prescription medication or over the counter medications. Under no circumstances will the nursing staff administer any prescription or over the counter medications without written permission of the parent or guardian.

If there is a change in any medications to be administered at school, the nurse's office must be notified immediately. It is the responsibility of the parent and student to ensure that any medication ordered for home administration is taken as prescribed.

All medications at the schools will be safely stored in a locked medication cabinet in the Nurse's office.

Medical Emergency Contingencies:

Administrative staff will summon emergency medical assistance in the event of an emergency. Parents/guardians will be contacted as soon as possible following any medical emergency.

Modification of student activity level will require a physician's excuse. The return to normal activity level/removal or restrictions will also require a physician's documentation. Students will remain on modified activity level until released by the physician who initially set the limitations.

POWERSCHOOL:

Our Programs use PowerSchool, a web-based informational program that assists with attendance, grades, reports, and course scheduling. Parents can gain access to the program that will enable them to check on grades and coursework. Procedures on creating a log-in are sent home to parents at the beginning of the school year, or upon request.

RESTROOMS:

- Students are permitted to use the restrooms only at designated times (primarily between classes and at lunch) or upon request.
- For safety purposes, the restrooms will be locked at all other times.
- Students must obtain permission from staff, and a staff member will escort the student to the restroom and unlock/lock the doors.
- For safety purposes, only 1-2 students will be allowed in the restroom at the same time. Staff will check before and after each use.

SCHOOL SEARCH AND SEIZURE POLICY:

To maintain order and discipline in school and to protect the safety and welfare of students and personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize illegal, unauthorized or contraband materials discovered in the search.

- **Personal Searches:** A student's person and/or personal effects (i.e., purse, back pack, etc.) will be searched upon arrival. It may also be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- **Locker Searches:** Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Locks will be cut off of lockers at the discretion of staff and at the student's expense.
- **Automobile Searches:** The school retains authority to conduct routine patrols of parking lots and inspections of the exterior of automobiles. The interiors of vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.
- **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition. Parents/guardians will be notified with the contact information provided to the school.
- **Use of Canines:** Administration, in partnership with the police is authorized to utilize canines whose reliability and accuracy for sniffing out contraband. Canines shall not be used to search students. An indication by the dog that contraband is present on school property or in an automobile shall be reasonable cause for a further search by school officials.

SCHOOL CLOSINGS:

BLACKBOARD is the telephone calling system used to notify families of school closings or delays. Please keep your phone numbers current and report any changes to the main office in a timely manner. Closings will also be announced on:

- **WTAE-TV, WPXI, or KDKA** under **Wesley Schools**.
- *Remember to always follow your school district's policy on school closings and delays.*
- *Two-hour delays: the building will not be open to students before 9:30 a.m.*

SMOKING & SMOKELESS TOBACCO:

WESLEY SCHOOLS SMOKING POLICY

SMOKING/SMOKELESS TOBACCO/E-CIGARETTES/VAPES ARE PROHIBITED AT ALL TIMES IN SCHOOL BUILDINGS, ON SCHOOL PROPERTY, SCHOOL EVENTS, ON SCHOOL-FURNISHED TRANSPORTATION, AND ON PROPERTY OWNED, LEASED OR UNDER THE CONTROL OF WESLEY SCHOOLS.

1. A violation of these guidelines, where smoking material or smokeless tobacco is utilized inside/outside school property, during, before, or after school hours, shall result in a violation of the **BOCCA Code (35 P.S. – 1223.6)** which carries a monetary fine from \$50 to \$300 dollars and/or a citation to appear before the local magistrate.
2. Smoking, or the use of smokeless tobacco products before/after school hours in any area owned, leased, or under the control of the school may also result in violation of **Senate Bill 26, Section 10.01 Clean Indoor Air Act** that carries the potential monetary fine and/or a citation to appear before the local magistrate.
3. **Vaping**, or the use of nicotine vaporizing products, before/after school hours in any area owned, leased, or under the control of the school will result in the following: First Offense – verbal warning and phone call to parent/guardian; Second Offense and after – suspension.

ALL STUDENTS/PARENTS WILL BE NOTIFIED OF THE POLICY AND CONSEQUENCES OF POSSESSION OR USE OF ANY SMOKING MATERIAL IN ANY AREA OF WESLEY SCHOOLS.

THE ADMINISTRATION SHALL ALSO USE RESTRICTIONS AS AN ADDITIONAL DISCIPLINARY RESPONSE TO SMOKING.

Any smoking paraphernalia, including lighters, will be confiscated immediately by school personnel.

STAYING IN ASSIGNED AREAS:

It is the expectation that **ALL** students are to stay in assigned area and in view of staff at all times. This is purely for safety reasons.

Leaving classrooms:

- Students can ask staff for permission to leave the room. If permission is granted, staff will walk with student to their destination.
- If student walks out of class **without** permission, staff will follow. Staff will utilize their trainings and talk with the student and try to get the student to return to their assigned area.

Leaving the building/property:

- If student walks out of the building staff is required to keep them in sight at all times to the best of their ability.
- If student leaves property, in the majority of cases, staff are required to follow them, within their ability, and keep them in sight at all times. Individual elopement plans will be discussed with families.
- Staff will call Administration to inform them a student is out of the building and will keep them informed of further actions.
- Police will be notified if the student has left the property.
- A student will not be allowed to re-enter the building unless a staff member is with them. Students are required to only enter through the main entrance.
- Once the student re-enters the building, the staff will use the metal detector wands on students and conduct a search.
- The staff involved will contact Administration and decision will be made at this time for the best course of action for the remainder of the day.
- Parents will be notified before the end of the day of leaving the building and the consequence.

SUSPENSION:

- Suspension is the exclusion of a student from school for a period of up to ten (10) days.
- Suspension from school is a collaborative decision between Wesley Schools and the student's home school district.
- Any student who is suspended from school is not permitted on school property and may not attend or participate in any school sponsored activity for the duration of the suspension.
- The student is responsible for any assignments missed during the suspension.

TRANSPORTATION:

Transportation to and from Wesley Schools is the responsibility of your home school district. If you have questions about arrival times, bus route, etc., **contact your district for information** on how to contact their bus garage. Bus rules will be enforced by home school district and followed up by Wesley Schools staff. Any disciplinary consequences will be reported to Wesley Schools staff and home district will be notified of any actions.

- **If you transport your child to or from school for any reason (i.e., appointment, meeting), it is the parent's responsibility to contact the bus company so their schedule can be adjusted and return in the afternoon to take your child home.**
- **If a student is being picked up by anyone other than legal guardian:**
 - Team must be notified by phone or written communication
 - Team must have the name of the person picking up the child
 - Person will be asked to enter the building to show some form of photo ID
- **Students are not permitted to ride home with other student on the buses**
- **Students cannot be dropped off before 8:00 AM**
- If there are any behavior problems on the bus, please notify your child's team to discuss your concerns. If serious, unsafe bus behaviors continue, it may be appropriate to discuss them at a meeting with your local school district. Please help us by talking with your child about the appropriate way to ride the bus or van.
- Parents are also encouraged to contact their home school districts with any transportation concerns.

VIDEO SURVEILLANCE:

Video surveillance cameras are in use at Wesley Schools. The purpose of the cameras is to protect the health and safety of all consumers, staff, and visitors of Wesley Schools facilities. This policy complies with the Family Educational Rights and Privacy Act (FERPA).

In order to protect the health and safety of the students we serve, video surveillance cameras are used to monitor activities that occur in the common areas, including hallways, school entrances and exits and exterior areas of Wesley Schools facilities.

VISITOR GUIDELINES:

Due to confidentiality and safety issues, the following guidelines are for visitors to Wesley Schools:

Visitors are defined as parents/guardians, outside agency professionals-who include mental health organizations and school district personnel, and any other persons affiliated with the treatment or education of the students.

- All visitors should schedule an appointment by contacting the staff member(s) with whom they wish to meet. Staff members will alert the receptionist of the visitor's appointment so the visitor can be buzzed in. Coming without an appointment is discouraged, as:
 - Verification will need to be obtained to gain entrance to the building
 - The staff member(s) may not be available to see the visitor
- In order to protect the confidentiality/privacy of the students and to keep all students, staff and visitors safe, such as in a fire drill or emergency; it is important that visitors stay with assigned staff members at all times. Visitors are not permitted to enter any of the classrooms or to walk the halls unescorted. The sign-in procedure is as follows:
 - Visitors must sign the visitor's book and confidentiality agreement upon arrival
 - Visitors wait in the reception area until a staff member comes to greet them and escorts the visitor to their meeting location
 - The visitor then needs to sign out at the front office after their meeting is concluded
- In order to provide a safe environment for all students, the expectation is for staff to treat all visitors respectfully and expect visitors to treat staff respectfully in return. If a visitor becomes verbally abusive to another person during a telephone call or a meeting, we will end the telephone call or meeting and try to talk again at a later time. If a visitor is repeatedly disrespectful, we will limit that individual's access to the building until it is determined that person is not a safety risk.
- If problems occur or a visitor has concerns, they should first contact the teachers or therapist to discuss their concerns. If these concerns cannot be resolved, then the visitor should contact a program supervisor.

WELLNESS:

- The Federal Government has mandated through PL 108-265, Section 204 Child Nutrition and WIC Reauthorization Act of 2004, that all schools revamp their breakfast, lunch, school store, vending machines, fundraisers, school parties, and after school activities. These guidelines also have provisions for change in nutrition education, physical activity, and physical education. Wesley Schools are committed to helping children, families, and staff learn how to eat healthier, exercise, and be knowledgeable about good nutrition. Consequently, physical activity and healthy diets will be encouraged as part of your child's programming at Wesley Schools. This will be reflected in the type of snacks offered throughout the year and at social functions that occur throughout the year. Healthy nutrition will be factored into whatever food choices are offered.

WORK PERMITS – CHILD LABOR LAWS

To comply with Child Labor Laws, all minors between the ages of 14 and 17 must have a work permit in order to be employed. Students who are 18 years of age and older do not need a work permit. Under the new Child Labor Law either the student and/or parent may request an application for a work permit from their home school district. The application requires the signature of the parent or guardian and proof of age, such as a birth certificate, passport, or other official document. The parent does not need to sign the permit application in the presence of the issuing officer. The signature of a physician and the employer are no longer necessary. The permit may be used for more than one employer. Students working in performance or theatrical venues must provide proof of adequate educational tutoring. A permit may be revoked if a student does not maintain adequate academic achievement. Contact the main office for more information.

FERPA (Family Educational Rights and Privacy Act of 1974):

- FERPA is a federal law.
- Protects the privacy of a student's educational records
- Applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education
- FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.
- Three steps that Wesley Schools follows to be in compliance with FERPA:
 - Grant access by students or parents, if applicable, to education records
 - Confidentiality of students' files and records are considered at all times
 - Notify current students annually in writing of their rights under FERPA

Family Educational Rights and Privacy Act (FERPA) Notification of Students' Rights

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within 45 days that Wesley Schools ("WS") receives a request for access.

Parents or eligible students should submit to the Assistant Director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

2. The right to request an amendment of the student's education record that that is believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. (This process cannot be used to challenge a grade.)

Parents or eligible students who wish to ask WS to amend a record should write the Assistant Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before sharing the personally identifiable information (“PII”) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Education records can be disclosed without prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A “school official” is a person employed by WS in an administrative, supervisory, academic, research, or support staff position (including health or medical staff and law enforcement personnel), and members of the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, WS also discloses education records without consent to officials of another school in which a student is also enrolled and seeks or intends to enroll. This disclosure may be made at any point in time, even after the student has enrolled in the new school, if the disclosure is in connection with the student's enrollment or transfer. WS may also update, correct, or explain information it has disclosed to another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wesley Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education record of a student without obtaining prior written consent of the parents or eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has

outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of, or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine the eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)).
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)).
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11)). Directory Information, as designated by WS, includes the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).