

**WESLEY SPECTRUM SCHOOLS
STUDENT AND PARENT HANDBOOK
POLICIES AND GUIDELINES
2014 - 2015 School Year**



*The right care in the right way
at the right time.*

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MISSION STATEMENT OF WESLEY SPECTRUM SERVICES:

Our mission is to provide transformational support for children and families as they strive to become more independent, responsible, caring members of the community.

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 Spectrum 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 Spectrum 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 Spectrum Schools Administration:

Wesley Spectrum K-9

243 Johnston Rd; Upper St Clair, PA 15241
(412) 833-6444

Wesley Spectrum High School

5250 Caste Dr; Pittsburgh, PA 15236
(412) 885-7017

Education Director: Amy Townsend

Clinical Director: Lisa Chadwick

Program Assistant Director

Kerri Hartman - Education

Program Assistant Directors

Nita Menendez - Education
Julie Provident - Clinical

Supervisors:

Jodi Dugan
Jen Falkowski
Adam Oshnock
Christine Waclawik
Jerry Wessel

Supervisors:

Norma Donaldson
Jean Getz
Jeff McClain
MaryAnn Raymer
Judy Stauffer
Ryan Turner
Christine Waclawik

Coordinators

Ken Cellupica
Amanda Kozub
Max Schimmel

Coordinators

Melinda Bateman
Sue Deep
Amy Schafer

Positive Behavior Interventions and Supports (PBIS)

Wesley Spectrum Services has developed specific policies regarding Behavior Management and Support. The policies are below.

Policy Title: Behavior Management and Support Practices

Wesley Spectrum Services promotes 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 least intrusive e 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.

Policy Title: Use of Manual Restraint

Wesley Spectrum Services utilizes an approved manual restraint system only when a student demonstrates behaviors harmful to self or others such as self-injurious or physically aggressive behaviors. Such interventions are implemented by trained staff and only when alternative less restrictive and positive means of containing dangerous behaviors prove ineffective in maintaining safety.

Wesley Spectrum Services recognizes 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 lend 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. School Wide Positive Behavior Interventions and Supports 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 Spectrum became a part of the Pennsylvania Positive Behavior Support Network (PAPBS). With this affiliation, Wesley Spectrum 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.

STUDENT RESPONSIBILITIES

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 Spectrum 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 WSS staff and administration in their efforts to respect and protect all members of WSS learning community. If you know of neglect, abuse, harassment, bullying (including cyber-bullying), or discrimination against a member or members of WSS 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 WSS staff or administrator, so they can investigate and take appropriate steps to protect all members of WSS learning community.

PROGRAM INFORMATION

ACADEMIC INFORMATION:

GRADING SCALE:

90 - 100 =	A	(Excellent)
80 - 89 =	B	(Above Average)
70 - 79 =	C	(Average)
64 - 69 =	D	(Below Average)
Below 64 =	F**	(Failing)

A "P" passing may be issued with work completed averaged into the final semester grade.

****Students with IEPs are graded according to their IEP objectives and may receive grades of "P" (progressing) or NP (not progressing).**

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 3 weeks of the course unless the Administration/Supervisor team deems it necessary. All schedule changes requests are to be made to the Curriculum Coordinator.

"INCOMPLETE" ON REPORT CARDS:

- Students have 2 weeks to finish all work on an "incomplete". If not made up within prescribed time, the "incomplete" becomes an "F" or "NP" (Not Progressing). An extension of time will be given at the discretion of the Director.

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 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

When applicable, School Districts may have additional credit requirements

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 is sometimes unavoidable, but the hope that by establishing the following standards, parents/guardians and students will recognize the seriousness of regular attendance in school.

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. **Phone calls and emails will not be accepted as an excuse.**
- Following a long-term absence or hospitalization, a re-entry meeting (in person or by phone) is **required** prior to student's return to provide a safe and positive return.

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). Excuses submitted after the **3** days period will **NOT** be honored.
- Pennsylvania compulsory attendance laws list excused absences as:
 - Illness
 - Quarantine
 - Death in immediate family
 - Impassable roads/Transportation issues
 - Recognized religious holidays and services
 - Health-related appointments
 - Court appearances
 - School-sanctioned placements
 - Exceptionally urgent reasons (at the discretion of Administration)
- 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. Please contact the appropriate person at your child's building for the login information.
- 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.

Tardy:

- A student who is not in their homeroom 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 then 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 or injured during the day must report 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:

- Applications for free and/or reduced meals are sent out annually to families at the beginning of the school year – Leona Knisely is in charge of the school lunch program.
- Breakfast and lunch are available to students daily.
- Students may also pack their lunches.
- Menus are developed on a month to month basis and can be sent home upon request.
- Students eat their breakfast/lunch in the classroom.

BULLYING/CYBER-BULLYING/ RELATIONAL AGGRESSION POLICY:

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

- Bullying means any intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in and/or outside a school setting, (bus, school events, any activity sanctioned by the school)
- That is severe, persistent, or pervasive and the effect of their actions causes;
 - Substantial interference with a student's education
 - Creation of a threatening environment
 - Substantial disruption of the orderly operation of the school
- It is the responsibility of all staff members to treat all reported incidents of bullying seriously. In addition, it is the responsibility of all staff members to immediately intervene in any occurrences of bullying that they might personally witness by stopping the incident, supporting the student who has been bullied, and specifically addressing the behavior with the offending student. All students and staff will be trained in identifying, responding to, and reporting incidents of bullying.
- Any student who feels that he or she has been a victim of bullying should contact a staff member as soon as the objectionable conduct occurs, or otherwise, as soon as possible after the incident. The report can be oral or written, but must be submitted in a timely manner, (no more than 3 days). In addition, any student who has witnessed the bullying of another student has the responsibility to report the incident to staff using the same guidelines listed above.
- The administrator or point person will investigate the infraction and confer with the staff to determine the severity of the infraction. Said person will also meet with the offending student and confer with their parents/guardians about the student's actions. Consequences as a result of the investigation could include: mediation, education/training, temporary removal from class, out-of-school suspension, and referral to the magistrate or police.
- Confidentiality of all parties shall be maintained.

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 Spectrum 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 Spectrum 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 Spectrum Schools absolutely prohibits the use, possession, or distribution of chemicals (drugs) or alcohol 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 use, possession, or distribution of any chemical (drug) or alcohol, the following will occur for all students:

IMMEDIATE ACTION

- Evaluation by nurse or psychiatrist
- Immediately inform Administration
- Administration will contact parent to inform them of suspicion of or possession of the substance and request that they come to pick up their child/adolescent
- 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 Spectrum Services mandates reporting any child suspected of being abused or neglected in compliance with Pennsylvania Child Protective Services Law. All employees of Wesley Spectrum Services are considered mandated reporters.

CLINICAL SERVICES:

Clinical services offered are acute partial hospitalization, partial hospitalization, and outpatient care. The level of clinical care is determined by the treatment team, which typically includes the child, family, psychiatrist, mental health therapist, behavioral health worker, nurse, supervisors, and teachers. Clinical interventions include individual, group, and family therapy sessions as well as milieu therapy for those children in the partial hospitalization rooms. Services are delivered by mental health professionals and behavioral health workers. Medication management by the psychiatrist is offered to students regardless of their level of clinical care (partial or outpatient). Please speak with your treatment team to discuss clinical service options.

COMPUTER AND INTERNET USE

- **COMPUTER USAGE POLICY:**

Wesley Spectrum 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 eat while using a computer.
 - All use of the computer and/or Internet must be in support of education and research and be consistent with the purpose of Wesley Spectrum Schools. Users are not permitted to check or send personal email or instant messaging of any kind.
 - 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.
 - 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 Spectrum 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
 - 2nd offense- minimum 15 days loss of computer privileges
 - 3rd offense- to be determined by Wesley Spectrum Schools Administration
 - Any staff 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, WSS 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 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. WSS 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, nun chucks, brass or metal knuckles, firearm, shotgun, rifle, look-a-like gun, chemical agent such as mace, 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.

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 the 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 – Mesh, tank tops, tube tops, bare midriff styles, and halter tops that expose the chest are not permitted. Shirts and blouses must cover the chest and midriff or belly areas.
- Shirts which are revealing such as: spaghetti strap outfits, tank tops (less than 2 inches wide at shoulders), and vests.
- Sleeveless undershirts – (must be covered with another shirt).
- 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.

- Torn clothing or clothing with tears and frayed edges – torn clothing is not acceptable to wear in school.
- Pants – all pants must be worn at the waist – not sagging. Underwear should not be visible to peers, staff, or visitors.
- Head and facial coverings – Hats, bandanas, doo rags, hoods, or any other head/facial coverings are not be worn in the building during school hours. Specific hat days may be designated by staff as a special privilege for students. For example, scheduled Fridays may be designated as a “hat day”. Head coverings for all students can only be worn during outside gym classes. They cannot be worn on belts.
- Coats and outerwear – coats and outerwear are to be stored in student lockers with personal belongings. It is not appropriate to wear a coat to classes.
- Chains on belts or around neck, dog collars, spikes on clothing and/or jewelry creating a safety hazard are forbidden (i.e. spiked jewelry).
- Steel-toed shoes or boots are prohibited for most students. This type of footwear is not considered to be safe and is not appropriate to wear to school. Individual exceptions will be discussed for students attending vo-tech.
- No clothing suggesting gang related affiliation or involvement is to be worn (i.e. rolling one pant leg up, 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 a program supervisor.

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’ home rooms to be distributed upon dismissal for the day.

Cell phones, 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 WSS. 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 WSS 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 home room 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' home rooms to be distributed upon exiting the building for the day.

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

- 1st Offense:

- Student will be placed on special scan starting the next school day for a minimum of 10 days and continued as approved by Administration.
- The student will be asked to turn in the device.
- The student will earn 0 points and remain in an assigned area until the device is turned in.
- If student refuses, then Parent/Guardian will be contacted by designated staff.

- 2nd Offense and Subsequent Offences:

- Automatically placed on special scan starting the next school day for a minimum of 10 days and continued as approved by Administration.
- The student will be asked to turn in the device.
- The student will earn 0 points and remain in an assigned area until the device is turned in.
- Student will be placed on an in-school suspension.
- Parent/guardian must pick up the device at the school; the device will remain at the school until the parent retrieves it.
- Repeated offenses will be communicated to the home school district and a meeting will be initiated to recommend change of educational placement or legal action.

EMERGENCY RESPONSE INFORMATION:

- Safety Drills- In accordance with the PA State Law:
 - Fire Drills are held monthly
 - Additional emergency response drills will be held to help ensure the safety practice of our students and staff. including;
 - lock-down drills for external or internal threats
 - weather drills, and emergency evacuation
- It is mandatory for every student and staff to participate in these drills. These drills are important and must be treated seriously. Students are to exit the building in a calm manner and remain with their classroom teacher for directions.
- If it is a true emergency situation, we ask that you refrain from calling the school so we can keep the telephone lines open to be able to make emergency calls.
- It is important that you provide the school with current /updated emergency contact information.
- In the case of a necessary evacuation off-site, all students and staff will be escorted to the designated off site location. The staff will identify students needing special accommodations and designate individual staff members to assist and support them accordingly.
- When you report to the designated student evacuation location, you must show photo identification in order to pick up your child.
- 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, physical aggression, 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 WSS 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.

According to state regulations, any student entering into the Wesley Spectrum Acute Program will not participate in any activities off school grounds.

GRIEVANCE PROCEDURE:

Policy Statement: Students and parent/guardians have the right to voice a complaint or file a written grievance to seek resolution for any issue or concern. Wesley Spectrum staff addresses and seeks to resolve complaints and grievances in a timely and professional manner.

General Information:

- Complaint: A Complaint is a concern expressed orally by a student or parent/guardian about any issues regarding treatment at WSS. It is typically resolved verbally within 72 hours of its

communication. It can be reported to staff at any level, but is usually relayed to a therapist or someone from Administration and resolved at one of those levels.

- Grievance: A Grievance is a concern expressed in a formal/written manner by a student or parent/guardian about any aspect of or issue regarding their treatment at WSS, which has not been resolved at the complaint level. A grievance is also made if the student feels his/her rights have been violated. A written grievance, like a complaint, can be communicated to staff at any level. The procedures in this policy are effective when a written grievance is received.
- Special Education Law: This policy is separate from the Procedural Safeguards afforded to students and parents/guardians protected under the Individuals with Disabilities Education Improvement Act. Parents/guardians are provided with a copy of their Procedural Safeguards as mandated by the Act and are encouraged to review those safeguards and act accordingly.
- Procedures:
 - All staff members receive training on and are provided with a copy of this policy and procedures.
 - When a staff member is aware that a complaint or concern has been voiced more than once yet remains unresolved, consideration for handling it as a formal grievance is given.
 - Staff will provide assistance and any resources necessary to help the students and or parent/guardian write the grievance.
 - A written grievance will be reported to the Program Director or designee within 24 hours of its receipt.
 - The Program Director or someone from Administration will initiate action to address and resolve the grievance within 48 hours.
 - If resolution cannot be achieved at this level, the Education or Clinical Director of the Service Line will be notified and respond within 48 hours.
 - If the student or parent/guardian is not satisfied, the written grievance and notation of all prior attempts to resolve the grievance will be forwarded to the Wesley Spectrum Chief Executive Officer who will respond within 48 hours.

HEARING SCREENING:

- The Speech Therapist will conduct hearing screening on all students in the Spring.

HOURS OF OPERATION/ EMERGENCIES:

The Wesley Spectrum School buildings are open on weekdays, Monday through Friday, from **8:00-4:00**. 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-9) or (412) 885-7017 (High School)**.

- In the event of an emergency, the answering service can get a message to the staff person you are calling, i.e. psychiatrist, therapist, etc.

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. **Removal from regular programming for more than (1) period is considered an ISA.**

Reasons to consider an ISA may include the following:

- **Pro-active Preventative Strategy** for reduced stimulation.

- **Milieu Management Strategy** when there is 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.

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 office.
- The school may also cut off any locks placed on lockers in the event of an emergency.
- Lockers are the property of WS Schools and are subject to search by administrative personnel at any time.
- **WSS 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 Spectrum 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.

Will be used at the following times:

- Arrival each day (no matter 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, hats... Staff will look through all objects and confiscate any items they deem necessary (see list below).
- If a student is deemed 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, Nicorette gum- **will not be returned**
- Alcohol- **will not be returned**
- Glass containers- **will not be returned**
- Open containers- will be emptied in front of staff and then returned if not glass
- Any liquid (perfume, body spray, hand sanitizer...)- **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**
- Electronic (see list and procedures below)
- Any sharp objects (paper clips, thumb tacks, needles...)- **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 \$10.00 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:

IMMUNIZATION GUIDELINES:

If documentation is not received at the school by ***Friday, September 19, 2014***, Wesley Spectrum Schools are required to exclude the student from participation in school. ***Failure to do so will result in your child not being able to attend school.***

- **Requirements for all School Students in K-12**
 - 4 doses of **tetanus** (1 dose after the 4th birthday); 3 doses if the series started after 7 years of age
 - 4 doses of **diphtheria** (1 dose after the 4th birthday); 3 doses if the series started after 7 years of age

- 3 doses of **polio**
- 2 doses of **measles**
- 2 doses of **mumps**
- 1 dose of **rubella**
- 3 doses of **hepatitis B**
- 2 doses of **varicella (*chicken pox*)** or written statement from physician/designee indicating month and year of disease or serologic proof of immunity
- **Requirements for all students in grades 7-12 (in addition to the above vaccines)**
 - 1 dose of **tetanus/diphtheria/pertussis (Tdap)**
 - 1 dose of **meningitis vaccine (MCV4)**

Provisional Enrollment

If a child has not received all of the vaccines required, the child may be provisionally admitted to school only if evidence of the administration of at least one dose of each vaccine is given to the school administrator or designee and the parent or guardian's plan for completion of the required immunizations is made part of the child's health record. Immunization requirements should be completed within eight months of the date of provisional admission to school.

MEDICATION GUIDELINES:

- Medication **MUST** be brought in by a parent or guardian in the **original container** with the following information listed:
 - Name & telephone number of the pharmacy
 - Name of medication
 - Prescribed dosage
 - Name of physician
 - Pupil's name
- If a parent or guardian is not able to bring in the medication, bus drivers are able to transport medication if they have signed a medication transportation waiver. It is the parent or guardians responsibility to make these arrangements with your transportation department
- Any medication transported to school by the bus company **MUST** be in the locked **BLUE BAGS**
- No child is **EVER** to transport his or her prescription or over-the-counter medication.
- Under **NO** circumstances, without written permission from the parent/guardian, will school personnel administer any prescription or over-the-counter medication to students.
- If there is a change in medication that is taken at home or school, we must be notified immediately. If a student has been prescribed medication to be taken at home, it is the responsibility of the parent and student to make sure the medication is taken as prescribed. All medication will be stored in a locked cabinet in the Nurse's office.

Medical Emergency Contingencies: Administration will summon emergency assistance in the event of a medical emergency. Parents/guardians will be contacted as soon as possible following a medical emergency.

- **Modification to activity levels require a doctor's excuse to initiate and reinstate. Students will remain on modified activity level until released by the doctor who initiated 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 login 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 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.

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 (ie. 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:

ALERT NOW 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 Spectrum 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*

SMOKING & SMOKELESS TOBACCO:

WESLEY SPECTRUM SCHOOLS SMOKING POLICY

SMOKING/SMOKELESS TOBACCO/E-CIGARETTES 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 SPECTRUM SERVICES.

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.

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

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:

- If student walks out of the building, staff is required to follow them and keep them in sight at all times.
- Staff will call Administration to inform them a student is out of the building and will keep them informed of further actions.
- 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 reenters 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.

Leaving Property:

- If student walks out of the building, staff is required to follow them and keep them in sight at all times.
- Staff will call Administration to inform them a student is out of the building and off property.
- Police will be notified that the student has left property.
- Once the student reenters 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 about the student's 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 Spectrum 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 Spectrum 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.

- **If you transport your child to or from school for any reason, (appt., mtg.) please contact the bus garage 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 ask to show some form of picture 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 Spectrum Schools. The purpose of the cameras is to protect the health and safety of all consumers, staff, and visitors of Wesley Spectrum 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 Spectrum School facilities.

VISITOR GUIDELINES:

Due to confidentiality and safety issues, the following guidelines are for visitors to W.S. 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.

1. 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:
 - a. verification will need to be obtained to gain entrance to the building.
 - b. the staff member(s) may not be available to see the visitor.
2. 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:
 - a. Visitors must sign the visitor's book and confidentiality agreement upon arrival.
 - b. Visitors wait in the reception area until a staff member comes to greet them and escorts the visitor to their meeting location.
 - c. The visitor then needs to sign out at the front office after their meeting is concluded.
3. Since they are responsible for classes, teachers are only available to take phone calls between 8-8:30 and 2:30-3:30. Calls made at other times will be transferred to the teacher's voice mail. Therapists are often in and out of their offices so a voice mail should be left if they do not answer their office phone. An alternate way of contacting staff is by e-mail.
4. 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 phone call or a meeting, we will end the phone 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 Spectrum 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 WSS. 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 WSS follows to be in compliance with FERPA:
 - Grant access by students or parents, if applicable, to education records
 - Notify current students annually in writing of their rights under FERPA
 - Confidentiality of students' files and records are considered at all times

SCHOOL HOURS

Staff Start Time: 7:45 a.m.
 Students Arrive: 8:00 a.m.
 Student Dismissal: 2:45 p.m.
 Staff Dismissal: 3:15 p.m.
 Staff Meeting Days: 4:00 p.m.

WESLEY SPECTRUM SCHOOLS

2014-2015 SCHOOL CALENDAR

First Day Students: 9/03/2014
 Last Day Students: 6/12/2015

FOR SCHOOL CLOSINGS/ DELAYS

TUNE TO:
 WTAE-TV, KDKA-TV, WPXI-TV
 Announcement will be under:
 WESLEY SPECTRUM SCHOOLS

Students & Staff will also be
 Notified by "ALERT NOW"
 Telephone System

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	#	#	#	#	#	30
31						
Stu 0		Stf 5				

SEPTEMBER

S	M	T	W	T	F	S
	X	#	⊗	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Stu 20		Stf 21				

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	#	21	22	23	24	25
26	27	28	29	30	31	
Stu 22		Stf 23				

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	180	Q	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	X	X	29
30						
Stu 18		Stf 18				

DECEMBER

S	M	T	W	T	F	S
	X	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	X	X	X	27
28	X	X	X			
Stu 16		Stf 16				

JANUARY

S	M	T	W	T	F	S
				X	X	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	X	20	21	22	Q	24
25	#	27	28	29	30	31
Stu 18		Stf 19				

FEBRUARY

S	M	T	W	T	F	S
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8	9	10	11	12	SD	14
15	#	17	18	19	20	21
22	23	24	25	26	27	28
Stu 18		Stf 19				

MARCH

S	M	T	W	T	F	S
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15	180	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Q				
Stu 22		Stf 22				

APRIL

S	M	T	W	T	F	S
			180	X	X	4
5	X	SD	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Stu 18		Stf 18				

MAY

S	M	T	W	T	F	S
					#	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	SD	23
24	X	26	27	28	29	30
31						
Stu 18		Stf 19				

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	⊗	13
14	#	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Stu 10		Stf 11				

KEY

Q	Quarter Ends
180	Act 180/In-service/No Students
180	Quarter End/In-service/No Students
X	Holiday - No School
⊗	First/Last Day for Students
#	In-service Day - No Students
SD	Snow Days

1st Quarter ends: 11/5/14 grades due 11/10/14. 3rd Quarter ends: 3/31/15 grades due 4/10/14.
 2nd Quarter ends: 1/23/15 grades due 1/29/15. 4th Quarter ends: 6/12/15 grades due 6/12/15.
 Mid Quarters Due: 10/02/14; 12/10/14; 2/27/15; 5/08/15

2/13/15, 4/7/15, 5/ 22/15: Built in snow days. If not needed, students and staff will have off.
Additional days will be assessed and added as needed

