

STUDENT – PARENT HANDBOOK

2015-2016

**Marla B. Walsh
Interim Director**

WISCONSIN EDUCATIONAL SERVICES PROGRAM FOR THE DEAF AND HARD OF HEARING

WISCONSIN SCHOOL FOR THE DEAF

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Notification of Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

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

(2) The right to request the amendment of the student's education records that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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, the District discloses education records without consent to officials of another school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.

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

Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW,
Washington, DC 20202-4605

(NOTE: In addition, a school may want to include its directory information public notice, as required by s99.37 of the regulations, with its annual notification or rights under FERPA).

WESP-DHH Long Range Plan

Mission

To provide comprehensive education and support services to all Wisconsin children who are deaf, hard of hearing, and deaf-blind, their families, and their service providers.

Vision

The programs of WESP-DHH utilize evidence based practices and seamless supports, services and resources to enable all children to achieve their maximum academic, social, and emotional potential in their respective environments.

Values

Student Centered: We support and foster the development of the whole child, including physical, intellectual, emotional, and social abilities.

Diversity: We embrace the diverse needs of the student and their families, respecting varied communication styles and preferences, family dynamics, cultures, creeds, religious preferences, identity, race, and ethnicities.

Service: We strive to serve as a first point of contact for families, service providers, and the community, providing a complete spectrum of resources, supports, and services, with expertise in the field of deafness.

Excellence: We pursue excellence, using evidence based practices, provided by experts in the field of hearing loss.

Collaboration: We work in partnership with parents, school districts, Birth to 3 programs, service providers, and other hearing loss-related entities, organizations and agencies, as well as programs within WESP-DHH to ensure seamless provision of services in a timely manner.

WESP-DHH Long Range Goals:

1. Region/Center/Satellite: To establish a comprehensive program that includes regional centers in addition to WSD, in order to provide resources and services by highly skilled professionals to all people involved with the education of children who are deaf, hard of hearing, and deaf-blind in Wisconsin.
2. Technology: To use contemporary and emerging technologies to access and facilitate communication and as a teaching tool for students, families, and professionals.
3. Vocational/Post-secondary readiness: To develop, expand upon or enhance current transition programs for children who are deaf, hard of hearing and deaf-blind in Wisconsin by providing vocational and post-secondary readiness training.
4. Diversity: To address diverse cultural, ethnic, communication modality, and disability needs of Wisconsin's children who are deaf, hard of hearing and deaf-blind.
5. Internal/External communications: To increase an understanding (both within and outside of WESP) of the WESP-DHH programs and goals.
6. Birth to 3: To strive to service the needs of children with hearing loss as early as possible to ensure they receive information and services they need to reach linguistic milestones, and be on par with their peers, as much as possible.
7. Whole Child: To increase knowledge and awareness of the academic, social, and emotional needs of students who are deaf, hard of hearing, and deaf-blind.
8. Deaf Adult Role Models: To foster and provide opportunities for children who are deaf or hard of hearing to interact with deaf or hard of hearing adults who serve as mentors and role models.
9. Curriculum Development: To adapt WSD curriculum as a resource to support local LEA's as well as to provide targeted professional development and information on "best practices" in order to enhance the skills and abilities of individuals serving students who are deaf, hard of hearing, and deaf-blind.
10. Parent/Parent Education: To foster family involvement in the education of their child who is deaf, hard of hearing, and/or deaf-blind.

WSD Mission

In recognition of the diverse needs of Wisconsin's deaf and hard of hearing children, the Wisconsin School for the Deaf is dedicated to educational excellence in a unique ASL/English bilingual-bicultural environment by preparing students to achieve their maximum potential and become successful citizens of the future.

VISION

The Wisconsin School for the Deaf is dedicated to educational excellence for Wisconsin's deaf and hard of hearing children.

BELIEFS

We believe the Wisconsin School for the Deaf is unique because it provides:

- Opportunities for on-site and mainstream public educational programming.
- A comprehensive curricular/extracurricular program tailored to meet the needs of deaf/hard of hearing children.
- A Deaf Studies curriculum integrated into the PreK-12 program.
- A variety of quality resources to support statewide outreach programming.
- A comprehensive campus wide independent living skills program.
- American Sign Language, the visual and natural language of deaf children.
- A 24 hour American Sign Language immersion environment which promotes incidental learning.
Research shows that up to 80% of language acquisition is the result of incidental learning
- Exposure to a large proportion of deaf and hard of hearing role models to include alumni.
- Deaf and hard of hearing children with opportunities to develop social/emotional skills through interaction with a significant number of other deaf/hard of hearing children.
- Staff who are fully competent in American Sign Language.
- An innovative Bilingual-Bicultural environment and strategies for instruction.
- Cultural opportunities for children to interact with the greater hearing and deaf communities.
- A fully accessible campus where deaf people are the majority.
- A residential living program.
- A process for developing English literacy through American Sign Language and English in its written form.
- Children with an opportunity to acquire speech and speech reading skills.
- Reasonable accommodations when auditory means of communication, including the use of assistive listening devices, is required or desired.

GOALS

- A) WSD is a model school for deaf children.
- B) WSD is recognized for excellence in:
 - A well-developed all around student body.
 - Educational technology advancement.
 - Innovation and improvement.
 - Skilled professional staff.
- C) WSD staff have fluent sign communication skills with established ASL proficiency, assessment and training.
- D) WSD has a cohesive campus community.
- E) WSD has open, clear and timely communication.
- F) WSD has a comprehensive curriculum in terms of scope and sequence.

Introduction

We have tried to make this handbook "user friendly" with a simple approach, so that it is more readable for our students and parents.

However, some topics are very complex and will need clarification by staff assigned to students in both the residence hall and at school. It is understood that consistent with their individual needs and IEPs, some students will need additional or individualized assistance to meet guidelines established in this handbook.

Copies of this handbook will be made available to every student, family, and local education agency. WSD also reviews its written policies annually. When appropriate we update the policies provided in this handbook.

If corrections or additions to this handbook are made during the school year, we will send you the new pages. Each year you will receive an updated handbook.

We welcome your input. If there are items that you feel are not clear or need to be included, address such input to the office of the Director.

Marla B. Walsh
Interim Director
Wisconsin School for the Deaf
Wisconsin Educational Services Program for the Deaf and Hard of Hearing

CAMPUS WIDE SECTION

RIGHTS

As a citizen and student of WSD, you are guaranteed certain rights. These rights are classified as:

Educational Rights

The law guarantees you the following:

A. Right to a free and appropriate public education. You can receive special education and related services at public expense, under public supervision and direction, and without charge.

B. Right to the least restrictive environment. You can receive your education in a school that can meet your needs and let you participate in class and after school activities equally with other students.

C. Right to due process. You/your parents or guardian have the right to request a due process hearing (meeting) when there is disagreement about the identification, evaluation, proposed IEP or part of the IEP, educational placement, or provision of free appropriate public education. You also have the right to due process for issues related to equal opportunity and equal access.

D. Right to confidentiality. Only you, your parents and staff members who work with you may look at your school files. Information you share with staff will be kept confidential UNLESS IT IS ABOUT A DANGEROUS OR ILLEGAL SITUATION. If you share information about a dangerous or illegal situation, staff must report that information to appropriate people/agencies to protect you or others.

E. Right to non-discrimination. You will receive equal treatment and opportunities to participate in school and after school activities. You cannot be denied participation because of gender (boy or girl), race, creed, religious belief, sexual orientation, pregnancy, marital or parental status, or mental, physical, emotional or learning disability.

School and Residence Hall Rights

A. Freedom of expression (communication: signing, talking, use of social media tools, etc.). WSD supports your right to say how you feel about a subject as long as it does not interfere with the rights of others. Verbal harassment and profanity (dirty talk and swearing) are not acceptable.

B. Right to know. To work well in school and in the student life program, you must know what is expected of you. You have the right to know the requirements to pass each subject, to graduate, to participate in activities, and you have the right to know school and student life program rules. If you do not know these things, you have the right and responsibility to ask any teacher or child care counselor to explain.

C. Right to fair evaluation (testing, grading). It is your right to be tested, graded, and placed fairly. Your teacher should explain when and how you are tested and graded. If you don't understand how testing is done, please ask.

D. Freedom of association. You have the right to choose your own friends and to join groups of your own choice. These friends and groups may be in school or in the residential hall.

E. Right to peaceful assembly. You have the right to assemble with other students for peaceful purposes.



Personal Rights

A) Individual Dignity.

Every person has the right to be treated with respect. Treat every individual the way you want to be treated.

1)**Sexual Harassment.** Sexual harassment is unacceptable behavior at WSD. If something frightening, unpleasant, or illegal is happening in school or in the residence hall students/parents should notify a staff member at once so action can be taken to stop this behavior. Such behavior may result in school consequences, social services and/or the police being contacted.

2)**Physical and verbal (includes signed) abuse or harassment.** Physical and verbal harassment, including hazing and bullying, is unacceptable behavior at WSD. If something frightening, unpleasant, or illegal is happening in school or in the residence hall, students/ parents should notify a staff member at once so action can be taken to stop this behavior. Such behavior may result in school consequences, social services and/or the police being contacted. Hazing is totally unacceptable.

B) Dress Code.

1. Students are expected to dress in a manner that is neat and appropriate for school or work.
2. Students may not wear clothing that disrupts the educational process.
3. NO baggy pants; pants should be size appropriate and worn at the waist and with a belt when necessary.
4. Holes revealing skin through the jeans are not to exceed two (2) inches in diameter. Non-skin revealing holes may begin after mid-thigh to ankle.
5. NO hats/head covers, head rags (i.e. stocking caps, satin-type or hairdo covers, "do-rags", etc.) unless related to religious, cultural, or medical reasons.
6. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) with writing or pictures that are crude, gang related, vulgar, profane or sexually suggestive, or that contain drug, alcohol or tobacco company advertising, promotions and likenesses, or that advocate a racial, ethnic or religious prejudice are strictly prohibited.
7. Clothing that bears logos, insignia, letters or colors signifying a gang, a crew, violent actions or weapons will not be tolerated.
8. All tops (shirts and blouses) must cover the entire top of the shoulder and completely cover the stomach, chest and back. NO bare midriffs. Tank top shoulder straps exceeding two fingers width may be allowed. No bras should be showing.
9. Shorts and skirts must be size appropriate. Shorts or skirts bottoms must reach the mid-thigh. Tight fitting shorts, short shorts and cutoffs are prohibited. Elementary girls should wear shorts under skirts/dresses.
10. No see-through shirts/blouses, no halter tops, spaghetti strap (cami) tank tops, tube tops, undershirts, muscle shirts, low cut shirts or other tops that expose the midriff or chest.
11. Appropriate footwear must always be worn. Designated classes such as Science, Home Improvement, Work Study, and Physical Education may require additional clothing such as close toe shoes.
12. NO underclothing may be worn as outerwear. NO sleepwear may be worn as school clothing.
13. NO sunglasses may be worn inside school buildings or classrooms. Medical conditions will be honored.

Students are expected to use good judgment and select clothing appropriate to weather conditions. Elementary and Middle school students are required to wear coats and may not wear shorts after November 1st and before April 1st. High School students need to have their vest, hoodie or jacket with them after November 1st and before April 1st.

The school/dorm staff reserve the right to exclude items of apparel or accessories which are deemed harmful, detrimental to the health, safety, or physical well-being of students, damaging to physical facilities, or disruptive to normal school activities.

Students who do not follow the guidelines will be required to report to the principal's office when inappropriate choices have been made. Further decision regarding appropriate wear will be made at the Principal's discretion. Additionally, middle school students and high school students will receive a maximum of one 30 minute detention per day for not following the dress code. Baggy pants below the waist may earn additional detention time. Students may receive additional consequences for non-compliant behavior or unacceptable attitude toward the staff enforcing the dress code.

DIRECTORY DATA/INFORMATION

In order to assist schools in planning for school activities, the Wisconsin School for the Deaf has designated certain student information as directory data/information.

A. Directory Data/Information

1. **The following personally identifiable** data/information contained in a student's educational records shall be considered as directory information:
 - a. Student's name;
 - b. Age;
 - 3) Grade level;
 - 4) Dates of attendance;
 - 5) Participation in officially recognized activities and sports;
 - 6) Weights and heights of members of athletic teams;
 - 7) Student's photograph
 - 8) Student's LEA of residence;
 - 9) Recognitions, honors, and awards received.
- B) **Parents and eligible students** will be notified annually of the Wisconsin School for the Deaf's Policies and Procedures relating to directory data/information as outlined in this policy.
- C) **Parents and eligible students** may request that no directory data/information may be released by completing a Student Directory Information Withhold form. This form is included in the annual enrollment package.
 - a. This form must be submitted to the student's school office within fourteen (14) days of the annual notification of rights (receipt of enrollment forms).
 - b. Such directory data /information relating to the student will not be released without prior written consent of the parent or eligible student.
 - c. The authorization to withhold directory data/information will remain in effect until the beginning of the next school year, or until the parent or eligible student completes the Request to Publish Directory Information form and submits it to the student's school office. The Request to Publish Directory Information is available from the Superintendent's office.
 - d. A copy of the Request to Withhold/Publish Directory Information Form will be placed in the student's cumulative file. The student's name will be placed in WSD's electronic report system indicating the student's status regarding withholding or releasing this information.
- D) **Directory data/information relating to students** no longer in attendance in the District will not be released if a parent of a student or an adult student has indicated that such information shall not be released in the year preceding the year in which the student has left the District.

This provision does not apply to the transfer of students to other schools.
- E) **Unless an authorization to withhold** directory data/information has been signed by the parent or eligible student, directory data/information may be released by WSD only when it relates to educational activities, school-related functions or has a legitimate educational purpose.

ASSUMING RESPONSIBILITY

As a WSD student, you are expected to:

Know or ask questions about WSD policies and procedures.

Respect and obey WSD rules. Follow the Matrix for each assigned area.

Accept the consequences for your actions, behaviors, decisions and choices.

Learn from criticism when you are wrong; grow from praise when you are right.

Respect the views and opinions of other people, even when you don't agree.

Keep your bedroom clean and do your part to keep common areas (lounges, lobbies, school halls, etc.) clean and in good condition.

Take good care of school and residence hall furniture and other property.

Respect other people - teachers, staff, peers and visitors as well as yourself.

Show mature and appropriate behavior on and off campus.

Represent your school in a positive way by cooperating with others and offering help to those who need it.

Improve yourself through participation in class, after school activities, and sports.

Use self-control and ask for help when necessary.

Protect your belongings by keeping your money locked in your room or CCC office, and report vandalism, theft, or suspicious behavior.



HOW TO TRY AND CHANGE THE RULES

If you think a school or residence hall rule is not fair, we strongly encourage you to discuss the following rules in an appropriate manner and listen to other points of view.

Here is the right way to try to change it:

1. Classroom rules - Talk to your teacher about the rule.

Student Life rules - Talk to your CCC-3 about the rule.

School Wide rules – Talk to your designated student body Government representative.

2. If the teacher or CCC-3 cannot help, you may talk to the Principal, Deans of Students, or your Student Body Government representative.

3. **Requests for rule changes** will be presented to your appropriate grade level board for their consideration (i.e. Middle School, and High School) and recommendations will be made to the Director.

4. Please remember that all requests will not be approved. We will try our best to honor each and every request.

MISCELLANEOUS PHONE NUMBERS

The following is a list of campus phone numbers: All numbers are V/TTY unless otherwise listed. The following school personnel are usually available from 7:30 a.m. until 4:15 p.m.

WESP-DHH Director's Office	262-740-2066
Student Life Office (Residence Hall)	262-728-7191
Dean of Students	262-728-7136
Assistant Dean of Students	262-725-0522 (VP)
Director of Pupil Services/Principal	262-728-7131 (V)
	262-725-0260 (VP)
Director of Curriculum and Instruction	262-728-7105
Athletic Director	262-725-0528
Audiologist	262-728-7131
Health Center	262-728-7144 (V/TTY) or 262-728-7168 (Fax)
	262-725-0251 (VP)
	262-394-1217 (VP)
	262-749-6733 (Cell Phone)
Parent Library Loan System	262-728-7158
Parent Staff Association Contact	262-740-2066
Parent Video Tape Loan System	262-728-7127
School Psychologist	262-728-7131
	262-724-8177 (VP)
School Guidance Counselor	262-728-7131
	262-725-0148 (VP)
Behavior Specialist (School)	262-728-7131
	262-806-3710 (VP)
Behavior Specialist (Dorm)	262-728-7179
	262-725-0475 (VP)



The following residence hall personnel are usually available from 2:30 p.m. until 11:00 p.m.

Elementary Floors

Elementary Child Care Counselor 3	262-728-7111 (V/TTY)
	262-725-0112 (VP)
B-3	262-724-8175 (VP)
G-3	262-724-8176 (VP)

Middle School Floors

Middle School Child Care Counselor 3	262-728-7111 (V/TTY)
	262-725-0112 (VP)
B-3	262-724-8175 (VP)
G-3	262-724-8176 (VP)

High School Floors

High School Child Care Counselor 3	262-728-7111 (V/TTY)
	262-725-0112 (VP)
B-4	262-724-8171 (VP)
G-4	262-724-8173 (VP)
Social Worker (Residence Hall)	262-725-0527 (VP)

SCHOOL BUILDING ACCESS

In maintaining a safe school environment, access to school buildings during the school day is restricted to the front entrance of Chesebro Hall. Ring bell/flashing lights in foyer to gain access to the Chesebro Great Hall. Report directly to the school office. All other entry ways will be locked.

VISITOR POLICY

Parents, family members, and other visitors are always welcome at WSD. Please register at the Administration Office. After 4:30 PM please register at the area you are visiting. **While on campus, please wear a Visitors Pass.**

When planning your visit to WSD please contact the school or residence hall **in advance** as the child you want to visit may be scheduled to be off campus for an activity. **Visitors during school hours must be approved by the principal and require being accompanied by a WSD staff person if a background check has not been conducted in advance (DPI Policy).**

Visitors wishing to bring pets into the residential hall must have prior permission from the Deans of Students. Many of the students living in the residential hall have allergies to pets. Visitors bringing pets without permission will be asked to remove their pets from campus.

Visitors will not be permitted in the cafeteria unless approved by the Deans of Students, Principal, or Director ahead of time. During mealtime visitors may not stay in the residence hall unless staff is present.

WSD requests that visitors other than parents and family members adhere to the following:

Visitors will leave campus at 7:00 p.m. unless there is an evening activity such as a play or sporting event. Visitors are expected to leave campus within a half-hour after evening events are completed.

*Visitors must have the principal's permission **in writing** to visit during school hours. Visitors who wish to take a student off campus will require parental signed release forms dictating dates/events. An email may be considered a release form only with a confirmed phone call.*

Court orders are needed on file at WSD when custody or restraining orders prevent visits.

Any visitors wishing to stay past the above listed times must have permission from the Deans or CCC-3's require being accompanied by a WSD staff person if a background check has not been conducted in advance (DPI Policy). The Deans of Students and CCC-3s may ask visitors to leave at any time.

Those who are on the persona non grata list are not allowed to touch campus for any reason. Should you be on this list, please contact the Director of WESP-DHH.

STUDENT ATTENDANCE POLICY

REPORTING ABSENCES

Parents **must** call the school's Student Attendance Coordinator everyday their child is absent unless a planned absence form has been submitted. You can contact her by using the following numbers to report when a student is absent **and the reason why**. For residential student, the same information is needed and the expected time and means of return to school. (If the student is 18, they can call in for themselves.)

Phone/tty: 262-728-7105

VP: 262-725-0451

Text: 262-749-6739

Email: joan.knowlton@wsd.k12.wi.us

In the event that no call was made to school, the Student Attendance Coordinator will call the parent or guardian for an explanation of the student's absence.

Students who arrive to class 1-15 minutes late to class are considered tardy. Students who arrive to class more than 15 minutes into the period are considered absent that period. When a student misses 3 to 6 periods of a day, they will be considered having a half day absence. If it is more than 6 periods of a day, it will be considered a full day absence.

Students will be allowed a maximum of 10 days of absence during the school year. Students exceeding the allotted 10 days may jeopardize their promotion to the next grade level. (See WSD Promotion Policy.) Medical absences of more than 3 days will require a doctor's excuse to be submitted to the attendance office.

EXCESSIVE ABSENTEEISM/TRUANCY

We will maintain daily records about student attendance as required by state codes and rules and will contact parents if we have not heard from them regarding a student's absence. We will report student absences on quarterly grade reports. In the event of excessive absences, we will notify the parent or guardian and the LEA after the 5th, 10th, and 15th day of absence for one academic year in writing.

According to Wisconsin Statutes, Section 118.16(1)c – 118.16(2)(cg), truancy is defined as:

A student is considered truant if he or she is absent without an acceptable excuse for all or part of one or more days during which school is held. By the end of the second day following an unexcused absence, the school must notify the resident LEA and the parent(s) or guardian(s), and direct the parent(s) or guardian(s) to either return the student to school or provide an excuse in writing. Notice must be attempted by personal contact or telephone call first, and may also be made by mail if a personal call or personal contact is unsuccessful.

A student is habitually truant when he or she is absent without an acceptable excuse all or part of five or more days in a school semester. If a student is habitually truant, the school must notify the parent(s) or guardian(s) and the resident LEA that the student is habitually truant in a manner consistent with Wisconsin Statute section 118.16(2)(cg).

EXCUSED ABSENCES

- Illness of the student (doctor's verification may be required)
- Death in the family or family emergency
- Court appearances
- Observance of religious holiday
- Disciplinary action or short-term suspensions
- Medical/dental appointments
- College/post-secondary visitations
- Family vacation
- Other absences that may be excused only at the discretion of the Principal, and with appropriate documentation

UNEXCUSED ABSENCES

- Missing a regularly scheduled bus is an unexcused absence. It is the parent's responsibility to find transportation to school if the bus was missed.(One per semester will be excused.)
- Oversleeping
- Shopping trips
- Babysitting
- Staying home to do homework
- Personal business
- Remaining out of school because student or parent feels it is all right to do so
- Going to bed late because of extracurricular activity
- Anything other than the excused absences

PLANNED ABSENCES

Wisconsin State Law (s.118.15) does not approve students extended absences for vacations or other personal family business. WSD has provided for such absences since WSD students come from various school districts and those districts' recess schedules often differ from that of WSD. WSD's policy encourages family vacations and we recognize that educational opportunities can often be derived from travel experiences. However, specific guidelines must be followed by students and their families to consider an extended absence to be excused:

- Planned absences of one day or more must be pre-arranged one or more weeks in advance of the student's absence. This involves submitting a "Planned Absence Form" or other written and signed notification to the Student Attendance Coordinator one or more weeks in advance of the student's absence from school. Planned absences not arranged following this procedure will be considered unexcused. (The "Planned Absence Form" is located in the Appendix of this handbook or on the WSD First Class email system).
- Students leaving school for absences requested by parents/guardians during the school day must sign out in the principal's office or with the CCC on their floor during residential hours. Students must also sign in upon their return.
- Students will be allowed a maximum of 10 days of absence during the school year. Students exceeding the allotted 10 days may jeopardize their promotion to the next grade level. (See WSD Promotion Policy).

Any questions about planned absences you can call the Student Attendance Coordinator at 262-728-7105 V/TTY. Extended planned absences for medical reasons should also be reported to the Health Center at 262-728-7144 V/TTY.

SIGN IN/OUT PROCEDURES

As the safety and security of our students are among our most important responsibilities, it is necessary to sign out when leaving campus. Students will be released only to parents/guardians, or other properly authorized individuals. These procedures allow us to account for the whereabouts of our students at all times. **Please follow the sign out procedures below:**

DURING THE SCHOOL DAY (7:45am to 3:15pm)

Parents/guardians or others picking up children from school must sign him/her out. You can do this by visiting the principal's office and informing the secretary of your plans and signing out the student on the computer.

DURING THE RESIDENTIAL HOURS (3:15pm to 8:00am)

Parents/guardians or others picking up their children should check in with the CCC for their child's floor. The student or parents will sign out in the floor CCC office.

- If the student arrives late to school, the student and parent must accompany the student to the principal's office and sign in. If a student will arrive alone, the parent/guardian must inform the attendance office of the late arrival.
- If the student will depart from school early, parent/guardian must inform the attendance office in advance of the early departure. If the student will be picked up from the dorm, the dorm and the attendance office need to be informed of this in advance and to the reason why.

MAKE-UP WORK DUE TO ABSENCE

In accordance with State Law, all students will be able to make up missed work due to an absence, excused and/or unexcused, and shall be graded upon the quality of the work. Students shall have the number of days absent to complete this work i.e. three consecutive absences, work must be completed in three school days. An extension of time may be given in special cases at the discretion of the teacher. Work not completed within the specified period will receive a grade of zero. Students are to arrange for work prior to their scheduled absence. It is the student's responsibility to keep track of their absences and to ask each teacher for make-up work.

DURING OFF CAMPUS ACTIVITIES (ATHLETICS, FIELD TRIPS, ETC.)

Advance notification should be given when parents/guardians or others plan to pick up a student during or after a school sponsored off campus activity. Please be sure to inform the teacher/CCC/sponsor or other staff when you are leaving the activity area with your child.

Extended planned absences for medical reasons should be handled through the Health Center. Assignments for these students may be handled in a different manner. (See Planned Absence Form in the appendix).

CAMPUS-WIDE POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT PROGRAM

WSD’s campus-wide disciplinary program follows the Positive Behavioral Intervention and Supports (PBIS) model. PBIS is a systemic approach to proactive, campus-wide discipline that applies evidence-based practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. This approach focuses on “catching the child being good,” utilizing “teachable moments,” redirection, and acknowledging accomplishments as opposed to a punitive format. Negative consequences are built into the program, but the emphasis is on positive outcomes.

There are three levels of PBIS:

1. Universal Supports:

WSD adheres to the following campus-wide behavioral expectations:

SAFE

CARING



RESPONSIBLE

RESPECTFUL

Each behavioral expectation is defined into specific desirable behaviors necessary in each campus environment (dorm floors/classrooms/halls/etc.). Desirable behaviors are taught, re-taught when necessary, modeled, and reinforced. You will see the matrix (chart) below in all WSD environments. It will include WSD universal desirable behaviors in the first two columns and the desirable behaviors specific to each environment in the last two columns.

FIREBIRD PROMISE

Campus Environment Name Here

SAFE	Keep hands, feet, objects, and negative comments to yourself.	Use all WSD/ personal equipment, property, and items correctly.	<i>Desirable behaviors specific to campus environment.</i>	<i>Desirable behaviors specific to campus environment.</i>
CARING	Report to staff any safety concerns.	Be polite, honest, and helpful.	<i>Desirable behaviors specific to campus environment.</i>	<i>Desirable behaviors specific to campus environment.</i>
RESPONSIBLE	Comply with staff requests the first time asked.	Accept responsibility for your behavior and mistakes.	<i>Desirable behaviors specific to campus environment.</i>	<i>Desirable behaviors specific to campus environment.</i>
RESPECTFUL	Use ASL for accessible communication following Bi-Bi philosophy.	Be on time for classes, schedules, appointments, etc.	<i>Desirable behaviors specific to campus environment.</i>	<i>Desirable behaviors specific to campus environment.</i>

Students are reinforced throughout WSD's campus with verbal praise, Firebird coupons, and other positive reinforcements unique to the various campus environments. Students accumulate Firebird coupons for displaying positive behavioral expectations. Firebird coupons are redeemable for items in the Firebird Store, the FBC canteen, the sporting events canteens, or for other items or privileges.

Special activities are planned in the dorm and in school for students who demonstrate exemplary behavior or noticeable improvement. Rewards may vary in frequency and type based on individual and group needs or preferences. Positive reinforcements can range from primary through extended privileges and special recognition as well as simple verbal praise. Quarterly reinforcements will be enjoyed by those students who earn them for displaying overall positive behavior. Dorm reinforcement requires the completion of one community service activity prior to the end of each quarter.

Parents will receive a letter from the Principal to share the "Good News" when students turn in accumulated coupons for positive reinforcements.

2. Supplemental Supports:

When universal supports do not adequately meet the needs of the behavior challenges presented by a student or group of students, supplemental supports are designed to address those behavioral challenges. Supplemental supports for these students include, but are not limited to, individual/group counseling, social skills classes, re-teaching of skills and behavioral expectations, and more frequent recognition of success.

3. Intensive Supports:

When the universal and supplemental supports are not adequate to meet the behavioral challenges of an individual student, intensive supports are designed by a team for these high-need students. These supports include, but are not limited to, Behavior Intervention Plans (BIPs), special classroom and dormitory floor placements, individual/group counseling, community mental health services/medical interventions as arranged by the student's parents, Pupil Services Team interventions, as well as the WSD Crisis Team interventions.

In case of suicide threats, member of the pupil service team will investigate and report their findings. Should suicide intervention be warranted to determine a student is safe, parents will be notified while student remains in school. Should the suicide intervention warrant additional resources, parents will be contacted and given a choice to pick up their child or the child be transported to the local human service agency and/or hospital. The IEP team will re-open the IEP to address safety measures for additional support and documentation

SECLUSION AND RESTRAINT POLICY

The Wisconsin School for the Deaf has instructors trained from the Crisis Prevention Institute (CPI) in Brookfield, Wisconsin to provide for the Care, Welfare, Safety and Security of the students and staff at our facility. All direct contact staff have been trained in CPI's Nonviolent Crisis Prevention Intervention techniques which emphasize providing positive supports for students to de-escalate their anxiety and tensions, provide problem solving, and bring each student to a better place emotionally, thereby preventing the child from entering a crisis state.

Direct contact staff at WSD has been trained in recognizing the levels of behavior present in a crisis experience and the appropriate responses to those behaviors. These responses are intended to diffuse the anxiety and defensiveness experienced by the student, thus preventing a crisis, and providing alternate solutions to the child's problem. However, no matter how well trained the staff; sometimes the child loses all rational control and becomes what is known as an "acting out person" or AOP.

The NCPI approach also uses Nonviolent Physical Intervention techniques when a level of behavior exhibited by a student requires the removal of others in the room or area to provide for their safety. Often the removal of the audience provides an opportunity for the student to calm down, and regain composure. However, when they do not, only as a last resort is the Nonviolent Physical Intervention applied. These techniques parallel the Directives for Restraint and Seclusion mandated by the Wisconsin Department of

Public Instruction (DPI) and 115.787 (2) (i) and 118.305 of the Wisconsin statutes. Nonviolent Physical Intervention is used only as a last resort when all other verbal and environmental interventions have failed and the child becomes an AOP.

It is our intention not to put our hands on students when they are in crisis. Thus, educational or residential time may be lost waiting for a student to make appropriate choices as opposed to forcing them to follow directives. Students in middle school and high school that pose a threat to the safety of themselves or others, or who intentionally cause harm to staff or students, will have police contact made immediately. If a middle school or high school student becomes an AOP prior to the arrival to the police, the NCPI trained instructors will deal directly with the student to insure the Care, Welfare, Safety and Security of everyone involved.

The Wisconsin School for the Deaf aims to provide an environment that is friendly, safe, educational, caring and meaningful for every child. We take that responsibility very seriously. In order to do so for every child and adult in our facility, we are dedicated to providing for the Care, Welfare, Safety and Security of everyone.

When seclusion (removal from classroom, detention, suspension, and timeouts) and/or restraint techniques are used on campus, parents and the school district will be notified.

DISCIPLINARY CONSEQUENCES

Problem behaviors are corrected with redirection and re-teaching of behavioral expectations and providing prompts to encourage positive behaviors.

However, sometimes after students have learned the correct behavioral expectations, they may choose not to apply their knowledge and ignore/break rules. When this happens, these students are interfering with the rights of other students, staff, and programs. These students will be disciplined. When they are disciplined, our goal is for them to understand:

1. The student (you) can make a better choice next time.
2. The student (you) will be reminded of your choice that you made.
3. Staff will have taught and will again teach the student (you) the correct choices to make next time.

A student has the right to tell his/her side of the story to the school staff before discipline is determined. When the student and/or parents disagree with the discipline issued, they have the right to talk to the Principal, Deans, or Director about the action.

SCHOOL CONSEQUENCES

Homework Detention for Upper Elementary and Middle School Students ONLY

Homework detentions are given when students do not complete their assignment by the due date given. The student is given a supervised lunch detention and reports to an assigned area to complete his/her assignments. This detention is not counted as a behavioral infraction. Attention is paid, however, to repeat offenders in order to determine the cause for failure to complete assignments within a timely manner. Students refusing to complete their assignments, or who have forgotten their assignments on purpose are given behavioral detentions which are served after school.

Homework detention will not be given to high school students. High School students arriving to class with unfinished homework will earn a zero.

30 Minute Detention – Tardiness

Students will receive an automatic 30-minute detention for school tardiness when arriving to class without an excused permit. When it appears that a student will be tardy for class, a permit must be written by/obtained from the staff member holding the student for a conference, the health center, or the office.

The permit will state if the student is to be excused or will be unexcused, thus indicating the need for the receiving teacher to issue a 30-minute detention. Tardy detentions will also be issued for visiting during class breaks causing restroom use to be an excuse for tardiness, or arriving to class as the bell rings and requesting the use of the restroom unless the student has received an excused permit from the sending staff member. Three minutes are allowed between each class. This is ample time to attend to personal needs, such as the restroom. Social opportunities are provided at WSD which negates the need for excessive visiting during hall times.

Students must have a pink slip or hall pass to be in the halls during class time. No pink slip or hall pass will incur 30 minute detention.

Detentions – Behavioral Infractions

• Redirection

Students will receive detentions for breaking classroom rules. Students are given “a name” on the board when a behavioral expectation infraction occurs. The staff person in charge of the activity will restate the desired behavioral expectation and continue with the activity. No further consequence is given.

• Re-Teaching Conference

Should the student whose name is on the board continue to misbehave, the student will be given a check mark after his/her name. This check indicates a need for re-teaching of behavioral expectations. A conference between the staff member and the student will be held that day as scheduled by the staff person. The student will be given a slip of paper indicating that he/she must attend a conference with the staff person to re-teach behavioral expectations. Failure to attend this conference will result in a 30 minute detention.

• 30 Minute Detention Issued

Once a student’s name and one check has been written on the board for redirection and a rule infraction, indicating the need for re-teaching, another check mark will be placed next to his/her name if inappropriate behavior continues. A second check indicates a 30 minute detention. The student will report to the detention area after the re-teaching conference has been successfully completed.

• 60 Minute Detention Issued

A third check is a 60-minute detention which the student will report to after successfully completing a conference with the teacher. Students will complete emails or letters to their parents indicating the reason for their misbehavior during their detention. If inappropriate behaviors continue within the same class period, the student is removed from the classroom to the office.

Students requiring immediate removal from class to the Principal’s office due to severe behaviors will automatically receive either a 60-minute detention from the Principal or other discipline as determined appropriate by the Principal.

Modified Detention Program for Lower Elementary Students:

Lower Elementary Consequences:

- (1) Name on Board = warning
- (2) Name and Check = re-teaching
- (3) Name and two Checks = 10 minute detention
- (4) Name and three Checks = 20 minute detention

Detention Policies:

1. Detention begins once the student arrives in the detention area. The student will be given a permit (pink slip) once his/her detention has been completed for dismissal to the dorm. When the entire

detention time cannot be served in one day, the student will return to the detention area to complete his/her time the next day the student attends school.

2. During detention, students must inform their parents the reason they received the detention, who gave them the detention, and how long (30 or 60 minutes) a detention they must serve. Detention monitors will assist students to inform their parents by email, or other means necessary. The Principal and designated parties are copied (cc) in these emails. The Principal will send follow-up letters to parents and LEAs inform them of each detention administered to their child.

3. Lower elementary students will serve their detentions during 10th period recess. Day students will serve their detentions during lunch time unless arrangements are made with the parents for after school pick up. Students will email or write letters to their parents/guardians in detention indicating the reason for their misbehavior.

4. Students who refuse to attend detention will have their detention time doubled. When a student accumulates 240 minutes of un-served detention time within a quarter, the student will serve ½ day of in-school suspension. Students cooperating during in-school suspension will be excused prior to lunch instead of eating lunch in the I.S.S. area. The second and third accumulations of 240 minutes of un-served detention time within a quarter, the student will serve a full day of in-school suspension for each. Finally, a fourth un-served detention accumulating 240 minutes within a quarter will result in home suspension. Parents will receive a letter each time their child is placed in detention or in-school suspension.

5. Students who receive six or more detentions in a quarter will have a behavioral staffing to address PBIS modifications needed for the student. Should this modification prove ineffective, the IEP will be reopened to address an individualized behavior program to be added to the student's IEP.

6. In the fall, detentions will be given starting the first day of school for all students.

7. Detentions will be given and served during the last week of school. Detentions not completed at this time will be held over until the first week of school the following year.

8. Students may request postponement of a detention to attend after school activities or field trips. Postponement of detentions will be at the principal's discretion, with no more than 3 postponements per student per year.

9. Students receiving detentions prior to leaving for a field trip (Brewers Game, for example) will not attend the trip in order to serve the detention after school, if the trip departs prior to completion of the detention. Therefore, students must follow behavioral expectations to participate in field trips! In certain circumstances, field trip fees cannot be refunded.

10. Students will begin with a clean slate at the start of each quarter. A detention or resulting suspension from un-served detentions may be carried over from one quarter to another if circumstances do not permit completion within the quarter the consequences were earned.

In-School Suspension:

Students may be placed into in-school suspension for severe behaviors by the Principal and/or disciplinary team. While students are in the in-school suspension room, they will be given work to make-up work from missed classes to turn in the following day. Make-up assignments will be collected and delivered to ISS.

1. If students are removed from class to the suspension room, length of time served is determined by the principal and/or disciplinary team.
2. Postponements of in-school suspensions and home suspensions will not be considered.
3. Teachers are required to provide work for students in ISS. When students have completed their assignments, they will be given appropriate social skill assignments to complete instead.
4. Students placed in ISS by the principal as a result of being removed from class or for zero tolerance behaviors are subject to home suspension at the principal's discretion at any time.
5. Students will be placed in in-school suspension when awaiting departure to serve a home suspension.
6. The Principal will send letters to parents and LEAs informing them of each in-school suspension administered to their child.

Modified In-School Suspension for Elementary students:

Lower Elementary:

Name and four Checks = sent to principal's office, one period of in-school suspension.
 Zero tolerance = ½ day of in-school suspension or home suspension

Upper Elementary:

Name and four Checks = sent to principal's office, two periods of in-school suspension
 Zero tolerance = ½ or full day of in-school suspension or home suspension

Home Suspension:

Students whose behavior warrants home suspension may be assigned up to five days suspension as determined by the principal.

1. Length of suspension will be determined on an incident-by-incident basis. The consequence will be appropriate to the severity of the share of blame in the incident. The parent will be notified to pick up the student.

Homework should be collected prior to the leave for suspension. Students will be permitted the same number of days as accrued in the suspension to complete their assignments. At that time, incomplete assignments will earn a zero.

2. A member of the WSD Disciplinary Team will make immediate contact with parents and LEAs concerning home suspensions. The Principal will send a follow-up letter to parents and LEAs informing them of each home suspension administered to their child. This letter will include information about the scheduling of a re-entry meeting.
3. During the home suspension, a re-entry meeting (preferably in person) will take place as arranged by the school psychologist, with the student, parent, LEA representative, pupil service team member, case manager, dorm staff and respective administrator in preparation for return to school. Re-entry meetings will include discussion of the student's behavior, review of his/her IEP, and possibly a manifestation determination. Individualized behavior plans may be warranted as a result of the IEP review. Re-entry meetings are necessary to insure supports are in place to assist the student in addressing his/her behavior issues.
4. When seclusion (removal from classroom, detention, suspension, time-outs) and/or restraint techniques are used on campus, parents and the school district will be notified.

DORM CONSEQUENCES

The Wisconsin School for the Deaf Student Life Staff has the goal of establishing an atmosphere throughout the residential program which will ensure children feel safe, secure, and happy and in addition have the opportunity to mature and grow into independent, responsible young adults.

Natural Consequences:

The program specifies rules that cover the behaviors we expect from our students on their assigned floor. The program also states that students who break the rules will receive natural consequences that directly relate to the unacceptable behavior; such consequences may include loss of specific privileges. Students who follow the rules will maintain program privileges that have been established for them. Privileges and consequences are determined following PBIS guidelines.

In-Dorm Suspension:

1. Students may be placed into in-dorm suspension or home suspension for severe behaviors at the discretion of the CCC3s, Behavior Specialist, and the Deans of Students. While students are in the in-dorm suspension room, they will be given the opportunity to do homework. It is the student's responsibility, however, to bring the work and necessary items with them to the IDS area.

2. Students placed in IDS by the administration as a result for zero tolerance behaviors are subject to home suspension at the administrator's discretion at any time. Home Suspensions require a re-entry meeting.

Postponements of in-dorm suspensions and home suspensions will not be considered.

3. The Deans of Students or the Behavior Specialist will send letters to parents and LEAs informing them of each in-dorm suspension administered to their child.

Home Suspension:

1. Students whose behavior warrants home suspension may be assigned up to five days suspension as determined by the Deans of Students.

2. The Deans of Students will make immediate contact with parents concerning home suspensions. A follow up letter will be sent to parents and LEAs informing them of each home suspension administered to their child. The school psychologist will contact necessary persons with information about the scheduling of a re-entry meeting.

3. Length of suspension will be determined on an incident-by-incident basis. The consequence will be appropriate to the severity of the share of blame in the incident. The parent will be notified to pick up the student.

4. During the home suspension, a re-entry meeting (preferably in person) will take place with the student, parent, LEA representative, pupil service team member, case manager, and respective administrator in preparation for return to school. Re-entry meetings will include discussion of the student's behavior, review of his/her IEP, and possibly a manifestation determination. Individualized behavior plans may be warranted as a result of the IEP review. Re-entry meetings are necessary to insure supports are in place to assist the student in addressing his/her behavior issues.

ZERO TOLERANCE BEHAVIORS

Wisconsin School for the Deaf will continue to provide zero tolerance/bullying assemblies at least twice a year. All students are mandated to attend these assemblies. Failure to attend these assemblies will warrant a follow up from a pupil service team member.

Students exhibiting zero tolerance rule violations will receive suspensions along with other possible interventions or consequences. The school Director has empowered the Deans of Students and Director of Pupil Services/Principal to act on his behalf for behavior that warrants suspension. The behaviors

identified below are unacceptable and will not be tolerated. Such activities may result in counseling, loss of privileges, disciplinary action, suspension and/or referral to the police for law/ordinance violations.

FIREBIRD PROMISE

ZERO TOLERANCE

SAFE	No person will possess, give, sell, buy or use illegal drugs , alcohol, harmful substances, look-alike drugs, or paraphernalia. All prescription and non-prescription medications will be kept in the WSD health center.	No person will possess a firearm, explosive, firecracker, knife, lighters, or any other weapon on campus or at school related events. Look-alike toy weapons are permitted only with direct adult supervision.
CARING	No person will discriminate against others on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, age, sexual orientation/preference, marital or parental status or disability.	No person will take, or remove personal or school property without permission. Theft/stealing is against the law.
RESPONSIBLE	No person will engage in action that breaks laws or ordinances of the US, WI, or city of Delavan.	No person will gamble in any form on campus.
RESPECTFUL	No person will engage in sexual contact between individuals with or without consent. No person will possess/view pornographic sites, magazines, books, videos, pictures, or other materials.	No person will physically and/or verbally abuse, bully or harass another individual or individuals. Hazing is totally unacceptable.

1. Physical aggression, bullying or physically threatening behavior:

will result in immediate removal from the classroom and/or residence hall. Depending on the nature of the incident, a student may receive a consequence ranging in severity from a detention to a suspension for up to five days and/or police contact. If a student becomes physically aggressive and/or threatens the safety of themselves or others, WSD Crisis Team staff trained in Non-violent Crisis Prevention Intervention techniques will assist the child in regaining composure and control. The use of approved physical restraint by trained, certified staff may be necessary to prevent injury to the student or other individuals in the environment. Physical restraint holds are used only as a last resort and follow the Wisconsin DPI directives for seclusion and restraint.

2. WSD will search rooms, lockers, and vehicles:

parked on campus at any time if WSD believes the health, safety, welfare, or security of the students and staff members are threatened. WSD will also use room, locker & vehicle searches on campus for illegal substance or look alike drugs as defined by state law including the use of drug sniffing dogs from the Walworth County Sheriff's Department. Searches may be campus-wide.

3. Boyfriend/girlfriend relationships:

are restricted to the same grade level departments (high school with high school, middle school with middle school). Elementary students are encouraged to develop age appropriate friendships only. Dating between high school and middle school students is not permitted under WSD supervision. Should middle school and high school show interest in dating each other, staff should notify parents as a courtesy.

Students are expected to respect the requests of staff/adults to refrain from excessive displays of affection. Non-compliance to such a request will result in an appropriate consequence.

4. All staff members are mandated reporters:

of suspected child maltreatment or sexual contact, consensual or otherwise, occurring on or off campus, to social services and law enforcement. If the parent is not the suspected abuser, PST will notify the parents.

5. WSD is a tobacco free environment:

Students who are 18 years old and older may use tobacco products off campus only before and after school and during lunch recess with permission. Eligible students will keep tobacco products/lighters in the high school and/or dorm floor office. Eligible students will use the East driveway entrance. Wisconsin state laws forbid people under the age of 18 to use any tobacco products. The local police department may fine users under 18. Eligible persons who provide tobacco to minors will face an appropriate disciplinary action and will be reported to the police.

Disciplinary guidelines assist staff to maintain consistency in administering discipline to students. These guidelines are explained to students each year to insure that students know and understand these guidelines. Additionally, by signing and returning the receipt form in the back of this handbook, parents acknowledge understanding of the WSD Positive Behavioral Intervention and Supports program and the discipline policies outlined above.

BULLYING POLICY

Introduction

The Wisconsin School for the Deaf strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Wisconsin School for the Deaf will continue to provide zero tolerance/bullying assemblies at least twice a year. All students are mandated to attend these assemblies. Failure to attend these assemblies will warrant a follow up from a pupil service team member.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone, videophone, using the internet or other technological devices – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property, technological devices, and educational environments, including any property or vehicle owned, leased or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to Marla Walsh, WSD Principal/Director of Pupil Services, or Polly Slappey, WSD Behavior Specialist.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to any member of the WSD staff.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the investigator of the report.

Any school campus official receiving a report of bullying shall immediately investigate the report. Should difficulty ensue, staff should notify a school campus employee to follow up with the investigation of the report. The following school employees have been identified as the second-tier investigators and/or disciplinary team:

Administration
Principal
Behavior Specialist
School Psychologist
Social Workers
School Guidance Counselor
Psychological Services Assistants

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action on a case by case basis.

Procedure for investigating reports of bullying

The persons assigned by the school, athletic staff, ECA staff and/or dorm to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Should the situation warrant further investigation, tier-two reporters will be notified. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration may take disciplinary action, including but not limited to: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled at the Wisconsin School for the Deaf, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The WSD will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

NOTIFICATION OF BEHAVIOR RECORDS

Each school district must adopt rules specifying the content of pupil records and how long pupil records will be maintained. A student's progress records must be maintained for at least five years after student ceases to be enrolled. Please note this is a minimum retention period, Wis. Stat. sec 118. 125(3).

A student's behavioral records may be maintained no longer than one year after the student graduates or otherwise ceases to be enrolled, unless the parent or adult student specifies in writing that the records may be maintained for a longer period of time. Please note this guidelines is permissive maximum period of time these records may be maintained, Wis Stat. sec. 118 125(3). See question #34 related to retention of special education records for audit purposes.

SCHOOL SECTION

Academic Awards

Students at all grade levels will be recognized during quarterly academic awards programs. Recognition will be given to High Honors, Honor Roll, Perfect Attendance, and Positive Behavior students.

Academic Honesty Policy

Cheating and plagiarism are not permitted and will earn consequences. Cheating will receive an automatic zero for the assignment. Additional consequences may be decided by the classroom teacher.

For plagiarism, student will earn a Zero for the assignment that they were caught plagiarizing.

- Elementary and middle school teachers will decide appropriate consequences.
- High school students will be required as determined by their high school teacher to write a paper or present verbally to their class regarding their academic dishonesty. If a high school student plagiarizes a second time, the student will receive a zero in that class for the entire quarter.

Cell Phones, Smartphones, and other Communication Devices

Cell phones, Smartphone's, and other such devices may not be used during the school day with the exception of the 7th period lunch. Cell phones may not be used in the hallways during breaks. Student can use their phones before school, at lunch, and after school only. These devices may be accessed during the lunch period for high school students only. These items should be stored out of sight or they will be confiscated and turned in to the school office. Students may request return of these devices at the end of the school day. Students who do not comply with these rules will be given an appropriate consequence.

Classroom teachers may utilize these devices with students in the classroom for educational purposes only. In order to leave the classroom during the class period, the student must turn over the phone to the teacher.

Selfies and the use of video communication (videophone/FaceTime/etc.) must not include other students in the background without their consent or knowledge. When taking a selfie, the student must be considerate of the property of Wisconsin School for the Deaf. Neutral backgrounds are strongly encouraged in order to avoid potential ramifications/consequences of using school/dorm property or student/staff without their consent.

Curricular Offerings

Students at WSD have the opportunity to enroll in classes that meet their individual needs. These classes are available in the academic, vocational, and adaptive education areas.

In addition to the classes offered at WSD, student may participate in mainstreaming opportunities offered through the Delavan-Darien school district or high school students may participate in classes offered through the Youth Options Program. Both sites provide interpreters, however, there is a fee charged to the school's home school district for mainstreaming participation. Fees are based on the numbers of classes the student enrolls in.

Appropriateness of WSD students attending other schools will be determined at the student's IEP meeting. A student who is considering mainstreaming or the Youth Options program must contact the high school guidance counselor to discuss options, course offerings, and deadlines for registration.

Distractions

In emergency situations, WSD staff will assist students with calls. Distracting items (phones, pagers, headphones, radios, laser lights, or other) will not be allowed into classrooms. Distracting items brought to school will be confiscated and returned to students at the principal's discretion. Confiscated items will be kept in the school office. Skateboards or skates are not allowed during school hours.

H.S. students must use library hall to gain access to science rooms or vocational building. High School students are not allowed in the middle school lower Pie Hall. In order to gain access to the vocational building, high school students are still not allowed in the middle school lower Pie building hallway and must route through the library.

Driver's Education

Driver's education is offered as an elective with sophomores receiving priority placement into the class. WSD collaborates with CESA 2 in providing instruction by a WSD teacher using the CESA 2 driver's education online curriculum. The cost for the online course is \$175.00 payable to CESA 2. Upon payment, CESA 2 provides access to the curriculum via a password assigned to the student, parent, and WSD driver's education teacher. Students complete this online curriculum daily during the WSD class period appearing on the student's schedule. WSD's driver's education teacher provides additional classroom instruction, monitoring online test taking, facilitating the steps to completing the course, application for instructional permits, and assisting with arrangements for behind the wheel instruction. Students wishing to schedule behind the wheel with CESA 2 can do so for an additional fee of \$250.00 payable to CESA 2. All CESA 2 online driver education instruction requirements and procedures are strictly followed.

Electronic Devices on Field Trips

Use of radios, cell phones, Smartphone's or other electronic devices is not permitted on field trips unless approved by the Principal or Deans of Students. Students may use non-phone cameras on trips provided they are used appropriately.

Elevators

Students must receive prior authorization from the school staff to use the school elevators.

Exam Policy

Planned absences are not permitted during exam days. Teachers administer semester exams during the final class periods of each semester. The weight of exam grades in calculation of quarter and semester grades will be shared with students prior to administering of exams.

Fees

For all students that are accepted (placement at WSD has been determined) at WSD, student fees are collected during Registration Day and various points in time during the school year.

Be prepared, upon registration or enrollment/acceptance to WSD, to pay the following accounts (cash or check). This fee is non-refundable and pays for items, such as those listed below, which are not provided by state funds:

- Extracurricular activity costs (organizations, clubs, etc.)
- Wisconsin Times Subscription
- Athletic Pass (funds used to purchase student awards, hire officials, and cover miscellaneous expenses. The fee also permits students to attend WSD athletic events without having to purchase individual tickets)
- Physical Education shirts and shorts
- Small shop activities
- Home Economics projects
- Hearing aid batteries, cords, etc.

Total: \$115.00 (\$57.50 for PK & K students) payable to WSD

(If you are unable to pay the fee all at once – the business office will work with you to arrange payments)

Final Exams

All high school students in grades 9 through 12 will take semester exams. These exams will contain cumulative course content for each semester. Final exams will be administered during the regularly schedule class period at the end of each semester.

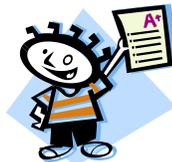
Fundraising

Fund raising projects on campus shall be limited to WSD fundraisers only. Staff sponsors must complete the fundraising form and submit to their supervisor for approval. Approved fundraising events will be added to the fundraising calendar.

Grading Policy

The WSD grading policy adheres to the following grade values:

A+	97-100%
A	94-96%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	60-63%
F	59% and below



Homework Completion Policy

All homework assignment must be completed and turned in on time. Upper elementary and middle school students arriving to class with unfinished homework will be given a homework lunch detention supervised by academic staff. High School students arriving to class with unfinished homework will earn a zero. It is your responsibility to do your very best in all of your schoolwork and tests.

Locker Policy

High school students will be given one locker to maintain for the duration of their high school years. It is their responsibility to take care of the same locker throughout their high school years. They will be given a lock and a combination code to remember. The lock must be on the locker. The padlock cannot be removed or stored in a safe place. Should they forget the combination, they will communicate with the office secretary. Their lockers are subject to locker searches per zero tolerance behavior policy. Should a student require a locker change with a valid medical or personal reason, they will communicate with the high school principal their request. The high school principal will have the final say on changing locker placements prior to graduation. Upon graduation, the student will be responsible to clean out his/her locker and turn in the lock to the secretary will be responsible for reimbursement of lost padlock or personal damages to the locker. Unpaid fees resulting from locker or padlock damage may result in withheld diploma until paid in full. Student may file a request to waive damages based on extenuating circumstances. The high school principal will make the determination based on this request.

Mainstreaming

WSD also offers mainstream classes at Delavan-Darien elementary, middle school, or high school. If a student desires to take one or more classes in the Delavan-Darien system they must have prior agreement from their own school district. Delavan-Darien charges back to the home school district the cost of interpreters and tuition. This cost varies depending on the overall number of WSD mainstreaming students and the number of interpreters needed.

WSD offers this option because Delavan-Darien offers classes not offered at WSD and because some students desire the option of attending part of the school day in a mainstream program. Appropriateness of WSD students attending other schools will be determined at the student's IEP meeting. A student who is considering mainstreaming must contact the high school guidance counselor to discuss options, course offerings, and deadlines for registration.

Peer Tutors

High school students who have 3.0 GPA or higher in a subject area may assist younger students in understanding and completing their homework. This is scheduled on an as needed basis via the work study coordinator.

Promotion Policy

In compliance with Wisconsin Statutes 118.30, WSD students must meet the following promotion criteria to qualify for promotion from one grade level to the next.

1. Academic performance of a cumulative 2.0 grade point average (GPA) or better must be achieved in grades 3 through 8. It is recommended that students in preschool through 2nd grade must achieve a yearly average score of satisfactory or better in four or more of the six academic subject areas appearing on their report cards. These scores will be calculated at the end of the 3rd quarter during the student's current school year. High school students must pass classes with a 60% or better to earn credit. Failure to do so requires retake of courses to meet graduation credit requirements.

2. Attendance of 170 school days or more during the current school year is required. This is the equivalent of 10 days allowable absence during the school year. (See the WSD planned absence policy for attendance/truancy explanations).

3. Increase in academic performance on at least one formal assessment (i.e. MAP, SBA, PALS, etc.).

Board Recommendations:

In the event a student does not meet all of the promotion requirements of the grade level for his/her current school year, a student may still be eligible for promotion based on the recommendation of the WSD department boards. The elementary, middle school, and high school department boards will meet to discuss and determine recommendation for promotion of students from within their respective departments. Adaptive Education Department staff will participate in board recommendations as appropriate. Board recommendations will be based on majority ruling. When WSD promotion criteria have not been met, the department board will consider the following performance indicators in recommending promotion or retention.

1. Receipt of passing scores in specified subject areas.
2. Development of a portfolio that illustrates proficiency and growth.
3. Attainment of model academic standards.
4. Verification of student's ability to be successful at the next level of education.
5. Testimony to a student's success in class work, co-curricula's, community service hours and reflection.
6. Completion of a specified course of study through summer school.

Retention:

The purpose of retention is to correct a student who is academically unsuccessful resulting from low achievement, poor attendance, lack of social and/or physical maturity, refusal to meet course/curriculum requirements, or low motivation, with the goal of being potentially beneficial to the student being considered.

In cases of retention, a meeting with the student's parents and school district will occur to discuss the basis of the retention. A retention documentation form will be completed and kept in the student's cumulative file.

Related Services

In addition to school classes, WSD offers other services to students. The services include school psychology, guidance and counseling, school social work, social skills training, sign language, speech and language, occupational therapy, physical therapy, and audiology.

Students may request services from any of the above areas. If a student is having a problem or needs to talk with someone other than a teacher, CCC, or administrator, they may make an appointment with the school psychologist, school guidance counselor, or school social worker. To make an appointment, see a program assistant in the principal's office or the residence hall office. The program assistant will help you make an appointment. The audiologist can help you with your hearing aids. You will need to make an appointment with him. Please try to make your appointments during study hall or other non-class times.

Schedule Changes – Add/Drop

Classes may be added or dropped during the first two weeks of each semester. Students must meet with both the school guidance counselor and the principal to determine the appropriateness and/or feasibility of the request. Teacher and parent input will also be obtained. No changes will be made to students' schedules after the second week of the semester. Schedule change requests will not be considered on a quarterly basis.

Scholarships

The WSD guidance counselor will post and publish all scholarship information obtained through the guidance office and share this information with students in the Futures Planning classes. However, students and parents are encouraged to actively pursue scholarship information from the WSD guidance counselor, organizations, and internet sources. Unlimited scholarship possibilities exist upon student initiative and application.

Students are selected for scholarships and awards by organizations based on completed application information, interviews, and organization criteria.

NOTE - Please contact the school guidance counselor for any questions regarding scholarships.

Valedictorian & Salutatorian Selection Process:

- A. Valedictorian GPA must be a 3.5 or above based on their four year record in high school. *
Salutatorian GPA must be a 3.0 or above based on their four year record in high school. *
- B. The candidates will be of good character.
- C. The candidates will demonstrate good citizenship.
- D. The candidates will demonstrate school service and participation in school activities.
- E. The candidates will demonstrate positive leadership.
- F. A minimum of two of the four years of high school are required to be in attendance at WSD. Two years of grades from a transferring school will be accepted in GPA calculations.
- G. If there are more than one candidate that have met (A) and (B) listed above, there will only be one valedictorian and one salutatorian selected by the High School Board.

* The guidance counselor will provide the High School Board with the names of students who qualify by GPA for each honor no later than two weeks after the end of the 3rd quarter. The High School Board will be responsible for final selections.

School Wide Assessments

Standardized tests are designed to measure academic achievement in core curricular areas. WSD teachers administer a number of informal assessments to guide, monitor, and tailor instruction. Scores on assessments (both formal and informal) are used among several criteria for advancing students from one grade to the next. Other criteria include classroom academic performance, teacher recommendations based on academic performance, and any other criteria as specified (see Promotion Policy – pg. 30). Individual student's IEP teams determine whether a student should participate in any of the required formal assessments.

Federal Law as well as Wisconsin State Statutes requires students to be tested in certain areas at certain grades.

Phonological Awareness Literacy Screening - PALS (grades 1 – 2)

Phonological Awareness Literacy Screening - PALS (grades 4k – K)

Aspire (9th grade)

Wisconsin Knowledge and Concepts Exam - WKCE/Wisconsin Alternate Assessment - WAA (Science & SS; 4th, 8th, 10th)

Access/ELL

ACT Plus Writing (11th grade)

ACT WorkKey (11th grade)

Smarter Balanced Assessment (ELA & Math; grades 3 – 8)

Dynamic Learning Maps (ELA & Math; grades 3 – 8)

Aspire (9th & 10th grade)

PALS (grades 4K – 2)

MAP online assessment in the areas of English/Language Arts and Math:

Videophones and PAV Units

WSD has a number of videophones in both the school and dormitory for staff and student to use. In the dorm, students must sign up for the videophone use. Students are allowed to use the school videophones/PAV Units only at the discretion of the school Principal.

Work Study

Students may choose Work Study as an elective course after successful completion of the Employability Skills class. Birth Certificate and Social Security are required for documentation purposes in order to apply for Work Study. The following Work Study policy applies:

1. Students will earn .5 credits per successfully completed semester of Work Study.
2. The first quarter that a student is enrolled in Work Study will be classified as a “Job Shadow.” Students will NOT be in paid status for this quarter. Students will receive both credit and pay for each successfully completed quarter of Work Study following the “Job Shadow” quarter.
3. All Work Study students are required to complete 1,655 minutes of work per quarter. This amount allows students to miss 5 periods of work per semester without having to make up missed work time. If the student misses more than 5 periods of work for any reason, he/she will have to make up missed work time on campus either before school, during the lunch period, or after school. Students are not permitted to make up work time during study hall or other scheduled class periods. Students who do not make up missed work time will receive a failing grade for Work Study and will not earn credit.
 4. Students failing Work Study during one quarter will revert to “no pay” status for the following quarter. They will remain in “no pay” status until they pass Work Study the following quarter.
 5. In the case work study occurs after school hours – the student living in the residential hall will be responsible in coordinating transportation with the residential hall staff
 6. Work study coordinators facilitate student completion of after school work approval form. This form ensures work study coordinator, residential staff, principal, parents, and work supervisor are aware of work activities, work location and transportation arrangement.
 7. Student must complete and submit time sheets to work study coordinator.

Youth Options

WSD provides Youth Options class(es) for those interested. There is no fee charged to the parents for their child’s participation as the Youth Options program pays tuition when approved by the school district. For an application to this service, please contact the WSD IEP coordinator. This process must also be approved through the IEP process and the home school district. The technical college charges the home school district for the cost of interpreters.



GRADUATION REQUIREMENTS

In compliance with Wisconsin Statutes 118.30, DPI Policy IKF, and the Wisconsin Model Academic Standards, WSD students must meet the following graduation criteria to qualify for the WSD diploma. The WSD publication “WSD Program of Studies” is available for course descriptions and further explanation of graduation requirements. Please call 262/728-7131 to request a copy from the WSD Guidance Office.

Students with excessive absenteeism must obtain permission from the High School Advisory Board in order to graduate.

Student must pay off all student expenses (included but not limited to school fees, damages, or athletic fees) in order to obtain graduation diploma. Students will still be eligible to march and participate in graduation but will not receive their official diploma until all expenses are paid.

A. Credit requirements:

A student must accumulate a minimum of 24.5 credits to graduate from WSD. Individual student’s credit information can be obtained from the WSD guidance counselor. Credits required to graduate with a WSD diploma include:

AREA	Credits Required	9 th Grade Class Credits	10 th Grade Class Credits	11 th Grade Class Credits	12 th Grade Class Credits
LANGUAGE ARTS	8.0	Language Arts 2.0	Language Arts 2.0	Language Arts 2.0	Language Arts 2.0
HEALTH	0.5	Health 0.5			
MATH	3.0	Math 1.0	Math 1.0	Math 1.0	
PHYSICAL EDUCATION	1.5	PE 1.0	PE 0.5		
SCIENCE	3.0	Science 1.0	Science 1.0	Science 1.0	
SOCIAL STUDIES	3.0	Social Studies 1.0	Social Studies 1.0	Civics and Social Studies 0.5 0.5 (can be taken now or as a	Social Studies 0.5 (if not taken junior year)

				senior)	
REQUIRED COURSES	5.5	Microsoft Applications 0.5 Investigating Self Identity 1.0 ASL I 0.5	Employment Skills 0.5	Future's Planning I 0.5	Deaf Studies 0.5 ASL II 0.5 Consumer Education 1.0 Future's Planning II 0.5
ELECTIVES	0.0	Electives up to 2.0	Electives 2.0	Electives 3.0	Electives 3.0
TOTAL	24.5	8.0	8.0	8.0	8.0

Students who follow modified programming are required to complete only the required courses listed in bold. The other required electives are addressed throughout other parts of their curriculum.

Some of the required electives are dependent upon a student receiving a WSD diploma. They will be reviewed based upon when a student has joined WSD. This will be determined on an individual basis.

Students who wish to obtain their local school district diploma will have their credits reviewed by their local school district. Diploma choice must be determined at the earliest IEP meeting during the student's high school program. Changes in diploma choice cannot be made after the student's junior year, unless, approved by the student's IEP team.

Computer class is a state requirement and needs to be taken some time during high school for all students regardless of which diploma they receive.

B. Academic Performance:

High school students must pass classes with a 60% or better to earn credit. Failure to do so requires retake of courses to meet graduation credit requirements.

C. Attendance:

Attendance of 170 school days or more during the student's senior school year is required. This is the equivalent of 10 days allowable absence during the school year. (See the WSD planned absence policy for attendance/truancy explanations). Parents must contact the school every day their child is absent at home, unless a planned absence form has been submitted to the school. Students will be documented as unexcused on school records when parent notification is not provided for absences.

D. Board Recommendations:

In the event a student does not meet all of the graduation requirements during the senior school year, a student may still be eligible for graduation based on the recommendation of the WSD High School Board. The High School Board recommendations will be based on majority ruling. Adaptive Education Department staff will participate in board recommendations as appropriate. When WSD graduation criteria have not been met, the HS Board will consider the following performance indicators in recommending graduation or retention.

1. Receipt of passing scores in specified subject areas.
2. Development of a portfolio that illustrates proficiency and growth.
3. Attainment of model academic standards.
4. Testimony to a student's success in class work, co-curricula's, and community service hours as well as reflection.
5. Completion of a specified course of study through summer school.

E. Community Service:

Wisconsin School for the Deaf students are required to complete 32 hours of community service during their 9th through 12th grades (prorated at 8 hours per high school year).

Students completing **more than 32** community service hours will receive a gray cord to be worn at graduation and a community service seal on their diploma.

Community service activities must be documented on the Community Service Verification Form (page 48) and must contain the signature and contact information of the community representative supervising the activity. Completed forms must be submitted to the WSD social worker for prior approval and final verification. Cases of denial can be appealed to the High School Board. Activity requirements must:

- a. directly benefit a community
- b. be unpaid volunteer activities
- c. approved by the WSD social worker
- d. not be conducted under the supervision of a family member

Two weeks prior to graduation will be considered the deadline for completing all community service hours and the community service reflection form. Student will not receive an official diploma until all community service hours are verified and the reflection form is completed and submitted.

Student must complete all community service hours and Community service reflection form in order to obtain official graduation diploma.

Diploma Eligibility

A student who has not achieved WSD graduation policy criteria is ineligible for a WSD diploma. Such a student may return to WSD until the age of 21 to receive remediation for low achievement, poor attendance, lack of social and/or physical maturity, refusal to meet course/curriculum requirements, or low motivation.

A meeting with the student's parents and school district will occur to discuss the basis of the student's ineligibility for diploma. Documentation of ineligibility will be completed and kept in the student's cumulative file.

Students who wish to obtain their local school district diploma will have their credits reviewed by their school district. Diploma choice cannot be made after the student's junior year, unless approved by the student's IEP team.

Diploma Options

Students may opt to earn their home school district diploma rather than a WSD diploma while in attendance at WSD. Should the student prefer to graduate with his or her own local school district diploma, the student needs to meet the graduation requirements for their specific school district. The decision to grant a local school district diploma is up to the local school district. Students will be required to satisfy the graduation criteria identified in the school district graduation policy. Diploma choice must be determined at the earliest IEP meeting during the student's high school program. Changes in diploma choice cannot be made after the student's junior year, unless approved by the student's IEP team. The deadline for declaring pursuit of a WSD diploma is the end of the student's junior year to allow for diploma printing.

Participation in Graduation and Senior Activities

Students will only participate in the graduation ceremony and senior activities during the school year in which they have met all the graduation requirements.

Students returning to WSD to attend the STAR program (Student Transition to Adult Real world) will have already participated in their graduation and senior activities, although they may have not completed all

their graduations requirements. They will not have received their diploma during the graduation ceremony.

Behaviors including but not limited to excessive absenteeism may prevent students from participating in the WSD graduation ceremony as determined by the HS Advisory board.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES SECTION

Participation Policies

GPA will be calculated on a quarterly basis for all students in grades 6 through 12. Students who maintain a GPA of 2.0 on a quarterly basis will be permitted to participate in athletics and extracurricular activities. Students whose GPA's fall below the established 2.0 average at quarter's ends are ineligible to participate in athletic competitions or extracurricular activities for 10 consecutive school days. Students improving their grades and raising their GPA to 2.0 or above during this 10 school day period may resume participation in athletic competitions and extracurricular activities. Students not attaining the 2.0 GPA during the 10 school day period may not participate in athletics or extracurricular activities, in any way, for the rest of the quarter. Eligibility can be reinstated with completion of certain summer school requirements with prior approval from the Principal.

The individual coach, athletic director/club sponsor(s), principal, and/or director have the authority to remove student(s) from participating in their respective activities based on attitude, cooperation and behavior.

Students in the Adaptive Education Department or other students who are eligible for participation in Special Olympics are not included in the above policy. Students in grades K-5 are eligible for extra-curricular activities but are not held to grade requirements. Students participating in high school athletics are governed by WIAA policies.

EXTRA CURRICULAR ACTIVITIES

High School

ASL Club
Drama Club
Junior SBC
Junior NAD
Sign Song Dancers
Student Body Government
National Honor Society
Academic Bowl
Junior Class Activities

The Junior Class may not start fundraising until after the Graduating Class has completed their project.

Senior Class Activities

Graduating CLASS DUES shall be set by each class. We encourage dues to be as reasonable as possible. If a student WITHDRAWS, or is DISMISSED from school, he/she shall FORFEIT any claims for reimbursement from class funds or dues. All students are expected to work cooperatively on class projects. Students who do not fulfill class expectations may be denied class privileges. At the end of the school year, all remaining funds in the Senior Class Treasury shall be turned over to the next year's graduating class.

Middle School

ASL Club
Junior NAD
Rhythm Club
Battle of the Books

Elementary

Drama Club
Elementary Pep Club

Prom Policy



The Junior Class, with their sponsors, will be the general “chairpersons” of the spring Prom. This group will select the location for the pre-prom dinner and prom, subject to the approval of the H.S. Board and Director. The Junior class will determine the criteria to select King and Queen subject to the approval of the H.S. Board and Director.

It is not acceptable for UNINVITED GUESTS to attend the prom. Every visitor is required to fill out a guest pass policy (see Appendix) Parents of prom participants are cordially invited to attend. We prefer that young children do not attend the prom as spectators with their parents. High school students are encouraged to select their dates from among the WSD high school enrollment. Outside dates must be approved in advance by the High School Board. Transportation to and from prom activities is provided by WSD.

ATHLETICS

High School

Fall:

Football

Volleyball (girls)

Cheerleading

Winter:

Basketball (girls & boys)

Cheerleading

Spring:

Track (girls & boys)

All:

Special Olympics

Bowling

Basketball

Snowshoes

Track

Middle School

Fall:

Winter:

Basketball (girls & boys)

Spring:

Track (girls & boys)

All:

Special Olympic

Bowling

Basketball

Snowshoes

Track



Student participation in Extra Curricular Activities will be limited as follows:

1. Membership and participation is restricted to THREE clubs, organizations or athletic teams at any given time. National Honor Society, Student Body Government and Junior or Senior Class memberships are exempt unless the student holds a major office in these organizations.
2. One Major office (President, Secretary, or Treasurer) in one of the three.

Any student wishing to exceed the above limitations may petition the HS Board for exemptions. Students must be on the recent Honor Roll to be eligible to petition, and if granted the exemption, he/she must maintain Honor Roll status during the quarters involved or may be asked to resign. Students' petitions must include a listing of additional memberships/offices desired, reason for the request, and a supporting statement related to their ability to handle all the responsibilities. The petition must be signed by the sponsors/coaches of all the organizations/athletics in which the student will be participating in at the same time.

Smoking or known drug usage will exempt students from participation in WSD extracurricular activities.



For the concussion policy and return to play form, see appendix.



TRANSPORTATION TO & FROM HOME

DAY STUDENTS

LOCAL TRANSPORTATION DURING THE WEEK:

Day student/local transportation requires permission in order to visit a student, to change pick-up and/or departure locations/times. Should a student wish to go over to another student's house after school, **both parents** must contact the school office with permission:

Phone: 262-728-7131 Text: 262-749-6742 Email: laura.barker@wsd.k12.wi.us

It is the parent's responsibility to inform the school district and the bus company of any transportation changes.

LOCAL TRANSPORTATION FOR THE WEEKENDS:

Many times during the school year, your child will want to have a friend come to your house on the weekend, or will be invited to another child's home for the weekend. In order for this to happen, the school office needs permission from both parents consenting to this visitation. Consent from both parents must be in the school office on the Wednesday morning before the Friday of the home-going. That way, we can alert the appropriate transportation coordinators about any changes in arrangements. Also, parents of day students are also responsible for calling their child's bus company and let them know of the changes as well. Please take into consideration that sometimes visitation may be denied to insufficient resources to accommodate the request. If you have any questions, please feel free to contact the school office for clarification.

Local students who wish to go over to a residential student's house for the weekend, via a chartered bus/plane, must submit a visiting permission form to the dorm transportation coordinator by 9:00 am, Wednesday morning prior to the weekend visit.

Parents of local/day students are responsible to check with their local school district bus company to see if they accept visitors to ride on the bus.

RESIDENTIAL STUDENTS

WEEKEND LONG BUS AND PLANE TRANSPORTATION:



When riding charter buses/planes, students are expected to arrive on time, behave and cooperate fully with the chaperons. Obtaining parental permission to visit another student's home is your responsibility. It is a requirement to provide visiting permission form, **from both families**, to the transportation coordinator by Wednesday, 9:00 a.m. prior to the weekend of the visit. Visiting permissions (page 51) arriving later than this time may be denied. Students may only visit other (current) WSD students.



We are aware that special situations arise and will consider each situation individually.

Visitation via chartered buses/airplanes is limited to bus/airplane capacity.

If your child will not be riding home or returning to WSD via chartered bus/plane, please inform the transportation coordinator as soon as possible so that any necessary adjustments to the routes/stops can be made.

TRANSPORTATION PHONE NUMBERS FOR HOMEGOING & RETURN DAYS

On Home going Days parents may contact the Student Life Office at 262-728-7191. The transportation coordinator will be in the office until that last student arrives to their designated destination safely.



On days students return to WSD parents may contact the Student Life "on call" staff at 262-728-7164 from 10:30 am to 1:00 pm. Parents may contact the Jones Bus Company at 800-236-3160 (voice or relay service) from 12:30 until 7:00 p.m.)

NAME TAGS & THE BUS NAME ARE REQUIRED ON SUITCASES AT ALL TIMES

STUDENT LIFE SECTION

Right to Privacy

Since the residence hall is your "home away from home", you will be protected from "unreasonable" searches of your rooms and taking of your personal belongings. However, the Deans of Students and Child Care Counselors (CCCs) will inspect your rooms and closets to ensure cleanliness. Rooms, lockers, and vehicles parked on campus will also be searched if there is reason to believe that there is stolen property, illegal substances or dangerous articles in rooms, lockers, or vehicles. Such items, if found, will be taken, secured and appropriate personnel notified.

In addition, WSD may bring drug-sniffing dogs to search your room, locker, or on-campus vehicle. WSD will conduct random illegal substance searches with Walworth County Sheriff dogs. These searches will cover the schoolhouse, dormitory, and parking lot.

ROOM DECORATIONS

Students are encouraged to decorate their residential hall rooms to make them more "home-like", but certain restrictions are necessary for the health and safety of all students and the care of the building. Posters of males or females being viewed as sexual objects or in violent or degrading acts, and posters promoting substance use or abuse, or gang related material will not be allowed.

Objects hanging from the ceiling are prohibited due to the city fire code.

No changes will be made to any electrical device (i.e. no colored light bulbs, or black lights in overhead fixtures). No window coverings will be permitted except for those installed by the school. No paper, plastic or blankets will be placed on or over the windows. Beds and other furniture will be kept properly assembled with headboards, and the backs of all furniture, against the walls. Students, also, may not stack any furniture. Sheets are required on beds and sleeping bags are not allowed unless unzipped and used as a blanket. Rooms will be kept neat and clean at all times.

Window screens are not allowed to be removed or opened.

S.P.I.C.E.

S=Social P=Physical I=Intellectual C=Communication E=Emotional

The mission of the student life program at WSD is to provide students with a safe, secure, monitored living environment that promotes social/cultural, physical, intellectual, communication, and emotional

growth. It shall also foster the development of independent living skills, academic achievement, and barrier-free communication.

WSD takes pride in providing active learning opportunities for our students during and after school hours. The goal of our independent living program is to encourage students to take responsibility for their residential area as well as their own personal care and welfare.

We strive for students to gradually gain the independence and responsibility needed to become successful, productive adults in their communities. To achieve this, we start working with the younger students to develop self-esteem, personal pride, communication skills and personal hygiene. Child Care Counselors guide students through these areas with individual, hands-on training as well as through everyday interaction with peers and staff.

RECREATIONAL AND SOCIAL ACTIVITIES

Recreational activities are planned and conducted by Child Care Counselors for afternoon and evening hours. Activities vary by age and interest and may include, but are not limited to the following:

4-Square	Intramural Sports	Prom
Kickball	Swimming	Fishing
Bowling	Roller skating	Arts & Crafts
Volleyball	Shopping	Hiking
Dancing	Softball	ABS Training
Trips to parks	Dodge ball	Disc Golf
Family Day	Out to dinner	
Homecoming	Hobbies	



***For safety reasons, tackle football and baseball (hardball) are not allowed during dorm time. Students wanting to play catch only with a hard ball must do so in the back of the dorm, on the field.**

STUDENT LIFE PRIVILEGES

When you exercise (use) your rights properly and accept responsibility, you earn privileges. Privileges are activities you earn; they are not yours by right. This section lists some of the privileges you can earn at WSD.

FIREBIRD CENTER & CANTEEN:

The Firebird Center is available for socializing and purchasing items from the canteen store. Time is scheduled on a floor by floor basis. Consistently acceptable behavior is key to enjoying this privilege.

Rules are posted in the Firebird Center.



or
the

ROLLER SKATES/ROLLERBLADES/SKATEBOARDS/SNOWBOARDS/ETC:

Roller skates, Rollerblades, Skateboards, and Snowboards require a helmet; all others require protective covering including helmet, elbow and kneepads.

Students may receive a waiver from their parents for not using elbow/knee pads; however, helmets are always required. This waiver must be provided to a CCC or CCC-3.

BICYCLES:

High school and Middle school students who have earned the privilege are allowed to bring bicycles on campus with parental permission. Bicycles cannot be brought to WSD on the buses. In order for high school students to ride after dark, bicycles must have the appropriate reflectors and a headlight. Helmets must be worn while riding.



bring

It is the students' responsibility to secure their bikes to the bicycle rack or rails.

DISC GOLF:

The disc golf course will be closed during sporting events. (This includes practice times.) Please be respectful of others who will be using the course. When you leave, please make sure the course looks better than when you started.

DVD & TV USE:

DVD players are located in each of the living areas, the 3rd floor Firebird Center, and 4th floor lobby. DVD players are used for both learning and pleasure. Staff members will supervise DVD player and TV usage. "PG-13" movies will not be shown to students less than 13 years of age without signed permission from their parents. "R" movies will not be shown to any student under the age of 17. Juniors and Seniors who are not yet 18 must have signed permission from their parents to watch "R" movies.

VIDEO GAMES:

Students may only play age appropriate video games. Staff members will supervise game use. Inappropriate games will be taken and sent home. Students must have parental permission to play games that are rated other than "E".

PAGERS/CELL PHONES:

Students are allowed to have pagers/cell phones after school hours. However, students are not allowed to use them in the dining room (at breakfast and supper) or after bedtimes. (Elementary and Middle School students should give them to their CCC before bedtime to be held and/or charged in the office until the next afternoon.) No live video chats or video phones are allowed in the bedrooms or bathroom areas. Students who do not comply with these rules will be given an appropriate consequence.

Selfies and the use of video communication (videophone/FaceTime/etc.) must not include other students in the background without their consent or knowledge. When taking a selfie, the student must be considerate of the property of Wisconsin School for the Deaf. Neutral backgrounds are strongly encouraged in order to avoid potential ramifications/consequences of using school/dorm property or student/staff without their consent.

COMPUTER IN DORM:

All rules from the computer and Internet Use Policy apply. WSD will supply computers on each dorm floor for student use. Personal computers are allowed on the WSD campus. See pages of the Computer and Internet Use Policy from appendix.

AUTOMOBILE:

The following rules are required to bring a car on campus:

- 1) No reckless or inappropriate driving on campus.
- 2) No speeding or going too fast. The maximum speed limit posted on campus by law is 15 mph.
- 3) No taking other students in your car on or off campus without proper permission.
- 4) Inform a Child Care Counselor every time you use your car. You must arrive back at school or residence hall on time, or as requested.
- 5) Your car must be parked in the proper place. Students must park in the west end of the west parking lot.
- 6) No one can borrow your car, and you cannot borrow another student's car, even if your parents have signed permission for it.
- 7) No student can ride in another student's car at any time unless both the driver and the rider have written permission from their parents and a Child Care Counselor. WSD will not be held responsible for the safety and well-being of these students once they have left our campus.
- 8) Student must have current insurance as required by Wisconsin State law.
- 9) Students must first obtain approval from the Deans of Students to receive driving privileges.
- 10) Permission form, signed by both parents, is required for students to ride in each other's car.



Breaking any one of the above rules will have immediate consequences. Any of the following consequences may occur, depending upon the number of times and/or the severity of the incident.

- 1 . Loss of all driving privileges for one week. Car will be kept at home.
- 2 . Loss of all driving privileges for one month. Car will be kept at home.
- 3 . Loss of all driving privileges for the remainder of the school year.

OFF CAMPUS PRIVILEGES:

1. Shopping or visiting downtown is a privilege limited to students in grades 7-12 who have demonstrated they are willing/able to accept responsibility.
2. A parental permission form must be on file in the Student Life office before any student is allowed off campus without staff supervision. Parents should indicate on the form any restrictions they want placed on their child's off campus activities. Students 18 and older are legally adults and may sign for themselves.
3. Participation in school sponsored field trips is covered by guidelines established for school field trips.
4. Sign Out: After normal school hours and on weekends all students must sign out prior to leaving their residential hall area. A "sign out" sheet is provided for students in an easily accessible area on each residential hall floor. Please remember you need permission and a pink slip from your CCC before signing out. Students must include on the sign out sheet where they plan to go, how long they plan to be gone and who they are going with.

STUDENT LIFE RESPONSIBILITIES

CLEAN ROOM BEFORE GOING TO SCHOOL:

Throughout the school year, we have prospective students and their parents or other visitors come through the dormitory. WSD is not well represented when we find the students' bedrooms are neither neat nor tidy. Thus, it is a requirement for all students to keep their bedroom clean and neat at all times. Students are required to clean their rooms and leave them neat each morning before going to school. The requirement or expectations for cleaning the room are: Make a neat bed, sweep the floor, put away your personal items, pick up clothing from the floor, desk, etc. and put them in the appropriate place. Clothes in your dresser or closet should be neatly folded and/or hung. Clean your refrigerator, put food away in its appropriate bag or container. Do not have too many electrical wires on the floor or walkway.

WORK DUTIES:

Every student who lives in the dorm is assigned a rotating work duty. This is in addition to cleaning your own room. These duties must be completed on time. If you must stay after school you will do your work duty when you return to the residence hall.

CURFEW:

Students must be on their floor by their designated time.

PERSONAL HYGIENE:

Students are responsible to keep themselves clean, neat and well groomed. Showers are required daily. Child Care Counselors will assist and advise you.

STUDY HOUR:

Study hour is required daily for all students. Students must stay in their rooms and do school work during study hour time. (One hour is required for all students;  however, if homework is not completed during that time, it is the responsibility of each student to complete their work). Students with high GPA's may be excused from study hours. See floor rules for details.

Students who have completed their homework or study requirements prior to the completion of study hour must remain in their room and not bother others.

STUDENT VISITORS IN BEDROOMS/HALLWAYS:

See rules posted on individual floors.

EMERGENCY PEER HELPERS:

Floor CCCs and CCC-3s may appoint several high school peers who can assist younger students on the different floors to evacuate the building in case of an emergency. The peer helpers will receive basic training from their CCCs.

SUPPORT SERVICES

- WSD provides numerous support services to our students. We have a Crisis Intervention team that we can call at any time for assistance.
- Our school social workers have their offices in the Student Life facility and work during the evenings, with individual or groups to solve conflict/problems.
- Our Health Center is staffed 24 hours a day and provides various services.



Also, with parental permission staff will assist students to contact community service organizations or groups such as Girl Scouts, Boy Scouts and various churches. These services are not associated with WSD but are available in the Delavan community. Please contact the Deans, CCC-3s, or Principal for more information.

LOCAL STUDENT RESIDENCY

Student Life Policy

Students living within a 30-mile radius will be considered local students. Due to unique communication needs, WSD strives to provide local WSD students access to opportunities for increased communication, intellectual, physical, and social/emotional skills by participating in after school activities and independent living skills supervised by WSD staff. Residency at WSD provides local WSD students the opportunity to develop self-esteem via Deaf role models, peer leadership, and development of American Sign Language skills. Local students are subject to residency limitations and must meet the criteria set forth below:

- **Bed availability**
- **Student to staff ratio**
- **Acceptable behavior**
- **Social, emotional, and communication needs**
- **Distance**

Non-residential local students are encouraged to participate in residence hall activities. However, student to staff ratios will be considered. The Deans of Student Life reserves the right to grant visitation at their discretion.

The Department of Student Life is not a “baby-sitting service”. If your child is not able to attend regular school classes, they will not be allowed to stay in the residence hall after school either. If your child attends only half days of school, she/he cannot be dropped off at the dorm before 3:10PM.

If established student to staff ratios for age groups and special need students are at maximum, local students applying for residency will be placed on a waiting list. Maximum student/staff ratios in the residence hall are as follows:

- AED/Special needs 4 : 1
- Elementary 8 : 1
- Middle School 10 : 1
- High School 12 : 1

Floor Phone Numbers

Student Life Office hours begin at 8:30 A.M. After school staff hours begin at 3:00 P.M.

Director	262-740-2066
Dean of Students	262-728-7136 262-725-0493 VP
Assistant Dean of Students	262-725-0522
Office Associate/Transportation Coordinator	262-728-7191 266-725-0489 VP
Student Life Fax	262-728-7184
Behavior Specialist	262-728-7179 262-725-0475 VP
Transition Coordinator	262-728-7161 262-725-0110 VP
Social Worker	262-725-0527 VP
Health Center	262-728-7144 V/TTY 262-728-7168 FAX 262-394-1217 VP 262-725-0251 VP 262-749-6733 CELL PHONE
Relay Operator	711
STUDENT LIFE FLOORS	
B-1 East	262-728-7179
B-2	262-728-7152
B-3	262-728-7153 262-724-8175 VP
B-4	262-728-7154 262-724-8171 VP
G-1 East	262-728-7161 262-725-0110 VP
G-2	262-728-7162
G-3	262-728-7163

	262-724-8176 VP
G-4	262-728-7164 262-724-8173 VP
CCC-3'S	
ELEMENTARY/MIDDLE SCHOOL	262-728-7111 262-725-0112 VP
HIGH SCHOOL	262-728-7111 262-725-0112 VP



Appendix



262-728-7105 Voice/TTY
262-725-0451 VP
262-749-6739 Text
262-728-7129 Fax

NOTIFICATION OF PLANNED SCHOOL ABSENCE

WSD Absence Policy:

Planned absences of one day or more must be pre-arranged one or more weeks in advance of the student's absence. This involves submitting this completed form to the WSD Student Attendance Coordinator one or more weeks in advance of the student's absence from school. Planned absences not arranged in this manner will be considered unexcused. All unexcused absences will be handled as a truancy and in accordance to WSD & State policy.

Students leaving school for absences requested by parents/guardians during the school day must sign out in the principal's office or with the CCC on their dorm floor during residential hours. Students must also sign in again upon their return to WSD.

Students will be allowed a maximum of 10 days of excused absences during the school year. Students exceeding 10 days of absence during the school year will jeopardize their promotion to the next grade level. See the WSD Promotion Policy in the WSD Student-Parent Handbook.

Medical absences of more than 3 days require a doctor's excuse be submitted to the student's principal.

Students will be allowed make-up time for completion of missed homework equivalent to the number of days of the student's absence

Student(s): _____

Planned Absence Dates:

Start of Absence _____

Date of Return to WSD _____

Reason for Absence: _____

Transportation Arrangements:

_____ Transporting on regularly scheduled WSD charter transportation

_____ Pick up at WSD

by (whom) _____

on (date) _____

at (time) _____

_____ Student driving self

on (date) _____

at (time) _____

Verification Contact:

Please supply the following information for a WSD staff representative to contact you for verification of planned absence.

Parent./Guardian Name/Signature _____

Daytime Phone Number _____



COMMUNITY SERVICE VERIFICATION FORM

*Recognition is awarded to Wisconsin School for the Deaf students who complete the **required** 32 hours of community service during their 9th to 12th grades (prorated at 8 hours per high school year). Students who complete more than 32 community service hours will receive a gray cord to be worn at graduation and a community service seal on their diploma.*

Student information:

Name: _____

Grade: 9th 10th 11th 12th

Activity Description:

Name of site: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Pre-approved; activity & hours meet community service criteria. By: _____

Denied; activity & hours does not meet community service criteria. By: _____

Final approved; verification was completed, activity & hours were met. By: _____

Total hours of community service completed:

Community Rep. Signature: _____ Date: _____

Student Signature: _____ Date: _____

Community Service Coordinator: _____ Date: _____



COMMUNITY SERVICE REFLECTION UPON COMPLETION

*The purpose of requiring Wisconsin School for the Deaf students to complete community service hours is for their own benefit. **This form is required in order to officially graduate and receive a diploma. All students who plan to leave Wisconsin School for the Deaf through transfer or graduation will be required to fill out this exit reflection form.** Some benefits include but are not limited to learning to respect others and to understand people who are different; develop personal leadership skills; become more patient, and gain a better understanding of citizenship.*

Please take some time and do a personal reflection with the service you provided.

What did you learn about yourself by doing community service

2.How did community service help you improve yourself?

3.In the real world, what is your next goal for community service?

Student Signature: _____

Date: _____

Guest Pass for Prom

A WSD High School student requesting to bring only one guest who is not a WSD High School student must have this form completed before purchasing a ticket or bringing the one guest to the event. The form requires the signature of an administrator of the guest's school or other similar identification of that guest. A student's guest **cannot be over 20** years of age or a **middle school student**. If the student is not currently in high school, a letter of character reference will be required.

After the presentation of this form to the High School Board, the WSD student will be notified about the decision regarding bringing this guest.

RESPONSIBILITY STATEMENT

As a WSD High School student, I understand that all school rules apply at school events. I will take the responsibility to inform my guest of the rules.

Name of WSD student (Print)

Signature of WSD Student

Date

Name of WSD student's Parent (Print)

Signature of WSD student's Parent

Date

GUEST INFORMATION

Name _____

Date of Birth _____

Street Address _____

City _____

Phone _____

Emergency Contact _____

School _____

School Address _____

If the guest is currently enrolled in another high school, an administrator of that school must complete the following information.

As administrator of the above listed school, I verify that the student listed as "Guest" is a student in good standing.

Signature of Administrator

Phone number

Date

GUEST AGREEMENT

As a guest, I am willing to follow the policies and procedures of WSD. I understand that failure to do so could result in being removed from the event.

Name of Guest (print)

Signature of Guest

Date

WSD Administrator Signature

Date

VISITING PERMISSION FORM

**WISCONSIN SCHOOL FOR THE DEAF, DELAVAN
Visiting Permission**

My daughter/son, _____, _____ has invited
(Name) (Dorm floor)

_____, _____ to our home on the following
(Friend's name) (Dorm Floor)

day(s): _____, _____, and _____.
(Date) (Date) (Date)

Their transportation will be with _____.

(Parent/Guardian Signature)

***I, the child's parent/guardian, have made the necessary arrangements with the visiting child's parents.

**WISCONSIN SCHOOL FOR THE DEAF, DELAVAN
Visiting Permission**

My daughter/son, _____, _____ has invited
(Name) (Dorm floor)

_____, _____ to our home on the following
(Friend's name) (Dorm Floor)

day(s): _____, _____, and _____.
(Date) (Date) (Date)

Their transportation will be with _____.

(Parent/Guardian Signature)

***I, the child's parent/guardian, have made the necessary arrangements with the visiting child's parents.



TRANSPORTATION PROCEDURES

The basis for weekly home going is to ensure parent/student togetherness. Although it is not encouraged, the students may visit between themselves and use our transportation when space allows. Last minute arrangements may be denied. Written permission from parents of both students is required when students visit each other. (This includes 18 year old students also). (Emergency situations will be considered). **The permission is due in the Student Life Office no later than Wednesday morning 9:00AM prior to the Friday home going.**

If your child will not be riding home or returning to WSD via chartered bus/plane, please inform the transportation coordinator as soon as possible so that any necessary adjustments to the routes/stops can be made.

During the school year, we have a stay at school weekend in the fall for Homecoming, as well as Prom for the high school students who wish to attend each spring. These weekends are an earned privilege for our students. The decision will be made by the Office of Student Life based on student behavior, compliance, and emotional tolerance of being away from home for a 2 week period. In some cases, parents may be asked to provide the transportation home. Since these weekends are planned for the older students, we strongly encourage Elementary students to go home as usual.

If your child has a car and would like for other students to ride with them, they must provide written permission from the parents of both students to do so. This permission may be "blanket permission" for the whole school year, or just a one-time permission. Either way, it should be clearly written and sent to the Office of Student Life.

IMPORTANT BUS/PLANE INFORMATION

DROP OFF: Please plan to be on time or a little early at the designated DROP OFF points. We expect the parents/pick-up person to get out of the car and greet your student/s at the bus. A chaperone may have important information to give you. ALL MEDICATION MUST BE GIVEN AND RECEIVED BY THE CHAPERONE ON THE BUS/PLANE.

Children will not be left alone at the bus/plane stop. If no one arrives to pick-up your child on time, you or someone on your "Emergency Phone List" will be contacted. As a last resort, Social Services or the County Sheriff's Department will be contacted.

PICK UP: On pick-up days, please have your child/children to the pick-up point on time. The bus/plane will wait 10 minutes and then will leave. (It is important to remember that all watches/clocks do not keep the same time so try to be at the pick-up point a little early).

NOT RETURNING: Anytime your child will not be returning to school on the bus/plane because of illness, family emergency, etc., please call the "on call" person at 262/728-7164 from 10:30 AM to 1:00 PM on the return day. If you call during the afternoon, contact the bus company at 1-800-236-3160.

QUESTIONS/CHANGES: Any question/concerns/changes, etc., please contact the Transportation Coordinator at 262/728-7191 weekdays from 8:30AM to 4:30PM. You may also contact the same number anytime to leave a Voice Mail or TTY Message.

ROUTE SHEETS: A route sheet indicating your child's drop off/pick-up location and times can be picked up in the Student Life Office on registration day. This transportation schedule will not change unless you notify us, or we notify you.

MEDICATION GUIDELINES

Health Center Information:
Phone # 262-728-7144
Fax & TTY# 262-728-7168

Management of Medication:

1. Medication should be administered to students by their parents/guardians at home, whenever possible. In all instances when medication is to be administered at WSD, the prescribing physician has the power to direct, supervise, decide, inspect and, oversee the administering of medication.

2. Medication orders/Parental consent:

-The school nurse shall ensure that there is a proper medication order from a licensed, prescriber at the beginning of each academic year.

-This consent shall include:

- A. Name of student
- B. Signed/dated order from prescribing physician.
- C. Signed/dated authorization of parent/guardian.
- D. Physician emergency/business phone/fax numbers.
- E. Any known allergies to medication.
- F. Diagnosis - why medication given for.
- G. Name of medication(s).
- H. Dose, frequency, time to administer.
- I. Any specific directions for administration.
- J. Possible side effects, contraindication.
- K. Duration of the prescription(s).

-For non-prescription medications (over the counter), the school nurse will obtain, parental authorization and follow a standing order, which is cooperatively developed, with the medical advisor. When WSD's Standing Order does not include a particular medication, vitamin, or supplement, the School Nurse will obtain authorization from a licensed prescriber and parent/guardian.

3. Medication Administration Plan:

-The school nurse, in collaboration with the parent/guardian whenever possible, shall establish a medication administration plan for each student receiving medication.

-In accordance with standards of nursing practice, the school nurse may refuse to administer any medication which, based on the nurse's professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the school, nurse will notify the parent/guardian and/or physician and the reason for refusal explained.

-A student may be permitted to self-carry a medication if his/her physician indicates it is necessary in writing (i.e. asthma inhaler). Parental permission will also be required. Please

request an Authorization for Administration of Inhaled Asthma Medications permit from the Health Center.

4. Handling, Storage, Disposal of Medication:

- All medication should be delivered to the school nurse by a parent/guardian, bus chaperone or designated responsible adult.
- ALL MEDICATIONS WILL BE IN THEIR ORIGINAL PHARMACY OR MANUFACTURER LABELED CONTAINERS. ANY MEDICATIONS IN BAGGIES, TUPPERWARE, ETC WILL NOT BE ADMINISTERED.
- Where possible, all unused, discontinued, or outdated medication will be returned to the parent/guardian.

5. Information to Parents:

- Medication policies/procedures and forms shall be available in school handbooks.
- A complete medication administration procedure is available upon request from the Health Center.

6. Medication Supply:

- Long term medications must be supplied by the parent/guardian from home.
- WSD is not responsible for keeping track of, ordering, or paying for long term, prescriptions.
- Short term medications ordered by the WSD physician for minor illnesses may either be provided by WSD if it is in our stock, or may be ordered through ShopKo. If ordered at ShopKo, parent insurance or parent pay will be used.

7. Medications for Weekends: Going to Friend's House:

- Whenever possible, medications will be provided and prepared by the parent/guardian and sent to the visiting parent/guardian's home.
- The parent/guardian will be responsible for notifying the Health Center in a timely manner (within 48 hours) if medications need to be sent with their child to another family's home.
- The parent/guardian is responsible for notifying visiting family of child's medications, medical history, and any emergency information/plans.

8. Staying in the Health Center:

- If a student stays most of the morning and a portion of the afternoon in the Health Center; they will not be permitted to leave at 2:30. They must stay in Health Center until suppertime. This will be at the discretion of the registered nurse on duty.
- If a student stays all afternoon in the Health Center, they must stay in Health Center until suppertime.

MEDICAL FORMS – GUIDELINES FOR TREATMENT

In order for the Health Center to provide treatment to a student and/or administer medication (either over-the-counter or prescription), medical forms will be required as follows:

- ❖ WSD and/or non-WSD students who participate in the summer school program will be required to have a Medical Consent and Medication Administration forms on file in the Health Center. These forms must be dated no earlier than June of that year.
- ❖ Medical Consent forms and Medication Administration forms on file for the current summer school session can be used for the entire following school year.
- ❖ All school year medical forms will expire at the end of that school year in June.
- ❖ No treatment will be provided to a student who does not have a current Medical Consent form on file. The only exception is an emergency situation.
- ❖ No medication will be administered to a student unless there are both Medication Administration **and** Medical Consent forms currently on file. The Health Center staff should continue any necessary medication such as antibiotics, seizure medication, cardiac medication, asthma medications, etc. without written verification. Stopping these medications abruptly could cause harm to the student. Written verification should be obtained as soon as possible.



MEDICATION PERMIT

Wisconsin School for the Deaf – Health Center
Ph. 262-728-7144 v/tty 262-728-7168 FAX
Email – health.center@wsd.k12.wi.us

The Wisconsin School for the Deaf requires that your doctor provide instruction (orders) regarding **any** (prescription or over the counter (OTC) medication your child takes while at school or school sponsored function. No medication will be given without written authorization from your doctor and parental/guardian consent.

Child's Name: _____

Food/Medication Allergies: _____

Name of Medication: _____

Dosage: _____ Frequency/Duration: _____

What medication is for, any special instructions, possible side effects, adverse reaction, or contraindications?

As the prescribing physician, I have the power to direct, supervise, decide, inspect and oversee the administration of medication for this child. I agree to have the school nurse contact me directly with any questions regarding this medication.

Doctor Printed Name

Doctor's Signature

Doctor's Address

Date

Doctor's Telephone Number

Doctor's Fax Number

PARENTAL CONSENT:

I have read the above doctor's order for my child and I agree with it in its entirety. There has been no history of any allergic or sensitivity reactions to the medication. I understand that the medication needs to be supplied by me in a timely manner and that the school is not financially responsible for the medication. If there are any questions regarding the above medication I give my permission for the nursing staff to contact the prescribing doctor.

Date

Parents/Guardians signature

of Inhaled Asthma Medications

WSD Health Center
309 W. Walworth Ave. DeLavan, WI 53115
PH # 262-738-7144 Fax# 262-738-7168
Email: health.center@wsd.k12.wi.us

Student Name: _____

Date of Birth: _____

For Completion by Physician:

Physician's Name: _____ Phone # _____
Fax # _____ Emergency Contact # _____
Diagnosis: _____ Name of Medicine: _____
Form: _____ Dose: _____

Is the child knowledgeable about his or her asthma medication? Yes No
Has the child demonstrated the proper technique in administering medication? Yes No
Medicine is administered daily: Time: _____ Yes No

Medicine is administered when needed. Indications: _____

If needed, how soon can administration of medicine be repeated? _____

The medicine can not be repeated more than _____

Side effects/Comments: _____

I have instructed _____ in the proper way to use his/her inhaled asthma medications. It is my professional opinion that he/she should be allowed to carry and use this inhaled medication by him/herself.
 It is my professional opinion that _____ should not carry and use his/her inhaled asthma medication by him/herself.

Physician Signature: _____ Date: _____

For Completion by Parent:

Mother's Name: _____ Father's Name: _____
Mother's Home Phone #: _____ Father's Home Phone #: _____
Mother's Work Phone #: _____ Father's Work Phone #: _____
Emergency Phone #: _____ Emergency Phone #: _____

Is your child authorized to carry and self administer inhaled asthma medication? Yes No

As the parent of the above named student, I ask that assistance be provided to my child in taking the medicine(s) indicated above at school by authorized staff. If self-medicating is allowed or if no authorized staff member is available, I ask that my child be permitted to self-medicate as authorized by myself and my physician. Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers.

Parent/Guardian Signature: _____ Date: _____

.....
OVER-THE-COUNTER (Non-prescription medication):

The Wisconsin School for the Deaf has standing doctor's orders signed by our school physician for use in the care of all students who attend WSD. They are used for minor complaints/illnesses/or injuries at the discretion of the nurses on duty. Examples include Tylenol, Ibuprofen, cough medication, Maalox, etc.

I have read the above and understand that the Nurses at WSD can assess my child and give OTC medications as ordered by the school physician:

Parents/Guardians signature _____
Date _____

WSD POLICY: Concussion/Head Injury

Concussion Information – When in Doubt, Sit Them Out!

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. All concussions are brain injuries. The

WIAA recommends avoiding the use of nicknames like "ding" or "bell ringer" to describe concussion because those terms minimize the seriousness of concussion. A concussion can be caused by blow to the head or even a blow to the body alone. The force moves or twists the brain in the skull. It is important to know that loss of consciousness is not required to have a concussion. In fact, less than 10% of athletes lose consciousness. A concussion is a very complex physiologic event that causes a problem with brain function, not brain structure. Therefore, CT/CAT scan and MRI are usually normal in athletes with concussion. Imaging studies may be needed to rule out brain bleeds, but are not indicated in all head concussions. Even what appears to be a mild blow to the head or body can cause the brain to suddenly shift or move. This motion can injure and damage brain cells. Research has shown that this damage may take up to 2 weeks to heal, but it can take longer.

If a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. **"When in doubt, sit them out."** The following sports have the highest risk of concussion (in order): football, boys & girls ice hockey, girls lacrosse, girls soccer, boys lacrosse, wrestling, girls basketball, girls field hockey, boys soccer, softball and boys basketball. Concussion also occurs away from organized sports in physical education class, on the playground, while skiing or snowboarding, and when involved in a motor vehicle collision.

Everyone involved with high school athletics must be alert for potential injuries on the field and be able to recognize signs and symptoms of concussion. While coaches are not expected to make a diagnosis of concussion, it is expected for coaches to be aware that their athletes may have a concussion and then hold them out of all activity until they are medically cleared by a healthcare provider. Signs are what can be seen by others, like clumsiness, while symptoms are what the injured player feels, like a headache. Remember, athletes should report their symptoms but they may not unless they are asked and even then it is important to consider that athletes may not be telling the truth. Thus, it is important for schools to educate their athletes, coaching staff, and parents in the preseason about the seriousness of concussion and the importance of athletes honestly reporting their symptoms and injuries.

1. Wisconsin Legislation Affecting Education – AB259 – Concussion & Head Injuries

Directs DPI in conjunction with WIAA to develop guidelines & information to educate coaches, athletes & parents/guardians about risk of concussion & head injury in Youth Athletic Activities. (YAA)

Requires annual distribution of concussion/head injury information sheet to each person who wishes to participate in the activity & prohibits the person from participating until he/she has returned the sheet signed by the person (if age: 18 or older) or by the parent/guardian.

Requires a person suspected of sustaining a concussion or head injury in a YAA be removed from the activity immediately, and may not participate in YAA until evaluated by a health care provider who has been trained in the evaluation & management of Concussion/Head Injury & receives written clearance to participate from the health care provider.

2. WSD Responsibilities

Develop guidelines/information to:

Educate Coaches – use CDC resources

annual PowerPoint presentation for all coaches (HC staff)

provide handouts/clipboards/posters/ magnets at Inservices (HC staff)

Educate Athletes – use CDC resources

annual presentation (coaches with HC assistance, if needed)

proper training & prevention (coaches)

Educate Parents – use CDC resources

Parent fact sheet sent annually to all athlete parents with WIAA card (Office staff)

Annual distribution of Concussion/Head Injury info sheet to athletes/parents CANNOT participate in sports until sheet returned signed by parent/guardian or athlete (if >18 yrs. old).

Action Plan – if concussion suspected:

Remove from play

Evaluate by health care provider

Inform parent/guardian & give concussion fact sheet

Keep out of play the day of injury &

until health care provider says the athlete is symptom free & okay to return to play (as explained in 1c.)

References:

Wisconsin Legislature: AB259

Retrieved from <http://docs.legis.wisconsin.gov/2011/related/proposals/ab259>

Wisconsin Interscholastic Athletic Association (2011)

Concussion information – When in doubt, sit them out!

Retrieved from <http://www.wiaawi.org/index.php?id=430>

Approved:

WSD Superintendent: (please print) _____

Signature: _____ **Date:** _____

WSD Nurse Supervisor: (please print) _____

Signature: _____ **Date:** _____

School Physician: (please print) _____

Signature: _____ Date: _____

WSD Student Guidelines for Acceptable Use of Technology

The State of Wisconsin is proud to offer its residential school students outstanding opportunities in the field of computing and assistive technologies. All technology devices are the property of the State and are temporarily assigned to students for use throughout the school year. Along with access to computers, technology, and to people all over the world comes the availability of Internet materials that may not be considered appropriate. Because it is impossible to control all materials available through this global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students will follow when using these information resources. The State supports each family's right to decide whether or not to allow their child to have access.

Students and parents are responsible for appropriate behavior when using network services. Therefore, general school/dorm rules for behavior apply. Access to network services is offered to students who agree to act in a considerate and responsible manner. Based upon the acceptable use guidelines outlined in this document, WSD Technology Department personnel, school administration and staff may revoke or suspend user access when these terms are violated. Damage to any technology device will result in disciplinary action up to and including repair and replacement costs.

Access is a privilege, not a right.

Network Accounts

Students will be provided with a LOGIN ID, password, and individual storage space on the network after WSD's Technology Department personnel has received a signed parental permission slip. *Please do not share your username and password with anyone else and do not try to log in using anyone else's username and password!* You will be able to store all of your work on your file space on the server. You will be able to access your network account while you are on campus. You will not be able to access your network account off campus. For this reason, may want to use a flash drive to save your work between home and school. Also, some WSD staff use Google apps and/or Dropbox in which to share files with students while on campus and off campus. Please keep in mind that your network storage will be cleared every summer. If you have files that you would like to keep (documents, pictures, etc.) it is your responsibility to transfer them to a flash drive to save them permanently.

Individual Email Accounts

Students will also be provided with their own email address. Your email address will be in the following format: firstname.lastname@wsd.k12.wi.us. Students are allowed to distribute their e-mail addresses to family and friends, but should not distribute their address to people they do not know. You may not use your WSD email account for the followings; sending viruses to other students or teachers, sending "spam mail" or "chain letters" or sending very large files, such as videos, movies, or games. If WSD Technology Department personnel learn that a WSD email account is being used for these illicit purposes, the account may be suspended or deleted and you may be subject to disciplinary procedures.

Research

You will be able to browse hundreds of thousands of websites, each containing a lot of information which you can use in your school projects and personal learning. Remember that the information you view online is someone else's work and that it is essential that you respect copyright laws. Plagiarism will not be tolerated from any student.

File Sharing and Downloading

In recent times, the use of the computer to share music, videos, games and other software has become very popular. The WSD network does not support file sharing for non-educational purposes; no personal file sharing is allowed while connected to the WSD network. This includes using peer-to-peer programs like Napster, LimeWire and Kazaa, using BitTorrent, or sharing non-educational files with other students using USB-Keys or the server.

ACCEPTABLE USE:

Students will:

- Use the network for educational purposes such as conducting research for assignments consistent with academic expectations; and
- Use appropriate language, avoiding swearing, vulgarities, abusive language, or bullying behavior.
- Promptly report abuses/violations of technology equipment/policies

Students will NOT:

- Transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials;
- Download and install any material upon any computer without prior approval from network administration personnel;
- Participate in any acts of cyber bullying;
- Use network services for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- Break into/attempt to break into another computer network;
- Damage/attempt to damage, move, or remove software, hardware or files;
- Send or forward chain letters;
- Subscribe to auto generated mailing/distribution lists of any kind without permission from network administration personnel;
- Use unauthorized software products;
- Create or share computer viruses;
- Share access to their personal account, or use another person's network or electronic mail account;
- Maliciously attempt to harm or destroy data of another user;
- Use network resources to otherwise violate the Student Code of Conduct;
- Use Hotmail, AOL, or any email service other than the one provided by the school;
- Use chat rooms or any other instant messaging program;
- Use network, telephone or any other means to circumvent established or intended acceptable use rules.

STAFF ACCESS TO STUDENT DATA

All communications are not private, and may be reviewed by WSD administrators or someone appointed by them, to ensure that all guidelines are followed. Student access to email and the Internet is not to occur during academic instructional hours, unless the lesson plan specifically calls for instruction in this area.

Students are not allowed to create, configure, or maintain personal content or personal web sites on the internet unless personnel provide direct approval and supervision. Any approved projects must provide school personnel direct access to all content areas of the project.

All network student areas including storage space, email, and personal computers will be randomly monitored for inappropriate content. Content believed to be inappropriate will be forwarded to appropriate supervisory personnel for review and possible disciplinary action.

Students are expected to comply with all Local, State and Federal laws while using technology equipment. In this respect, school personnel will cooperate fully with law enforcement agencies.

MISUSE OF TECHNOLOGY EQUIPMENT

Misuse of technology/accessibility equipment may result in the suspension of student privileges to use equipment. In the event a student is denied access to technology equipment due to misuse, the student will remain liable for all missed work.

- Consequences for misuse of the network and/or equipment and email:

to be determined by WSD administration

PERSONAL EQUIPMENT – Juniors and Seniors Only

Students may request permission to bring their own computers on campus. However, they must fill out, sign and submit the “Personal Technology on Campus” permission form prior to bringing their equipment on campus. WSD staff are not responsible for and will not provide technical assistance of any kind for personal equipment except for the following:

Provide cable to connect computer to school LAN jack.

Provide assistance to configure computer for Internet access via school LAN.

Students desiring to connect their personal computers to the Internet must provide:

- Network Interface Card (NIC)
- Network Associates current anti-virus software.
- Original Media for all software installed on the computer.

Students with personal computers will be subject to the same monitoring procedures as students using school resources. Personal computers will be inspected prior to, randomly throughout and at the conclusion of each academic school year. Gaming software on personal computer is subject to review and removal where deemed to be inappropriate (violent, hate, or sexual). Personal computers will not be provided access to network resources unless the computer is compatible with the WSD operating system. Other operating systems are not being allowed at this time due to compatibility and filter issues.

Access to outside resources through any means other than through the school LAN is not permitted. Refusal to submit personal computers/ technological devices for inspection at any time for any reason is immediate grounds for disciplinary action and forfeiture of future opportunities for use of personal computers or technological devices.

TECHNOLOGY MISCELLANEOUS

During the term of President William J. Clinton, a Federal law was signed commonly referred to as CIPA, which is the Children’s Internet Protection Act. Simply stated, the law requires any educational institution that receives Federal funds during participation in certain programs to use Internet filtering software for Staff and Students. Certain types of services, such as email services, (yahoo, etc.) and certain categories of Internet web sites (pornography, hate, objectionable, etc.) will be unavailable to network users. No filtering software is perfect – immediately report accidental access to inappropriate content.

Violation of the items listed above will result in a loss of access to network services, and may result in other disciplinary action under the guidelines of the Student Handbook. Additional policies may periodically be added as needed. Students will receive appropriate notification regarding additional technology policies.

Updated 7/21/14

WISCONSIN SCHOOL FOR THE DEAF Internet Use Policy



The Internet, a global electronic information infrastructure is a network of networks. The Internet can be used to educate, to inform, and to entertain. As a learning resource, the Internet is similar to books, magazines, video, and other information sources. The purpose of the Internet is to support research and to educate students by providing access to unique resources throughout the world, as well as providing varied opportunities for collaborative work. The goal of the residential schools is to make **Internet access available to students for educational purposes. The Internet, when used properly, is an effective instructional tool.**

The State Schools recognize it is not possible to control access to all material on the Internet. It is possible to access materials that are illegal, defamatory, inaccurate or potentially objectionable. The state schools believe the Internet provides access to considerably more educationally appropriate information than it does to materials not consistent with educational goals of the schools. This policy establishes guidelines for proper use.

On the network, students are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Illegal activities are strictly forbidden.
2. Do not be abusive or offensive in your messages to others.
3. Use appropriate language.
4. Do not reveal your personal address or phone numbers or those of students or other staff for Internet purposes.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must, by law, be reported to authorities.
6. Do not use the network in such a way that you would disrupt the use of the network by others.
7. Users of the network have the ownership of all of their files and messages. You may not have access to such without the expressed permission of the owner.

The use of the Internet is a privilege, not a right. Access may be revoked at any time for abusive or inappropriate conduct. Such conduct includes, but is not limited to, the following:

1. Any illegal purpose.
2. Impolite or abusive language.
3. Violating rules of common sense or etiquette.
4. Changing any computer files that belong to someone else.
5. Using the system for commercial use or personal gain.
6. Using someone else's account or misrepresenting one's identity.
7. Creating or knowingly distributing a computer virus.
8. Using the system to illegally transfer software.
9. Revealing personal addresses or telephone numbers of students or staff.
10. Abusing the network to disrupt the use of the network by others.
11. Deliberately or willfully causing damage to computer equipment or assisting others in doing the same.
12. Deliberately accessing materials that are inconsistent with the school's code of conduct or showing others how to do the same.

Users are responsible and will be held accountable for any software damage and the technician time required to correct any software that has been altered or damaged. Vandalism of equipment will result in restitution and the removal of network privileges. It is inappropriate, without prior authorization, to remove any cords, connections, or to dismantle a computer in anyway.

Inappropriate use of electronic information can be a violation of local, state, and federal law. Violations can lead to prosecution. Unacceptable use of the system at the residential schools will result in revocation or suspension of Internet privileges and/or other disciplinary action.

All Federal Copyright Laws hold true in the use of computers including the following:

- A. Users may not load onto a computer or run any software for which the school does not hold the license.
- B. Users may not copy commercial software to share with friends.
- C. Users may not copy software off school computers to borrow for use on their home computer.



Student Network and Email Permission Form

I have read and understand the Student Guidelines for Computer/Technology Use and have discussed the rules listed in the policy with my child. I understand that if they do not follow the policy, they will lose their email and/or computer privileges.

I understand my child will be using computers and have access to the Internet while at WSD. I realize that WSD is able to provide limited supervision while my child is accessing the Internet.

WSD has web filtering software in-place and will do its best to block objectionable material but this system is not 100 percent perfect.

I am a student 18 years old or older signing for myself.

Parent Name: _____
(Please print name clearly)

Signature: _____

Student name: _____
(Please print name clearly)

Grade: _____

Date: _____

Wisconsin School for the Deaf
Attn: Joan Knowlton
309 W. Walworth Ave.
Delavan, WI 53115

Rev. 072415

PARENT EMAIL ACCOUNT REQUEST FORM

Parents are able to obtain a First Class email account on our WSD network. If you would like an account for yourself so that you can communicate with your child via a chat session or with the teachers, please give us the following information:

Please print clearly:

Your child's name: _____

Your full first name: _____

Your middle initial: _____

Your last name: _____

Your current home email address: (we will send the information for the WSD account to this address)

We will send you a link and directions for downloading and installing First Class, as well as your account information so that you can log in.

Please fill out this form and return it to:

Technology Dept.
Wisconsin School for the Deaf
309 W. Walworth Ave.
Delavan, WI 53115

If you already have an account, you do not need to return this form.

7/10 IT Dept.

**WISCONSIN SCHOOL FOR THE DEAF
PERSONAL TECHNOLOGY ON CAMPUS PERMISSION
2015 - 2016**

Student Name: _____ **Date:** _____

PARENT SECTION

_____ I (parent) grant permission for my son/daughter to have his/her personal technology on WSD campus (this includes, but is not limited to, personal computers, tablets, gaming equipment, etc.). I understand that my child has responsibility for the care and maintenance of the device and is expected to use it in accordance with WSD's Acceptable Use Policy. Furthermore, I understand that WSD is not responsible for loss and/or theft of my child's device.

Please lists the personal technology information below:

#1

Brand: _____

Operating System: _____

Serial Number: _____

System password: _____

Antivirus software, kind and version: _____

Parent name: _____

Parent signature: _____

STUDENT SECTION

I understand the rules for network, technology and email use on campus and will follow them. I will not allow other students to use my equipment.

Student signature: _____

Parent signature: _____

If more than one – please lists other personal technology information back of paper:

#2

Brand: _____

Operating System: _____

Serial Number: _____

System password: _____

Antivirus software, kind and version: _____

Parent name: _____

Parent signature: _____

#3

Brand: _____

Operating System: _____

Serial Number: _____

System password: _____

Antivirus software, kind and version: _____

Parent name: _____

Parent signature: _____

#4

Brand: _____

Operating System: _____

Serial Number: _____

System password: _____

Antivirus software, kind and version: _____

Parent name: _____

Parent signature: _____

WISCONSIN SCHOOL FOR THE DEAF

Classroom Schedules

DAILY

CLASS	START	END
Homeroom	7:45 a.m.	7:55 a.m.
1 st	7:55 a.m.	8:35 a.m.
2 nd	8:38 a.m.	9:20 a.m.
3 rd	9:23 a.m.	10:05 a.m.
4 th	10:08 a.m.	10:50 a.m.
5 th	10:53 a.m.	11:35 a.m.
6 th	11:38 a.m.	12:20 p.m. Elem. Lunch
7 th	12:23 p.m.	1:05 p.m. MS/HS Lunch
8 th	1:08 p.m.	1:50 p.m.
9 th	1:53 p.m.	2:35 p.m.
Study Hall	2:38 p.m.	3:10 p.m.

HOMEGOING DAYS

CLASS	START	END
Homeroom	7:45 a.m.	7:55 a.m.
1 st	7:55 a.m.	8:30 a.m.
2 nd	8:33 a.m.	9:10 a.m.
3 rd	9:13 a.m.	9:50 a.m.
4 th	9:53 a.m.	10:30 a.m.
5 th	10:33 a.m.	11:10 a.m.
6 th	11:13 a.m.	11:50 a.m. Elem. Lunch

7 th	11:53 p.m.	12:30 p.m. MS/HS Lunch
8 th	12:33 p.m.	1:10 p.m.
9 th	1:13 p.m.	1:50 p.m.
Bus Departure		

RECEIPT OF HANDBOOK

You have received a copy of the WSD Student Parent Handbook for the 2015-2016 school year. We have made many changes from the previous handbook and plan to continue to revise and update the handbook in the future.

We are pleased to provide parents/guardians with a copy of the handbook so that you, as well as students and staff, are aware of policies and practices as they relate to our children. Inside the handbook you will find information about academic areas, recreational opportunities, discipline, and reinforcement programs for both the residence hall and the school. Copies of all WSD policies referenced in this handbook are available by contacting the Director's office.

Please sign this form and submit it to the Director's Office to signify that you did receive a copy of the WSD Student Handbook for the 2015-2016 school year.

Thank you very much for your cooperation. We look forward to a successful school year with your child(ren).

Yes, I did receive and read the WSD Student Handbook for the 2015-2016 school year, and have read it.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____