

Student - Parent Handbook

2024 - 2025



Wisconsin School for the Deaf

Delavan, WI

STUDENT – PARENT HANDBOOK

2024-2025

WESP-DHH Center Director

WISCONSIN EDUCATIONAL SERVICES PROGRAM FOR THE DEAF AND HARD OF HEARING

WISCONSIN SCHOOL FOR THE DEAF

This publication is available from

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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/guardians.

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.

This handbook will be shared electronically with every student, family, and local education agency. Upon request, copies will be provided. 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 WESP-DHH Center Director.

WESP-DHH MISSION & VISION

Mission

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

Vision

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

WSD MISSION & VISION

Mission

At the Wisconsin School for the Deaf, students and families are supported by dedicated staff and community members in a collaborative inclusive partnership. We foster a language-rich bilingual communication environment that focuses on individual student success.

Vision

The Wisconsin School for the Deaf is a collaborative educational community that provides a safe and welcoming environment for all deaf and hard of hearing children free of barriers. We empower and support students' academic, emotional, social, and physical development.

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. A well-developed all around student body.
 - b. Educational technology advancement.
 - c. Innovation and improvement.
 - d. 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.



RIGHTS AND RESPONSIBILITIES SECTION

RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

(1) The right to inspect and review the student's education records within 45 days of the day the WSD 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 to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

- If the WSD administration decides not to amend the record as requested by the parent or eligible student, the school principal 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 interests. A school official is a person employed by WSD as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the WSD 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, WSD 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).

EDUCATIONAL RIGHTS

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

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 guardians 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 related to life-threatening situations such as harm to self 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.

F. Right to Accessible Communication. As a student of WSD, you are entitled to understand all communication and conversation happening in your environment. For that reason, American Sign Language (ASL) will be used by all students and staff. If spoken English is to be used for a non-signing individual, the message conveyed in spoken English will be immediately signed in ASL. This applies to staff, students, and visitors. Interpreters will be provided when deemed appropriate.

SCHOOL AND RESIDENCE HALL RIGHTS

A. Freedom of expression (communication: signing, conversing, 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 the school and student life program rules. If you do not know these things, you have the right and responsibility to ask any teacher or Residential Advisor 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 - 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, unwanted, 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, bullying, and discrimination 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.

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 Firebird Promise and Classroom Expectations 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.
- Do your part to keep common areas clean and in good condition for everyone.
- Take good care of school and residence hall furniture, assigned technology 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, take care of your well-being, and ask for help when necessary.
- Protect your belongings by keeping your money locked in your room or Residential Advisors' office, and report vandalism, theft, or suspicious behavior.

REQUESTING RULE CHANGES

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 Residential Advisors about the rule.
School Wide rules – Talk to your designated Student Body Government representative.
2. **If you are not satisfied with the outcome**, you may talk to the Dean of Students, Principal, Director of Student Life, 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 Center Director.
4. **Please remember that requests might not be approved.** We will try our best to honor each and every request.



CAMPUS WIDE SECTION

ATTENDANCE/ABSENCE POLICIES

Reporting Absences

Parents **must** call the school's Student Attendance Coordinator every day 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 students, 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.)

V: 262-728-7105

VP: 262-725-0451

Text: 262-749-6739

Email: school.office@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 late to class are considered tardy. Students who miss more than half of the class period are considered absent that period. Students will be allowed a maximum of 10 days of absence during the school year. 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. Wisconsin Statutes requires a letter of notification will be sent when a student reaches 5 and 10 days of absences regardless if the absences were excused or unexcused. The school social worker may follow up with the student, student's case manager, and parents to discuss absences after the 5th day. After the 10th day, the school social worker will follow up with the student, the case manager, the parent/guardian, and the LEA to provide intervention to help reduce absenteeism. The IEP team may need to reconvene to address the absenteeism and discuss appropriate placement for the student.

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. Attendance totals will be shared at the IEP meeting.
- 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. WSD must notify the parent(s) or guardian(s) and the resident LEA that the student is habitually absent 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/religious instruction
- Disciplinary action or short-term suspensions
- Medical/dental appointments (please attempt to schedule those after school or during the school is out of session)
- College/post-secondary visitations
- Family vacation
- Other absences that may be excused at the discretion of the Principal and with appropriate documentation
- WSD remains open regardless of weather conditions as residential students remain on campus. Day students are not expected to be present when their local school district is closed or the day student bus company is not running. These are excused absences.
- **Any other absences are unexcused.**

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. 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 *Notification of Planned School 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.
- Students leaving school for absences requested by parents/guardians during the school day must sign out in the principal's office or with the Residential Advisors on their floor during residential hours. Students must also sign in upon their return.
- Parents may excuse their child's absence in writing before an absence. A child may not be excused for more than 10 days in a school year under this provision, Wis. Stat. sec. 118.15(3)(c). WSD is required to send a letter to notify parents when a student reaches five and ten days of absence, regardless of the reason for the absence.
- Habitual absences, regardless of parental excuse or not, will not be accepted unless a medical excuse is provided.
- Extended planned absences for medical reasons should also be reported to the Health Center at 262-728-7144 V/262-394-1217 VP. Assignments for these students may be handled in a different manner.
- Requests for planned absences cannot be honored during exams.

Any questions about planned absences you can call the Student Attendance Coordinator at 262-728-7105 Voice or 262-725-0522 VP. See *NOTIFICATION OF PLANNED SCHOOL ABSENCE* form in the FORMS SECTION or can be accessed via Infinite Campus in the Ecollect portal.

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.

- If the student arrives late to school, the parent will need to accompany the student into school and sign their child 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, a parent/guardian must inform the attendance office in advance of the early departure and come into the office to sign their child out.

Students who visit the Health Center and/or attend Related Services (i.e. counseling, social work, occupational therapy), must sign in/out at either of the locations: Chesebro Front Office and Pie Office.

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

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

- If the student will be picked up from the dorm, the dorm and the attendance office need to be informed of this in advance.

Pick Up 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/Residential Advisors/sponsor or other staff when you are leaving the activity area with your child.

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act-AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Wisconsin School for the Deaf has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, WSD shall continue to maintain a safe and healthful environment for our community as well as our youth and employees.

In keeping with this legislation, all buildings owned by the Wisconsin School for the Deaf are inspected by EPA accredited inspectors and an independent laboratory analyzes samples. Based on the inspections, the school prepares state approved comprehensive management plans for handling asbestos located within its buildings safely and responsibly. The Wisconsin School for the Deaf continues our Operations and Maintenance Program with respect to asbestos containing building materials.

Federal law requires a periodic walk-through every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. Environmental Management Company (EMC) accomplishes this task under contract.

BRIGHT ARROW

Bright Arrow is our mass notification program to quickly deliver voice messages, texts and email messages. Messages are sent out to notify parents of changes to homegoing days because of weather and information about something that happened here at WSD that we feel you need to know right away. Emails through Bright Arrow are also sent to remind you of upcoming events, a copy of the upcoming week's Daily Announcement, and things of this nature.

BUILDINGS ACCESS

The Wisconsin Educational Services Program for the Deaf and Hard of Hearing must maintain a balance between providing a welcoming climate and a facility which is secure from unwanted intruders.

The Wisconsin School for the Deaf has established one main school entrance location at the front of the Chesebro Hall building. The WSD Residential Hall has one main entrance located at the center of Huff Hall. The Outreach Program has one main entrance on the side of the Kastner Hall building. These entrances are configured with locked doors. Staff are assigned key cards to permit employees to enter the building at the point of the locked entrances. A buzzer/light button is available near the entrance for visitors to alert office staff of their arrival. These entrances are visible to the office staff who use the following procedure to determine appropriateness of visitor entry through the locked doors:

- Establish eye contact with the visitor. If communication can be achieved via American Sign Language, the office staff gather and validate the following information before the visitor is buzzed access through the locked interior door.
 - Name of the visitor and the organization/person they represent

- Purpose on campus
- Staff with whom visit has been arranged
- In the event the visitor is unable to communicate with the office staff via American Sign Language, signage will direct the visitor to text the office staff with the information listed above.
- Once the office staff validates that the visitor has a legitimate purpose to be on the campus, the visitor will be buzzed through the locked interior door.
- Upon entrance into the building, the visitor will:
 - show a form of ID to the office staff
 - register (sign in) at the office desk
 - receive a visitor's badge.
 - The visitor will also be told that sign out is necessary at the time of departure.
- All visitors will wait in the office areas to be met by the staff person with whom the visit has been arranged, or to be escorted to their destination. All visitors must be escorted at all times, unless background checks have been conducted prior to the visit.
- Surveillance cameras will monitor visitors throughout the campus buildings. Signage will indicate to visitors that they are being video recorded.

The following trainings will be provided to staff and students:

- DO NOT open doors to visitors, including strangers and non-staff adults you may know. Alert the office staff of visitors appearing at any entrances.
- Educate family about access control procedures and the importance of family in complying with the rules.
- Absolutely NO propping of doors is permitted anywhere or anytime on campus.

The following procedures will be followed in obtaining pre-approval of known registered sex offenders visiting the campus:

- A Registrant who is the parent or guardian of a child enrolled at the school must notify the Principal of his or her status as a registered sex offender only as follows: (a) at the beginning of each school year; or (b) if the child is not enrolled at the beginning of the school year, when the child is first enrolled; or (c) if the parent/guardian is not a registered sex offender at the beginning of the school year or when the child first enrolls, when the parent/guardian first becomes a registered sex offender.
- The Registrant will submit a request for permission to visit the campus prior to each visit. The Principal shall forward each of the Registrant's requests to the WESP-DHH Center Director or his or her designee for review and approval.
- The WESP-DHH Center Director will notify the Registrant and Principal in writing of whether the Registrant's visit is approved, and what conditions will apply to the visit, if any. Any approval by the WESP-DHH Center Director will only apply to the specific date, time, place, and purpose referenced in the Registrant's request.
- The Principal may notify additional school personnel of the visit as necessary.
- An enrolled student who is a registered sex offender is not required to provide advance notice or obtain prior approval before each visit, as long as the department, child welfare agency, or other person supervising the student under a dispositional order under Wis. Stat. Section 938.34 works with the Principal and WESP-DHH Center Director to ensure the safety of other students. It is the responsibility of the student to verify whether the department, agency, or person has made the appropriate contact with the District. The District and the department, agency, or person shall follow protocols, established by the District on a case-by-case basis, for ensuring the safety of other students. If the conditions of this exception are not met, the student is required to follow this Policy's procedures for providing advance notice and obtaining prior approval before each visit.

LEGAL REF.: Wisconsin Statutes Sections 120.13(1), 120.13(35), 121.02(1)(i), 947.01, and 947.013

COMMUNICATION WITH PARENTS

Maintaining positive open communication with parents is essential for facilitating students' educational success and adjustment to residential living. Parents are asked to notify their child's teacher concerning personal or family events that may impact their child's emotional, behavioral, social, or academic performance.

Likewise, WSD staff utilize a variety of communication methods including:

- Infinite Campus - grades
- Email
- Biweekly Communication Logs
- USPS Mail
- IEP meetings
- Report Cards
- Disciplinary letters
- WSD Website - school information
- Videophone/Phone - contacts
- Bright Arrow - phone and text alert
- Weekly Bulletins
- Social Media - [Wisconsin School for the Deaf Website](#)
[Wisconsin School for the Deaf Facebook](#)
[Wisconsin School for the Deaf YouTube](#)
[Wisconsin School for the Deaf Instagram](#)

Please take the initiative to request information from your child's teacher or administrator anytime.

COMMUNITY EVENTS POSTING POLICY

The Wisconsin School for the Deaf believes our students deserve equal access to opportunities within the community. Organizations wishing to post materials on the WSD Community Events bulletin board, or to make materials available to WSD students must adhere to the following criteria:

1. The requestor is a tax-exempt entity (e.g., charitable, educational, registered non-profit, governmental, etc.) or non-income generating community group;
2. The community event must serve K-12 public school-age children;
3. The community event must be accessible to WSD students through American Sign Language;
4. The community event does not violate the law;
5. The community event must be considered appropriate as determined by the WSD administration;
6. The materials requested to be posted or distributed are not being provided for the purpose of recruiting current WSD students to attend during regular school hours during the school year.

All postings must be directed towards Wisconsin School for the Deaf students related to community events and opportunities that promote learning and positive community connections that do not disrupt the educational programming of this school. Postings on this bulletin board may not promote drugs, alcohol, discrimination, gangs, profanity, illegal activity, violence, harassment, or sexual behavior.

Postings are not school-sponsored activities and the Wisconsin School for the Deaf does not approve, support or endorse these events.

WSD administrators reserve the right to remove postings at their discretion and without prior notice.

CONFIDENTIALITY

All student information is kept confidential unless one of the following situations occurs:

- There is clear and imminent danger to the student or others
- There is suspicion of abuse or neglect
- Information is shared concerning sexual contact under the age of 16
- Information is shared concerning sexual contact between a minor student and an adult – 18 years of age or older
- There is a need to consult with another professional
- When the student provides informed consent
- Legal and inherent rights of parents to be the guiding voice in their children's lives
- When legal requirements demand that information be shared
- When the parent or adult student/own guardian signs a release of information

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 which is required by Wisconsin State Statutes 48.981. If the parent is not the suspected abuser, the pupil services team will notify the parents.

DATING POLICY

Student 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. Students are expected to follow school-wide expectations in regards to public displays of affection (PDA).

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.

Directory Data/Information Wisconsin State Statutes 11.125(1)(b)

The following personally identifiable data/information contained in a student's educational records shall be considered as directory information: Student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards, recognitions, and honors received, and the school district (Local Educational Agency) the student currently resides in.

Parents and students of legal age 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.

Parents and students of legal age 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 Center Director'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.

Directory data/information relating to students no longer in attendance at WSD 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 WSD. This provision does not apply to the transfer of students to other schools.

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.

Directory information may be given to law enforcement officers and/or the student's county social worker in cases where their assistance is required.

DRESS CODE

Purpose

The student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, or any other basis prohibited by law that adversely affects the student. Teachers may request removal of hats or hoodies when students are involved in an activity that requires a specific dress code or in relation to safety. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

General Guidelines

The general guidelines are as follows:

- Basic Principle:
 - Certain body parts must be covered for all students at all times.
 - Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
 - All items listed in the “must wear” and “may wear” categories below must meet this basic principle.
- Students must wear, while following the basic principle of Section 1 above:
 - A shirt; and
 - Pants/shorts or the equivalent; and
 - Shoes.
- Students may wear, as long as these items do not violate Section 1 above:
 - Religious headwear;
 - Hats facing straight forward or straight back that must allow the face and ears to be visible to staff and not interfere with the line of sight;
 - Hoodie sweatshirts (wearing the hood over the head is allowed, but the face and ears must be visible to school staff);
 - Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”;
 - Ripped jeans, as long as underwear and buttocks are not exposed;
 - Tank tops, including spaghetti straps and halter tops; and
 - Athletic attire.
- Students cannot wear:
 - Violent language or images;
 - Images or language depicting drugs or alcohol (or any illegal item or activity) or any other substance prohibited under policy FNCF(LEGAL);
 - Hate speech, profanity, or pornography;
 - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups;
 - Any clothing that reveals visible undergarments (waistbands and straps excluded);
 - Swimsuits (except as required in class, field trips, or athletic practice; see Extracurricular Activities, below); Accessories that could be considered dangerous or could be used as a weapon; or
 - Any item that obscures the face or ears (except as a religious observance).

The student and parent may determine the student’s personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

Extracurricular Activities

The principal/supervisor may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook. The principal or supervisor may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal/supervisor or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students shall only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 shall be provided three options to be dressed more to code during the school day:
 - Students shall be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students shall be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - If necessary, a day student's parent may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student shall be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students shall not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - Kneeling or bending over to check attire fit;
 - Measuring straps or skirt length;
 - Asking students to account for their attire in the classroom or in hallways in front of others;
 - Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others, particularly directing students to correct sagged pants that do not expose the entire undergarment or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and
 - Accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities such as graduation ceremonies, dances, field trips, school trips, and prom.

Residential students and their parents, along with residential staff, may determine the student's personal dress and grooming standards after school hours.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Principal. The principal/supervisor may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

Exceptions

Exceptions to these dress requirements are to be made as necessary to allow students to observe religious customs or beliefs and any School designated celebrations, or as necessary to accommodate medical or health needs.

ELEVATOR POLICY

Students must receive prior authorization from the school office to use the school or dorm elevators for medical reasons with a doctor's note or a note from the Health Center and with administration approval.

FIREBIRD PROMISE

Wisconsin School for the Deaf will continue to provide firebird promise/no 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 rule violations will receive consequences ranging from student reflection time (SRT) to out of school suspensions along with other possible intervention (up to a change of placement and recommendation for expulsion by the student's school district). The WESP-DHH Center Director has empowered the Directors of Student Life and School Principals to act on their 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. When addressing students' illegal behaviors, WSD's policy is to contact the policy first, then contact parents.

Please refer to the Student Behaviors/Consequences Chart in the appendices.

FIREBIRD PROMISE

SAFE	No person will possess, give, sell, buy or use illegal drugs , alcohol, harmful substances (i.e. THC, dab, wax, edibles, etc.), look-alike drugs, cigarettes, e-cigarettes, vape, CBD oil or paraphernalia. All prescription and over-the-counter medications will be kept in the WSD health center.	No person will possess a firearm, explosive, firecrackers, knife, lighters, or any other weapon on campus or at school related events. Look-alike toy weapons are permitted only with direct adult supervision.
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 discriminate against others on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, age, sexual orientation/preference or physical, marital or parental status or disability. No person will engage in sexual contact between individuals with or without consent. No person will possess/view pornographic sites on mobile devices, magazines, books, videos, pictures, or other materials.	No person will take, or remove personal or school property without permission. Theft/stealing is against the law. No person will physically and/or verbally abuse, bully, attack 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 three 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 Nonviolent 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. Read the Seclusion and Restraint Policy for additional information.

2. WSD will search rooms, lockers, and vehicles on the campus:

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 at any time for illegal substances or look alike drugs as defined by state law including the use of drug sniffing dogs from a law enforcement agency. WSD reserves the right to search individuals (staff, students, visitors) as well as their personal belongings whenever there is reason to believe the individual is endangering the health, safety, welfare, and security of students or staff members.

3. WSD is a tobacco/vape free environment:

Students who are 21 years old and older may use tobacco products (cigarettes, chewing tobacco, vape/e-cigarettes) off campus only before and after school with permission. All students, including students who are 21 years old and older, are **not** permitted to bring tobacco products/lighters/vaping on the WSD campus grounds. Wisconsin state laws forbid people under the age of 21 to use any tobacco products. The local police department may fine users under 21. Eligible persons who provide tobacco to minors will face an appropriate disciplinary action and will be reported to the police.

4. WSD is a drug free zone:

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug paraphernalia (including vaping products with or without THC or cannabis oil) at any time on school property or at any school related event is prohibited. Disciplinary sanctions, up to and including placement change and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. Additionally, students may be dismissed from participating in school athletics and organizations if found in violation of this policy.

PARENT VOLUNTEER POLICY

One of the most impactful ways to give back to WSD is by volunteering. Parent volunteer opportunities often present themselves throughout the school year. Parents may be needed to assist in classrooms, on field trips, for preparation of assemblies, fundraising events, or other activities.

WSD welcomes parent participation both inside and out of the classroom. However, to maximize instruction and minimize distractions, parents who volunteer shall be limited to 5 hours per month at the discretion of the WSD administration. Once a volunteer has a cleared background check, he/she may volunteer in either the school or the dorm program. Please schedule your classroom and/or dorm volunteer time with your student's teacher or dorm staff at least two weeks in advance.

If you have questions, please feel free to contact a WSD administrator.

Steps to volunteering at Wisconsin School for the Deaf

1. Contact Kathleen Lincoln, Program Associate, in the Shipman Building to begin a background check.
2. Complete the *PARENT VOLUNTEER INFORMATION FORM* found in the FORMS SECTION and return it with the background check form.
3. Volunteers must wait for official clearance by office personnel before beginning volunteer service of any kind. Once the office receives notice of your clearance, an administrator will call you with information when volunteer opportunities are available.
4. Both the background check process as well as the WSD Volunteer Form will be renewed annually. Volunteers are responsible for submitting the required paperwork.
5. Parent volunteers are not permitted to bring other children with them while performing volunteer service at WSD.
6. All volunteers must comply with the WSD bilingual educational philosophy and language policy by communicating through sign language during all volunteer activities.

Special note: Field Trips

Due to liability concerns, parent volunteers are not permitted to ride in WSD vans and/or chartered bus transportation. Parents may act as field trip chaperones (depending on the needs of the field trip), but may not bring other children on the trip. Adults and staff members' first task of chaperoning is to provide for the

safety of participating students. Chaperones must be at least 25 years of age. Chaperones will inform staff of student behavior as chaperones may not discipline students.

PHONE/VP NUMBERS- CAMPUS-WIDE

The following is a list of campus phone numbers: All numbers are Voice and Video Phone (VP) unless otherwise listed. The following school personnel are usually available from 7:30 a.m. until 4:15 p.m.

WESP-DHH Center Director's Office	262-740-2066
	262-725-0119 (VP)
Student Life Office (Residence Hall)	262-728-7191
	262-725-0110 (VP)
Director of Student Life	262-725-0522 (VP)
Assistant Director of Student Life	262-725-0497 (VP)
School Office	262-728-7131
	262-725-0097 (VP)
School Principal	262-728-7130
	262-725-0260 (VP)
Dean of Students	262-226-2404
Director of Curriculum and Assessment	Vacant
Athletic Director	262-725-0258 (VP)
Audiologist(s)	262-728-7131
Health Center	262-728-7144
	262-728-7168 (Fax)
	262-725-0251 (VP)
	262-394-1217 (VP)
	262-749-6733 (Cell Phone)
Parent Staff Association Contact	262-740-2066
School Psychologist	262-728-7131
	262-724-8177 (VP)
School Social Worker	262-725-0475 (VP)
School Counselor	262-725-0452 (VP)
Residence Hall Social Worker	262-725-0489 (VP)
Residence Hall Behavior Specialist	262-725-0435 (VP)
Residence Hall Student Service Assistant	262-267-8153 (VP)
Residence Hall Transition Coordinator	262-725-0091 (VP)



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

Elementary Floors

B-3	262-724-8175 (VP)
G-3	262-724-8176 (VP)

Middle School Floors

B-3	262-724-8175 (VP)
G-3	262-724-8176 (VP)

High School Floors (and 8th Graders on the High School floor)

B-4	262-724-8171 (VP)
G-4	262-724-8173 (VP)

RELEASE OF INFORMATION

Each student presents with a unique set of individual needs that may require information sharing between doctors, therapists, counselors, schools, etc, and WSD staff. In order to ensure appropriate and legal

communication takes place for the benefit of the student, a release of information must be completed, signed and dated to verify permission is granted for the communication.

SEARCH AND SEIZURE

School lockers, dorm rooms and school-issued computers are the property of WSD. WSD has the authority to search rooms, lockers, personal belongings, and vehicles parked on campus at any time if there is reasonable suspicion that there has been a violation of WSD policies or contains contraband. WSD will use room, locker, and vehicle searches on campus at any time as reasonable suspicion of illegal substance or look- alike drugs as defined by state law including the use of drug sniffing dogs from a law enforcement agency.

WSD reserves the right to search individuals (staff, students, visitors) as well as their personal belongings whenever there is reason to believe the individual is endangering the health, safety, welfare, and security of students or staff members. This includes searching for stolen goods. Searches may be campus-wide.

Items such as weapons, tobacco products, drugs, drug look-alikes, drug-paraphernalia, or any other illegal items will be confiscated. Local police authorities will be contacted and WSD discipline will also be issued.

SHARED RECOVERY OF EDUCATIONAL EXPERIENCE COSTS

WSD and the Department of Public Instruction (DPI) are proud to offer a variety of educational experiences to our students. Some of these opportunities include significant student travel expenses paid for by the school. Our WSD students are very lucky to have the opportunities to travel as they do for various events. Therefore, student and family commitment to these experiences is necessary.

On rare occasions, a student chooses to withdraw from participating in an event after WSD and DPI have spent funds for his/her travel expenses. **In such cases, the student and his/her parent(s) will be responsible to provide reimbursement of 50% of the lost travel expenses.** Reimbursing these expenses enables WSD to continue to provide these educational experiences to students in the future.

Students wishing to participate in such activities that include significant travel expenses, must have the *EDUCATIONAL EXPERIENCE AGREEMENT/COMMITMENT FORM* completed in the Ecollect portal on Infinite Campus.

STUDENTS OF LEGAL AGE POLICY

Every student 18 years of age or older is an adult and shall have all the rights, privileges, and responsibilities of adulthood, unless guardianship has been obtained. Such students, however, shall comply with all school rules, pursue the prescribed courses of study and submit to the authority of teachers and others in authority over them.

WSD will encourage students to maintain a healthy, communicative relationship with their parents/guardians. WSD will continue to communicate with parents/guardians of students who are 18 years of age or older concerning the student's records, activities, school performance and behavior. However, if a student of legal age declares to WSD, in writing, that he/she is not a dependent of the parent/guardian as defined under federal law (26 USC 152), or if the student of legal age declares to WSD, in writing, his/her desire that such communication be terminated, then WSD will cease such communications.

Once a student has declared his/her independence in writing, it is up to the student to notify his/her parents of the change, since the declaration prohibits WSD from further communication with parents. (See: *DECLARING LEGAL INDEPENDENCE FORM* and *AUTHORIZATION FOR RELEASE OF INFORMATION FORM* in the FORMS SECTION).

Beginning at age 17, and each year thereafter, WSD must include a statement in the student's IEP that the student has been told that his or her rights will transfer to the student when the student reaches the age of

18. If a student has been determined to need guardianship by a Wisconsin court, rights are with their guardian and do not transfer to the student at age 18.

When a student enrolled at WSD reaches the age of 18, WSD must provide any required notices or IEP paperwork to both the student and the parent(s) or guardian(s). In addition, all rights given to the parent(s) or guardian(s) under IDEA transfer to the student when the student reaches age 18. If a student who is age 18 or older decides he or she no longer wants to attend school, the student may revoke consent for special education and related services in writing WSD.

LEGAL REF.: Wis. Stat. § 115.787(2)(g)(3), 115.807 (1), 115.807 (2), 118.125, 118.15, 118.16

SURVEILLANCE POLICY

The Wisconsin School for the Deaf (WSD) has approved the use of video surveillance and electronic monitoring equipment in the facilities for the purpose of ensuring the health, welfare and safety of all staff, students and visitors to the school property, maintaining an orderly and effective educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, to protect school property and building security, and for enforcing school policies, procedures and rules.

Procedures:

The WESP-DHH Center Director is responsible for determining the placement of video surveillance/electronic monitoring equipment (hereinafter "surveillance equipment") on the WSD campus. This determination will be made in consultation with the Buildings and Grounds Supervisor. Surveillance equipment may be placed in common areas in schools and buildings and other locations where students, staff and visitors do not have a reasonable expectation of privacy, such as: hallways, entryways, school common areas, gymnasiums, cafeterias, libraries, dorm common areas, parking areas, and other outside areas. Surveillance equipment may not be used in areas where persons have a reasonable expectation of privacy, such as: restrooms, locker rooms, dorm rooms, or changing areas. School administration and authorized school staff are permitted to carry and use portable video cameras when responding to incidents.

Any person who takes action to damage, block, move, or alter the location or viewing angle of a video camera shall be subject to disciplinary or legal action or both.

The video from the surveillance equipment will not be continuously or routinely monitored. Video recordings will be viewed by authorized users on a random basis or when issues are brought to the attention of the building principal or another administrator. Only individuals authorized by the WESP-DHH Center Director or designees may view recordings, unless otherwise required by law. Routine video recordings will be retained for 120 days, unless the recordings are used for disciplinary purposes. Any information or recordings obtained from surveillance equipment may only be used to support the intent of this policy or for law enforcement purposes. All other purposes are prohibited. Video recordings may not be sold publicly, viewed, or distributed in any other fashion except as provided for in this policy and consistent with state and federal law.

Video recordings of students used for disciplinary purposes will be treated as confidential behavioral records under state and federal law, including the Family Educational Rights and Privacy Act (FERPA). Copies of video recordings containing personal identifiable information about students may not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and the students who are 18 years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the WESP-DHH Center Director, provided that viewing the recording does not violate state or federal law. Video recordings used for student disciplinary purposes will become a part of a student's behavioral record. In these cases, the school shall comply with all applicable state and federal laws related to record maintenance and retention.

If a video recording is used for staff disciplinary purposes, it may be subject to disclosure as required by law. The school shall comply with all applicable state and federal laws related to record maintenance and retention.

This policy/procedure does not address or cover instances where school officials record a specific school event (e.g. a play, performance, athletic contest, or graduation) or an isolated instance where a classroom or student is videotaped for educational or research purposes.

LEGAL REF.: Sections 118.125 Wisconsin Statutes, 175.22, 942.08, 995.50

TRANSGENDER POLICY

Supports for transgender students

WSD strives to create a safe and supportive learning environment for all students and to provide school staff with awareness of best practices to address situations as they arise. Transgender students' needs can be highly individualized depending upon the circumstances of the student. Each student's needs will be assessed on a case-by-case basis, which can be accomplished by meeting with the student and, if appropriate, with the student's parents or guardians. School staff should let the student take the lead in determining and expressing their own gender identity and should be mindful of the student's right to privacy and confidentiality with respect to their gender identity and expression.

Definitions for Key Terms.

"Assigned sex at birth" means the sex designation, usually "male" or "female," assigned to a person when the person is born.

"Gender" means a set of social, psychological, and emotional traits, influenced by a society's expectations that classify an individual as feminine, masculine, or other.

"Gender expression" means the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice, or mannerisms.

"Gender identity" means a person's internal, deeply-felt sense of being male, female, or other, whether or not that gender-related identity is different from the person's physiology or assigned sex at birth. Everyone has a gender identity.

"Gender nonconforming" means displaying a gender or gender expression that differs from that typically associated with one's assigned sex at birth. A person's gender expression may differ from stereotypical expectations about how females and males are "supposed to" look or act. Gender nonconforming is not synonymous with transgender; not all gender nonconforming students identify as transgender.

"Sex" means the chromosomal, hormonal, and anatomical characteristics used to classify an individual as male or female.

"Transgender" means a person whose gender identity differs from their assigned sex at birth. "Transgender" is not the same as "gay".

"Transition" means the process by which a transgender person starts living as the gender the person identifies as and often includes a change in style of dress, selection of a new name, a request that people use the correct pronoun, and possibly hormone therapy and surgery.

Determination of a Student's Gender Identity

WSD will accept a student's sincerely held gender identity. A student does not need a medical or mental health diagnosis or treatment threshold to have their gender identity recognized and respected. A transgender student who is ready to socially transition, regardless of whether the student is undergoing medical transition, may initiate a process to change how the student is addressed (preferred name, preferred pronoun), their attire, and access to preferred activities and facilities.

Every student's situation is different, so this process should begin with a meeting between the student and a pupil services team member or administrator to discuss the type of supports the student is requesting. During this initial meeting, the pupil services staff person or administrator should also try to discover the extent to which the student's parents are aware of the student's gender identity. An initial meeting may or may not include the student's parents, depending on individual circumstances and how the meeting was initiated. There may be situations where a student has not yet talked to their parents about their transgender status, but still makes a request for support.

WSD will customize and document supports to optimize each student's integration. Both the student and the school will agree on support to be provided. Once a plan is established, the pupil services staff person or

administrator should follow up with the appropriate school personnel (as appropriate to the agreed-upon supports) to inform them of the student's asserted gender identity and agreed-upon supports. As a student's identity develops, their appropriate supports may change. The student or their parent/guardian may initiate a meeting with a pupil services staff person or administrator to change the support plan, particularly if requested support related to sex-segregated facilities will be affected by the change. A pupil services staff person or administrator should revisit the plan as needed, with the student (and parent, if involved) for continued appropriateness.

Support for transgender students should be applied consistently.

Access to Sex-Segregated Facilities

In cases where a student desires increased privacy or feels unsafe, WSD should provide the student with reasonable access to alternative accommodations. This includes restrooms, locker rooms and dormitories.

Restroom Accessibility

Students will have access to restrooms that correspond to their sincerely held gender identity. When a transgender student's support includes access to a restroom that corresponds with their sincerely held gender identity, there may need to be accommodations made for other students. In this case, if any student, whether transgender or not, desires increased privacy, or feels uncomfortable, WSD will make every effort to provide the student with reasonable access to an alternative restroom (e.g., single-stall restroom). A transgender student should determine which restroom to use. A transgender student will not be compelled to use an alternative restroom. WSD may take steps to designate single-stall "gender-neutral" restrooms.

Locker Room Accessibility

WSD may maintain separate locker room facilities for male and female students. Students should have access to the locker room facility that corresponds to their sincerely held gender identity. When a transgender student's support includes access to a locker room that corresponds to their sincerely held gender identity, there may need to be accommodations made for them or other students. If any student, whether transgender or not, desires increased privacy, regardless of the underlying reason, WSD will provide access to a reasonable alternative, such as:

1. assignment of a student locker in close proximity to the coaches' office or a supportive peer group;
2. use of a private area within the public area of the locker room facility;
3. use of a nearby private area; or
4. a separate changing schedule.

Housing

WSD will endeavor to allow transgender students to access housing accommodations that are consistent with the student's sincerely held gender identity. WSD will honor a student's voluntary request for single-occupancy accommodations, if the student so chooses. WSD will not, however, require a transgender student to stay in single-occupancy dorm rooms. Housing accommodations and the application of Dorm Visiting Policies related to visiting floors of the opposite gender may change throughout a student's transition process and should be documented in the student's support plan. When a transgender student's support includes access to housing accommodations, additional or related accommodations for the student or other students may be necessary. If any student desires increased privacy, regardless of transgender status or the underlying reason, WSD will endeavor to provide access to a reasonable alternative, such as a single-occupancy room.

Preferred Names and Pronouns

Transgender students have the right to be addressed by a name and pronouns that correspond to their sincerely held gender identities. If requested by the students, staff should address them by the name and pronouns that correspond to each of their sincerely held gender identities. Transgender students are not required to obtain a legal name or gender change or to change their official records. This does not prohibit inadvertent slips or honest mistakes, but does apply to intentional or persistent refusal to respect a student's gender identity, which will be considered an act of discrimination. Teachers and other school staff should be informed of the student's preferred name on student rosters and of the preferred pronouns to use

when addressing the student. If the student information system (e.g., SIS) accommodates a “preferred name,” the student’s preferred name should be noted. Teachers and other school staff should take care to ensure that a transgender student’s legal name, if different from the student’s preferred name, is kept confidential.

Physical Education

Transgender students will not be denied the opportunity to participate in physical education. Students will be allowed to participate in gender-segregated recreational gym class activities and sports in accordance with their sincerely held gender identity.

Competitive Athletics

Transgender students shall be permitted to participate in interscholastic athletics in a manner consistent with the requirements and policies of the National Deaf Interscholastic Athletic Association (NDIAA), the Great Plains Schools for the Deaf Athletic Association (GPSD), and the Special Olympics Wisconsin.

Dress Code

All students should be permitted to wear the clothing of their choice, regardless whether it conforms to traditional gender stereotypes, if such clothing does not violate the school’s dress code. Dress codes should be gender neutral. Students may dress in accordance with their gender identity and gender expression. School personnel should not enforce a school’s dress code more strictly against transgender and gender nonconforming students. This applies to dress at school as well as at co- and extra-curricular activities.

Other Gender-Based Activities

Students should be permitted to participate in any gender-based activity and conform to any rule, policy, or practice consistent with their sincerely held gender identity.

Discrimination, Harassment and Bullying

WSD prohibits all forms of discrimination against any transgender student or any student who does not conform to gender role stereotypes. WSD policies that prohibit the harassment and bullying of students apply to any such actions based on a student’s actual or perceived transgender status or gender nonconformity. This includes ensuring that any incident or complaint of discrimination, harassment, or bullying is given prompt attention, including taking appropriate corrective and/or disciplinary action. Complaints alleging discrimination, harassment or bullying based on a person’s actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination, harassment and bullying complaints.

Records, Privacy, and Confidentiality

At this time, WSD is required to use a student’s legal name on standardized tests. For gender, the federal definition of “biological sex” is used, and allowable values are M or F. School staff should be mindful that a transgender student’s gender identity and preferred name may not conform with the official records, and staff should protect the student’s privacy by avoiding inadvertent disclosure of the student’s legal name and assigned sex at birth, whenever possible. Information about a transgender student’s legal identity, transgender gender identity, and assigned sex at birth should be treated as confidential information. Disclosing such information to other students, community members, or other third parties may violate privacy laws, such as FERPA. Do not disclose information that may reveal a transgender student’s status to others, unless legally required to do so, or unless the student has authorized such disclosure. To the extent that WSD is not legally required to use a student’s legal name or sex, WSD should use the name, pronouns, and gender marker requested by the student.

Certain records and personally identifiable information related to the student’s gender status or biological sex may be protected not only as an education record, but also as a confidential patient health care record. WSD recognizes that a student may have a strong individual interest in maintaining the privacy of their transgender status or their gender nonconforming presentation at school. Accordingly, in addition to adhering to all legal standards of confidentiality, school personnel with knowledge of any student’s transgender status or gender nonconforming presentation are expected to treat that information as being particularly sensitive, even internally among school staff and school officials. Staff are expected to refer any questions they may have about student privacy and possible disclosures of a student’s transgender or

gender nonconforming status to the Center Director who may involve others in decisions. WSD strongly encourages transgender and gender nonconforming students and their families to maintain ongoing communication with the WSD staff who are working directly with the student in order to address, among other issues, relevant privacy concerns and privacy preferences.

WSD's approach of respecting a student's decision to use a name and the pronouns that correspond to the student's gender identity regularly is not a commitment to change all existing school records in order to reflect those preferences. Further, there may be situations where the district is required to use or report the legal name or biological sex of the student as that data is reflected in WSD's official records. The extent to which official records of WSD are modified will depend on a case-by-case evaluation of the information WSD receives and the type(s) of school records affected by the information that is received. For example, when a student changes their legal name and that change is sufficiently substantiated, WSD will issue a high school transcript under the student's new legal name.

LEGAL REF.:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681(a)

34 C.F.R. § 106.31(a)

Equal protection clause of United States Constitution

Wis. Stat. § 118.13

Wis. Stat. § 118.46

Wis. Admin. Code ch. PI 9

CROSS REF.:

Zero Tolerance Behaviors Policy

Bullying Policy

Dorm Visiting Policies

Off Campus Privileges

WIAA Transgender Athlete Policy

DPI FAQ on Transgender Students at <https://dpi.wi.gov/wise/data-elements/gender>

and at <https://dpi.wi.gov/wise/data-elements/student-name>

VIDEOPHONE USE

WSD has a number of videophones in both the school and dorm for staff and students to use. In the dorm, students must sign up for videophone use. Students are allowed to use the school videophones only at the discretion of the school principal or pupil service team members.

VISITOR POLICY

Parents or guardians, family members, and other visitors are always welcome at WSD. Please register at the School Office in Chesebro Hall. After 4:30 PM please register at the Dorm Office in Huff Hall. **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).**

No pets may be brought on campus by parents or visitors, unless they are certified service animals.

Visitors will not be permitted in the cafeteria unless approved by the Directors of Student Life, Principal, or WESP-DHH Center Director ahead of time. During mealtime visitors may not stay in the residence hall unless staff is present. When permitted into the cafeteria for a meal with your child, please make yourselves comfortable in the staff dining room.

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 Director of Student Life and require being accompanied by a WSD staff person if a background check has not been conducted in advance (DPI Policy). The Directors of Student Life may ask visitors to leave at any time.

Those who are on the *persona non grata* list are not allowed to be on the campus for any reason. Should you be on this list, please contact the WESP-DHH Center Director to request a consideration to be removed from the list.

Visitors in Residence Hall:

Parents and Guardians (aka visitors) are encouraged to notify the student's Residential floor staff or the Director(s) of Student Life 24 hours in advance. Only family members who are immediate relatives to the child are allowed to visit in the Residence Hall. All visitors to the WSD residence hall will need to check in at the building's office, receive a visitor pass, and follow instructions of the staff on duty. The visitors wishing to visit their child in the residence hall are asked to do so in the Lobby on 4th floor or FBC on 3rd floor to respect other students' rights to privacy. (Director(s) of Student Life will make decisions for the alternative area, if Lobby/FBC is not available). The visitors are not allowed to be on the residence floor, living room, bedrooms, or hallways. No other outside visitors are allowed in Residence Hall at any time. If visitors need to use the restroom they can use the restrooms located by the Lobby on the 4th floor or FBC on the 3rd floor. We will be asking the visitors to leave the building and campus at 7:00 p.m. to allow students to get ready for bedtime routine schedules 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.

Parents who are registered sex offenders must request to attend their child's events in advance. WSD will consider to approve each such request on an individual basis with consideration of the event to be attended and supervision of the visit will ALWAYS be required.

WEIGHTED BLANKETS/ITEMS

Blankets and other weighted items are considered a restraint and are not allowed in the school and residential setting unless they have been assessed by the Occupational Therapist (OT). The OT will make sure that any weighted items are being used safely and appropriately. If a student has OT services and they have been assessed and are able to use weighted items, then this information will be shared with the school and dorm staff. Training on the items and their usage will also be provided to the staff that work with the student.

If parents send a weighted item for their child to use, parents must sign a waiver with clear guidelines on how they would like the blanket to be used, and a safety checklist with child weight, weight of blanket/item and strict boundaries around the use of the weighted item (only at bedtime, only when stressed, only when sitting, etc.)

The training for the use of weighted items and monitoring of their use will be done by the Occupational Therapist (OT).

Things to Know:

Recommendations for weight:

Kid Weight	Kid Age	Blanket Weight
22-35#	3	5#
36-45#	4-5	8#

46-70#	6-10	12#
71-140#	11-15	16#
141#+	16+	25#

- ★ The above is what the most recent research recommends. However, every person is different and may require slightly more or less than the recommendations.
- ★ The child must be able to remove the blanket/weighted item for themselves for it to be considered appropriate.
- ★ Weighted items should be used during sedentary activities (sitting, laying down, etc.)
- ★ Can be worn on a child's lap while sitting, around their shoulders sitting or while laying down. It should not be used while walking or moving about.
- ★ When a child is using a weighted item, it is required that documentation be taken to identify the following: Time used, place used, emotions before/after/during, record or behavior, things said, etc.

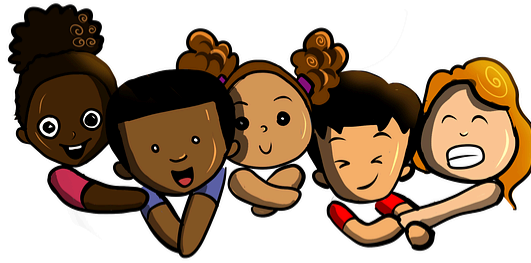
YOUTH IN TRANSITION

The McKinney-Vento Homeless Education Act covers children and youth who don't have a fixed, adequate and regular nighttime residence, such as those living:

- In an emergency or transitional shelter; with friends or relatives due to a loss of housing or economic hardship (also known as doubled up)
- In a motel, hotel or campground
- In a car, bus, or train station or other public place
- In an abandoned building or some other inadequate accommodations
- Migratory children who are living in circumstances described above.
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, such as runaways or youth who have been denied housing by their family.

Students who meet the McKinney-Vento Education Act will continue to attend WSD. Students in temporary housing have the right to immediately enroll in school and attend classes; obtain free transportation to the school of origin even if it is in another district; receive free transportation to the local school if transportation is provided to other students; get special education services immediately if the student has a current IEP (even if the IEP itself is not available or if it is from another district); participate in any school activity that is available to other students and get transportation to and from all before or after school activities if it is provided to other students; and receive free school meals without filling out an application.

WSD's social worker can provide assistance to youth and families in transition and work with the LEA to provide them with local support and resources.



BEHAVIORAL MANAGEMENT SECTION

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. Appropriate discipline is built into the program, but the emphasis is on positive outcomes.

Refresher training is provided to students twice a year concerning PBIS, bullying, and socially appropriate behavior. Students are also recognized on a quarterly basis during the academic awards programs for maintaining positive behavior during each quarter.

There are three levels of PBIS:

1. Universal Supports:

WSD adheres to the following campus-wide behavioral expectations: “Show how we CARE by being: Safe, Respectful, & Responsible.”

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.

Campus Environment

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

Students are reinforced throughout WSD’s campus with praise, PBISrewards, 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, or other items as provided, 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 praise.

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, 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, and Pupil Services Team interventions. If seclusion and/or restraint is used as an intensive support and it is not in the Behavioral Intervention Plan (BIP), an IEP meeting will be called to determine the correct action to be taken if future incidents occur.

In case of suicide threats, a 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.

DISCIPLINARY CONSEQUENCES

Wisconsin School for the Deaf implements Restorative Practice as an option to address behaviors; where the focus will be upon repairing the harm and restoring relationships that were damaged. This is a voluntary program that will be in addition to discipline if deemed appropriate by the administration. 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) better choices to make next time.

A student has the right to tell his/her side of the story to the school staff as part of due process before discipline is determined. When the student and/or parents disagree with the discipline issued, they have the right to respectfully talk to the assigned school administrator (i.e. Principal, Dean of Students, Director or Assistant Director of Student Life, WESP-DHH Center Director, etc.).

Administrators reserve the right to administer consequences for rule violations. Specific consequences will depend upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances. The administration reserves the right to impose penalties and sanctions for conduct not specifically covered in this code or for those actions that are extremely serious, dangerous, or injurious.

Students engaging in unlawful behaviors per Wisconsin code may be referred to police and potential expulsion under the students' school districts. If a student refuses to cooperate with an investigation, WSD reserves the right to determine consequences based upon the information gathered.

Students whose behavior impedes his/her learning or that of others will have a Functional Behavioral Assessment (FBA) conducted. In some cases that student's needs will require the development of a behavior intervention plan. When a student is suspended out of school for more than 6 days, an IEP meeting will be conducted and a manifestation determination will be completed.

SCHOOL CONSEQUENCES

Behavioral Infractions - Intervention Process

- **Redirection**

If a student displays inappropriate behavior, the staff person in charge of the activity will restate the desired behavioral expectation and continue with the activity. The staff may use a verbal warning to support the student.

- **Re-Teaching Conference**

If the student continues to display this inappropriate behavior, the staff person will address the behavior and provide an opportunity to re-teach appropriate behavior.

- **15 Minute Student Reflection Time (SRT) Issued**

If a student still engages in inappropriate behavior after redirection and re-teaching, the student will be assigned a 15 minute SRT. The student will report to the designated area.

- **30 Minute SRT Issued**

If a student continues with inappropriate behaviors, the student will be assigned a 30 minute SRT which the student will report to the designated area.

- **Office Referral**

If the behavior continues or is severe, students may be referred directly to the principal/dean of students office. Students requiring immediate removal from class to the principal/dean of students office due to severe behaviors could receive a 60 minute SRT from the principal/dean of students or other discipline as determined appropriate by the principal/dean of students or their designee.

Modified Detention Program for Lower Elementary Students:

Lower Elementary Consequences:

- (1) = redirection
- (2) = re-teaching
- (3) = 10 minute SRT
- (4) = 20 minute SRT

The students will serve the student reflection time with a member of the PST.

Student ReflectionTime (SRT):

1. SRT begins once the student arrives in the designated area and takes a seat. The student will be given a permit (pink slip) once his/her reflection time has been completed. When the entire SRT time cannot be served in one day, the student will return to the designated area to complete his/her time the next day the student attends school.

2. The Dean of Students will send follow-up letters or emails to parents and LEAs inform them of each SRT administered to their child.

3. Students will complete a reflection sheet and will meet with the staff that issued the SRT. Staff will sign the reflection sheet and the student will turn in the sheet to an assigned PST member within 2 school days.

4. Students who refuse to attend SRT will have their SRT time doubled. When a student accumulates 240 minutes of un-served SRT 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 accumulation of 240 minutes of un-served SRT time within a quarter, the student will serve a full day of in-school suspension for each. Parents will receive a letter each time their child is placed in in-school suspension.

5. When a student receives three SRTs in a quarter, the case manager will be notified by the Pupil Services Team (PST). The case manager will communicate with the parent/guardian. PST will observe the student and work with the teaching staff to address behavioral concerns. If this process does not prove effective, the teaching staff will submit a student concern form for the team to convene and discuss further intervention.

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

7. Students may request postponement of a SRT to attend extra curricular activities during lunch or field trips. Postponement of SRTs will be at administration's discretion, with no more than 3 postponements per student per year. Students must contact administration in person or by email to receive postponement.

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

9. If the behavior is an ongoing issue, the IEP team may need to reconvene to discuss the need to complete a Functional Behavioral Assessment (FBA) and development of a behavioral intervention plan (BIP).

Tardiness

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. If it was the student's first time being tardy to class, the teacher will confer with the student for a re-teaching. If the student was tardy a second time, the teacher will issue a 15 minute SRT with the teacher to make up for time lost due to being tardy. 30 minute SRT with the teacher will be issued to the student to make up for time lost if it occurred a third time with the teacher. Tardy SRTs 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 after a re-teaching has been done. Three minutes are allowed between each class. Students must have a pink slip or hall pass to be in the halls during class time. No pink slip or hall pass could incur a 15 minute SRT.

In-School Suspension:

Students may be placed into in-school suspension for severe behaviors by the principal and/or designated person. While students are in the in-school suspension room, they will be given work to make-up 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 designated person.
2. Teachers are required to provide work for students in ISS supervised by a teacher.
3. Students placed in ISS by the Principal as a result of being removed from class or for serious behaviors are subject to home suspension at the principal's discretion at any time.
4. Students will be placed in in-school suspension when awaiting departure to serve a home suspension.
5. The principal will send letters and/or emails to parents and LEAs informing them of each in-school suspension administered to their child.

Modified In-School Suspension for Elementary students:

Lower Elementary:

After 30 minutes assigned SRT = sent to the Principal's office, one period of in-school suspension

Serious behaviors = ½ or full day of in-school suspension or home suspension

Discipline is handled by the classroom teacher with possible PST support. If the behavior is more severe then administration will be involved.

Upper Elementary:

After 30 minute assigned SRT = sent to Principal's office, two periods of in-school suspension

Serious behaviors = ½ or full day of in-school suspension or home suspension

Discipline is handled by the classroom teacher with possible PST support. If the behavior is more severe then administration will be involved.

Home Suspension:

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

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. WSD Administration or a member of the WSD Pupil Services Team will make immediate contact with parents and LEAs concerning home suspensions. An administrator 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 will take place as arranged by the principal, IEP Coordinator, or designated person 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 ensure that supports are in place to assist the student in addressing his/her behavior issues.
4. If seclusion (time-out) and/or restraint techniques were used on the student, the parents and the LEA will be notified by a letter/e-mail and the student's IEP will be reopened after the first time this happens in an IEP year.

DORM CONSEQUENCES

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.

Responsibility Centered Discipline:

Students who display inappropriate behavior may be asked to go to their room to reflect on their behavior. During this time they are expected to develop strategies to improve their behavior in the future. Students will meet with appropriate staff to come to an agreement on the appropriate actions and consequences.

Home Suspension:

1. Students whose behavior warrants home suspension may be assigned up to five days suspension as determined by the Directors of Student Life.
2. The Directors of Student Life or dorm behavior specialist 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 IEP Coordinator or designated person 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 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 ensure that supports are in place to assist the student in addressing his/her behavior issues. Students who persistently do not follow or comply with dorm expectations may lose the privilege of residing in the dorm.

Disciplinary guidelines assist staff to maintain consistency in administering discipline to students. These guidelines are explained to students each year to ensure 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 campus buildings, on campus grounds, and buses and at campus-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The Wisconsin School for the Deaf 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 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, video phone, 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 and residential environments, including any property or vehicle owned, leased or used by WSD. This includes public transportation regularly used by students to go to and from the campus. Educational and residential environments include, but are not limited to, every activity under WSD staff supervision.

Bullying as a Crime

In addition to campus discipline, the bullying conduct may be severe enough to warrant prosecution as an ordinance or criminal matter. If this is the case, the local law enforcement agency will be contacted.

Bullying conduct may constitute violations for:

Wis. Stat. 947.01 - Disorderly conduct; Wis. Stat. 947.012 - Unlawful use of a telephone; Wis. Stat. 947.0125 - Unlawful use of computerized communication systems; Wis. Stat. 947.013 - Harassment; Wis. Stat. 940.32 - Stalking; Wis. Stat. 943.201 - Unauthorized use of an individual's personal identifying information or documents.

Should a citation be given, it is the parent/guardian/adult student's responsibility to attend court at the stated time. Contact with the court should be made by the parent/guardian/adult student to secure an ASL interpreter, and a Certified Deaf Interpreter if one is needed.

Procedure for Reporting/Retaliation

All WSD staff members who observe or become aware of acts of bullying are required to report these acts to the WSD Dean of Students, Principal, pupil services team, or the student life administrators.

Reports of bullying may be made verbally or in writing and will be confidential. 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 other person, including a student who is either a victim of 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.

The individual that received the report of bullying will immediately investigate the report. The investigator of the bullying report shall, within a reasonable timeframe, interview the person(s) who are the victim(s) of the bullying and/or the witness(es) 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 investigators (PST staff) will be notified.

The following WSD employees have been identified as the second-tier investigators and/or disciplinary team:

- WSD Administration
- School Psychologist
- Social Worker
- School Counselor
- Student 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.

Bullying that takes place over the weekend at home or over the summer is also of serious concern. While WSD does not have authority to provide consequences to students for home behavior, reporting such incidents to the staff is important so we can provide appropriate support to students. It is crucial that staff help to empower students to make safe, smart, and ethical decisions.

Procedure for investigating reports of bullying

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. WSD 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 administrators 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).

If a student is home suspended due to bullying, a re-entry meeting will be established to consider any possible changes that may need to be modified on the student's existing IEP and/or Behavior Intervention Plan (BIP).

The pupil services staff will provide support and appropriate resources to perpetrators.

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 via Student-Parent Handbook. 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.

CYBERBULLYING

Cyberbullying is the use of technology to harass, threaten, embarrass or target another individual or group. Cyber bullies can be classmates, online acquaintances, and even anonymous users, but most often they do know their victims. Cyberbullying includes, but is not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and stalking and will not be tolerated.

At WSD, technology is in use in every classroom. Teachers provide instruction to students so they know the correct way to use technology resources and ensure their safety. Cyberbullying that takes place while students are under the supervision of WSD staff is taken very seriously. Students engaging in this behavior are given behavioral consequences and loss of technology privileges. In some cases, cyberbullying is a crime and law enforcement officials will be contacted.

The WSD Pupil Services Team will follow up with the victims of cyberbullying.

Cyberbullying that takes place over the weekend at home or over the summer is also of serious concern. While WSD does not have authority to provide consequences to students for home behavior, reporting such incidents to the staff is important so we can provide appropriate support to students. It is crucial that staff help to empower students to make safe, smart, and ethical decisions online. It is vital that parents use local resources such as the police department to address cyberbullying if it happens at home.

GANG ACTIVITY

The presence of gangs (defined as “any group of two or more persons who join together for destructive or violent purposes”) and gang activities can cause a substantial disruption of and interference with the educational functions of the school. WSD will not allow a small percentage of disruptive students to interfere with its educational function. Therefore, WSD will not tolerate gangs or gang-like activities that are disruptive, menacing, threatening or violent toward any individual or group in our school communities. Gang-related incidents may be referred to appropriate law enforcement officials.

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 the 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 guideline is a permissive maximum period of time these records may be maintained, Wis Stat. sec. 118 125(3).

SECLUSION AND RESTRAINT POLICY

The Wisconsin School for the Deaf has instructors trained from the Crisis Prevention Institute (CPI) in 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 Nonviolent Crisis Prevention Intervention (NCPI) de-escalation techniques which emphasize providing positive support for students to reduce 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 situation 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.

Nonviolent Physical Intervention is used only as a last resort when all other verbal and environmental interventions have failed and the child exhibits behavior that is considered a physical risk to others and to self. This technique parallels 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. 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.

If a student poses a threat to the safety of themselves or others, or who intentionally causes harm to staff or students, police contact may occur. If a student exhibits behavior that is a physical risk to others, the NCPI trained staff will deal directly with the student to ensure the Care, Welfare, Safety, and Security of everyone involved.

When seclusion and/or restraint is used as an intensive support and it is not in the IEP and/or Behavior Intervention Plan (BIP), an IEP meeting will be called to determine the correct action to be taken if future incidents occur and to discuss any additional support the student may need.

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.

SELF-DESTRUCTIVE BEHAVIORS OR STATEMENTS

Emergency procedures are implemented immediately when a student demonstrates suicidal behavior, or makes suicidal gestures or statements. Members of the Pupil Services Team, dormitory staff, Health Center staff and/or administration will assess the student's need for emergency intervention. If an emergency situation is indicated, staff will call 911 and the student will be escorted by appropriate authorities to a local hospital.

Parents/guardians will be contacted by the school staff immediately. Parents will arrange for the psychiatric, medical and/or inpatient treatment if necessary. During hospitalization or outside therapy, parents will provide written consent for the hospital or agency to share reports with the WSD Pupil Services Team. A re-entry meeting will be conducted prior to the student returning to school in order to ensure the student is not a danger to themselves or others. When necessary, the student's IEP meeting will be reconvened to determine if any additional services, IEP modifications, or other interventions are needed in the school setting.



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, and Positive Behavior students. Academic awards are based on GPA averages each quarter. High Honors is awarded to students earning a 3.5 or higher for each quarter. Regular Honor Roll is awarded to students earning between a 3.0 - 3.499 GPA each quarter.

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, students 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 AND OTHER COMMUNICATION DEVICES



During School Day:

Student cell phones and other communication devices may only be brought to school if the phone number and device serial numbers are recorded in the WSD Infinite Campus database. To register your student's devices, please complete the *PERSONAL TECHNOLOGY ON CAMPUS PERMISSION FORM* found in Infinite Campus.

Elementary and Middle School

Cell phones and other such devices may not be used during the school day for the elementary and middle school students.

High School

	Before school	Passing time (3 minutes between classes)	Breakfast and Lunch	After school
	In classrooms	In bathrooms/locker rooms	During homeroom and advisory period	During assemblies

Earbuds, headphones, Bluetooth devices, smart watches, or other devices that are connected to smartphones are not permitted except for accommodations that are written on the student's IEP. Those devices are only allowed to be used before and after school, during passing periods, and lunch.

If the student's phone is visible in the classroom, staff will confiscate the phone from the student and give it to the principal for safekeeping until the end of the school day for the first offense. As for the second offense, the phone will be confiscated and kept in the school office for 3 school days from 7:45 to 3:10 PM. The student is responsible to turn in the phone at 7:45 AM then pick up the phone at 3:10 PM. If the student is caught a third time, the phone will be kept in the school office for 5 days. Parents will be contacted by the principal to discuss further consequences for the student. If the student is not cooperative with turning in the smartphone, the school staff may address the defiant behavior in accordance with discipline procedures.

Students caught sexting on or off campus will be reported to law enforcement and will have cell phone and/or computer privileges revoked by the administration in addition to home or in-school suspension. The police may confiscate the cell phone/electronic device according to their procedures. Parents may contact the police department directly to request the return of the cell phone/electronic device.

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.

On School Field Trips

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

CLASS SCHEDULES

Elementary Bell Schedule

RED DAY (Mon/Wed)
WHITE DAY (Tues/Thur)
Bell Schedule

E1	7:45 - 8:29
E2	8:32 - 9:15
E3	9:18 - 10:02
E4	10:05 - 10:48
E5	10:51 - 11:35
Lunch	11:38 - 12:21
E6	12:24 - 1:04
E7	1:07 - 1:51
E8	1:54 - 2:37
WIN	2:40 - 3:10

FIREBIRD DAY
HOMEGOING DAY
Bell Schedule

E1	7:45 - 8:16
E2	8:19 - 8:50
EAS	8:53 - 9:30 (Class Meeting/Assembly)
E3	9:33 - 10:04
E4	10:07 - 10:38
E5	10:41 - 11:10
Lunch	11:13 - 11:54
E6	11:57 - 12:37
E7	12:40 - 1:12
E8	1:15 - 1:50

Middle School Bell Schedule

RED DAY (Mon/Wed)
WHITE DAY (Tues/Thur)
Bell Schedule

M1	7:45 - 8:29
M2	8:32 - 9:15
M3	9:18 - 10:02
M4	10:05 - 10:48
M5	10:51 - 11:35
M6	11:38 - 12:21
Lunch	12:24 - 1:04
M7	1:07 - 1:51
M8	1:54 - 2:37
WIN	2:40 - 3:10

FIREBIRD DAY
HOMEGOING DAY
Bell Schedule

M1	7:45 - 8:16
M2	8:19 - 8:50
MAS	8:53 - 9:30 (Class Meeting/Assembly)
M3	9:33 - 10:04
M4	10:07 - 10:38
M5	10:41 - 11:10
M6	11:13 - 11:54
Lunch	11:57 - 12:37
M7	12:40 - 1:12
M8	1:15 - 1:50

High School Bell Schedule

RED DAY (Mon/Wed) Bell Schedule	
H1	7:45 - 9:15
H2	9:18 - 10:48
H3	10:51 - 12:21
Lunch	12:24 - 1:04
H4	1:07 - 2:37
HAD	2:40 - 3:10 (Advisory)

WHITE DAY (Tues/Thur) Bell Schedule	
H5	7:45 - 9:15
H6	9:18 - 10:48
H7	10:51 - 12:21
Lunch	12:24 - 1:04
H8	1:07 - 2:37
HAD	2:40 - 3:10 (Advisory)

FIREBIRD HOMEGOING DAY Bell Schedule	
H1	7:45 - 8:16
H2	8:19 - 8:50
HAS	8:53 - 9:30 (Assembly)
H3	9:33 - 10:04
H4	10:07 - 10:38
H5	10:41 - 11:10
H6	11:13 - 11:54
Lunch	11:57 - 12:37
H7	12:40 - 1:12
H8	1:15 - 1:50

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, students may participate in mainstreaming opportunities offered through the Delavan Darien School District (DDSD) or students may participate in classes offered through their home school district.

Appropriateness of WSD students attending other schools will be determined by the student's IEP team. A student who is considering mainstreaming must contact the IEP Coordinator or school counselor to discuss options, course offerings and deadlines for registration.

To view the Course Catalog: <https://bit.ly/wsdcatalog>

DIPLOMA ELIGIBILITY & DIPLOMA OPTIONS

A student who has not achieved WSD graduation policy criteria is ineligible for a WSD diploma. If a student does not meet WSD criteria, the IEP team will convene to review diploma options available to the student.

Students who attend WSD and wish to obtain their local school district diploma will have their credits reviewed by their local school district to determine if they meet the local school district credit and graduation requirements for their local school district.

Students are encouraged to determine which diploma they are working towards as soon as they can in order to be sure that graduation requirements are met as requirements vary from WSD and the local school district.

All local educational agencies (LEA) are required to provide a free appropriate public education (FAPE) to students with a disability until the age of 21, unless they graduate with a regular high school diploma. If a student turns 21 during the school term, the LEA must continue to provide FAPE until the end of the school term. A regular high-school diploma is defined under the Individual with Disabilities Act (IDEA) as the standard high school diploma awarded to the preponderance of students that is fully aligned with State standards. A regular high-school diploma cannot include a recognized equivalent of a diploma, such as a general equivalency diploma, certificate of completion, or certificate of attendance. 34 CFR § 300.102(a)(3)(iv).

DISTRACTIONS

In emergency situations, WSD staff will assist students with calls. Distracting items (phones, pagers, headphones, radios, laser lights, or other) are not permitted to be used in classrooms, unless the student's IEP or teacher indicates an educational need to do so. 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.

DRIVER'S EDUCATION

Driver's education is offered as an elective with sophomores receiving priority placement into the class. WSD's driver's education teacher provides classroom instruction, monitoring test taking, facilitating the steps to completing the course, and application for instructional permits. Students wishing to schedule behind the wheel with the WSD instructor can do so for a fee (determined on an annual basis) payable to the Wisconsin School for the Deaf. Parents will be notified at the time of class application as to the fee for that year. All state mandated driver education instruction requirements and procedures are strictly followed.

In order for a student to obtain their driver's license permit, they will be taken by the instructor or their parent/guardian to the Department of Motor Vehicles (DMV) to facilitate obtaining the permit for behind the wheel driving. Parents/guardians are responsible to provide the fee and documentation needed for the student to obtain their permit. <https://wisconsin.gov/Pages/dmv/license-drvs/how-to-apply/get-lic.aspx>

In the event you decline your child's opportunity to participate in Driver Education at WSD during his/her sophomore year, your child cannot be guaranteed placement in the class during his/her junior or senior years. Driver Education classes are offered to WSD sophomores for priority placement into the class. Scheduling constraints, class size limitations, sophomore priority scheduling, and individual student graduation credit requirements may prevent students from another opportunity to take Driver Education at WSD during their remaining high school years.

Please be aware that your child must pass the DMV instruction permit written exam in order to be eligible for the behind-the-wheel phase of instruction, with three being the maximum number of attempts allowed. Be advised also that any outstanding fines due to previous court convictions will delay permit processing until paid. Every attempt will be made so your child's driving instruction will begin and conclude within the semester in which he or she was enrolled. In addition to school sponsored behind-the-wheel instruction, parents are required to verify that the accumulated number of daylight and night hours of behind-the-wheel driving experience, as outlined in the motorist's handbook, have been satisfied in order for applicants to qualify for a probationary license.

Students with medical conditions such as diabetes or a handicap(s) in addition to deafness such as cerebral palsy, low vision, cognitive disabilities, mental disorders or seizures are required to provide a doctor's consent verifying your child is eligible to safely participate in behind-the-wheel instruction.

Students who are 18 years of age or older, are not required to complete a Driver's Education course. However, WSD does offer the course for these students who still want to receive the individualized instruction and driving experience. These students must take the Knowledge and Sign Test at the DMV rather than at WSD.

EARLY COLLEGE CREDIT PROGRAM (ECCP)

The ECCP statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, "institution of higher education" means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. These options may include online coursework through their home school district or enrollment in the Early College Credit Program <https://dpi.wi.gov/dual-enrollment/eccp>.

While technical colleges are not eligible institutions under the new program, students that have completed 10th grade can continue to have the option to take courses at the technical college through statute, 38.12(14).

Any student interested in these programs should talk with the school counselor and is responsible to complete any necessary approvals and paperwork needed and submit to their home school district for approval. Notification should be given to the WSD IEP Coordinator to facilitate this discussion during an IEP meeting.

Start College Now:

Start College Now allows high school students the opportunity to take college courses at Wisconsin Technical Colleges. Statute 38.12(14) lays out all the aspects of the program. Students looking to take courses in the fall semester must turn in the application to their high school counselor each year by March 1. For spring semester courses the same application is used, however the due date each year is October 1.

When helping students find the appropriate course, please reach out to the Career Prep Coordinator at the technical college in your high school district to help with planning. Once the course is approved by the high school's board, the specific section and modality can be secured. For additional information please visit the Start College Now page.

Any student interested in this program should talk with the school counselor and is responsible to complete any necessary approvals and paperwork needed to submit to their home school district for approval. Notification should be given to the WSD IEP Coordinator to facilitate this discussion during an IEP meeting.

EXAM POLICY

Planned absences should not be scheduled 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 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 at the end of each semester. The high school principal will share the exam schedule with the students in advance.

FEES AND OTHER POTENTIAL COSTS

Registration Fees:

For all students enrolled at WSD, student fees are collected during Registration Day. Be prepared, upon registration or enrollment/acceptance to WSD, to pay by cash or check. This fee is non-refundable and pays for activities and items that are not required by the student's Individualized Education Program (IEP) and which are not paid for by public funds. The student fee will cover the cost of the yearbook and other class project materials.

Total: \$100.00 (\$50.00 for PK & K students) payable to WSD

If your child receives free or reduced-price meals, the student registration fee may not need to be paid. You can ask for a waiver by filling out the form below.

Even if your family's income does not qualify for free or reduced-price meals, we know that fees may be hard to pay. If you are unable to pay the fee all at once, you may ask to make quarterly payments by filling out the form below.

Please note that charges will not be waived for destruction, damage or loss of school materials and property, including school and dorm furnishings, library books, textbooks, technological equipment including Chromebooks, other materials and athletic uniforms/equipment.

Destruction or Damage to School Property Fees:

If your child intentionally damages or destroys school property, the cost to repair or replace the item(s) may be charged to you at retail price.

If a student damages or destroys more than one Chromebook or laptop, additional consequences may be given.

Lost Materials Fees:

Lost or damaged materials must be paid for at the cost of buying a replacement or as follows:
Paperbacks: \$5.00, Hard covers: \$20.00, Magazines: \$4.00. Lost or damaged materials that are not returned or paid for will stay on the student's record from year to year.

Student use of the library will not be limited because of overdue or lost materials. If the lost book/magazine is found after you paid to replace it, you will receive a refund.

Returned Checks:

A \$30.00 fee will be charged for each non-sufficient fund (NSF) check. If the school receives an NSF check, only cash will be accepted thereafter.

FOOD/DRINKS FROM OUTSIDE

Students may not bring food or drinks from restaurants/coffee shops, order pizza or food to be delivered to school, or bring food/drinks to the cafeteria. If the students take classes at another school, they should eat their food before entering the school buildings.

FUNDRAISING

Fund raising projects on campus shall be limited to WSD fundraisers only. Staff sponsors must complete the fundraising form and submit it 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%	B+	87%-89%	C+	77%-79%	D+	67%-69%	F	59% and below
A	94-96%	B	84%-86%	C	74%-76%	D	64%-66%		
A-	90-93%	B-	80%-83%	C-	70%-73%	D-	60%-63%		

Grade Point Average (GPA)

A student's grade point average is calculated by using the grade that they received (see values below), adding the values together and then dividing by the total number of grades.

A+	4.33	B+	3.33	C+	2.33	D+	1.33	F	0
A	4	B	3	C	2	D	1		
A-	3.66	B-	2.66	C-	1.66	D-	.66		

Example: A student received an A+, B and C for the quarter. You would add the following values for those grades: $4.33+3+2=9.33$. Divide by $3=3.11$. The GPA for the quarter would be 3.11.

For high school students, cumulative GPA is calculated by the semester grades received in high school. If a student is taking an honors course, their GPA will receive an additional .5 to their grade (i.e. A would be 4.5 instead of 4).

GRADUATION REQUIREMENTS

WSD students must meet the following graduation criteria to qualify for the WSD diploma. The WSD Course Catalog is available for course descriptions and further explanation of graduation requirements. A PDF copy of this catalog will be provided in the online registration. Please call 262-728-7131 to request a paper copy from the WSD School Office.

A student must accumulate a minimum of 23.0 credits to graduate from WSD. Individual student's credit information can be obtained from the WSD school counselor. Credits required to graduate with a WSD diploma include:

A. Credit requirements:

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	7.0	Language Arts 2.0	Language Arts 2.0	Language Arts 2.0	Language Arts 1.0 (students take 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 0.5	PE 0.5	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 0.5 and Social Studies Elective 0.5 (can be taken now or as a senior)	
REQUIRED COURSES	5.0	Computer Applications 0.5 Freshman Seminar 0.5 ASL I 0.5	Employment Skills 0.5	Future's Planning I 0.5	Deaf Studies 0.5 ASL II 0.5 Personal Finance 1.0 Future's Planning II 0.5
ELECTIVES	0.0	Elective 0.5	Electives 2.0	Electives 2.0	Electives 3.5
TOTAL	23.0	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. 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.

B. Academic Performance:

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

C. Volunteer/Community Service:

Wisconsin School for the Deaf students are strongly encouraged to complete 40 hours of volunteer service during their 9th through 12th grades (prorated at 10 hours per high school year).

Volunteer service activities must be documented on the Volunteering/Community Service Verification Form & Short Essay (in the forms section at the end of the handbook) and must contain the signature and contact information of the community representative supervising the activity. Completed forms must be submitted to a WSD social worker for prior approval and final verification. Cases of denial can be appealed to the High School Advisory Board. Activity requirements must:

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

Students completing community service hours will receive a gray cord to be worn at graduation and a community service seal on their diploma. Six weeks prior to graduation will be considered the deadline for completing all Volunteering/Community Service Verification Forms & Short Essays.

Please request your information packet if you have not received one yet by contacting WSD's social worker.

D. IEP Determination:

An IEP team may determine the student is eligible for a diploma based on the student meeting IEP goals, in lieu of credit requirements, academic performance, or community service requirements.

E. Debt/Fees Paid In Full:

Students must pay off all student expenses (included but not limited to school fees, damages, or athletic fees) in order to obtain a 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.

New students are not required to pay school fees until the student has completed the 45 day trial placement and been accepted as a student at WSD.

HALLWAY ETIQUETTE

High school students must use the library hall to gain access to science rooms or the 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

HONORS PROGRAM

Currently, WSD offers Honors English to high school students (grades 9-12). These classes provide a more challenging and intellectually stimulating curriculum for students with strong motivation and superior academic skills and achievements. The courses carry additional grade/weight that reflects the higher level of accomplishment necessary, as well as the greater amount of preparation expected from the students.

INFINITE CAMPUS

WSD understands the importance of communication between staff, students, and parents. WSD utilizes Infinite Campus as a tool to increase parental involvement, raise student achievement, and transform the learning classroom into a learning community. Infinite Campus gives families the ability to find important information quickly. Infinite Campus also helps students in learning management skills, responsibility, and planning.

The Infinite Campus system enables parents to access the following student information from any location that has internet access and even from your phone:

- Grades – check assignments and scores by clicking on the grade across from the class name.
- Attendance – check attendance by clicking on attendance.
- Grade History – see your child’s grades from previous grading periods.
- School Bulletin – current announcements for our school.
- Ecollect – used to complete the online registration forms, updating addresses, contacts, permissions, etc throughout the year, useful links for our calendar and various other information.

LOCKER & BACKPACK 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. Middle school lockers may not have locks on them. All lockers must be maintained neatly and orderly.

Should a student require a locker change with valid medical or personal reasons, they will communicate with the Principal their request. The Principal will have the final say on changing locker placements prior to graduation.

At the end of the year, the student will be responsible to clean out his/her locker and turn in the lock to the Office Assistant. Students 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. Students may file a request to waive damages based on extenuating circumstances. The Principal will make the determination based on this request.

WSD has the right to search lockers at any time as they are the property of WSD.

Backpacks must be stored in student’s lockers during the school day. Students will not be allowed to have backpacks, cinch sacks, bins, etc and full size purses (no larger than 7” x 10” x 2) in classrooms or during passing times unless they are coming to or leaving school.

There may be some exceptions to this policy for circumstances such as illness or injury.

MAINSTREAMING

Via the IEP process, a student may request to take one or more classes in a local school district. The following must be considered in determination of mainstreaming:

1. The class(es) are not offered at WSD.
2. The class(es) the student wants to take are directly related to their vocational and/or post secondary plans.
3. The mainstreaming option should be made on a semester basis so credits can be earned (high school students).
4. The LEA must be in attendance at the IEP meeting.
5. The receiving district must be in attendance at the IEP meeting.
6. A regular education teacher from the district the student plans to attend must be in attendance.
7. The receiving district must have available space in classrooms.

8. Transportation follows the receiving school district policy.
9. The scheduling of the opportunity must have a minimal impact on the amount of classroom instruction missed during transportation.

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

MAKE-UP WORK DUE TO ABSENCE/INCOMPLETES

In accordance with State Law (118.15 Compulsory school attendance), 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. To avoid being overwhelmed, students are encouraged to complete their work before returning to school.

Incompletes will only be allowed for two weeks unless there is a medical or extenuating circumstances. All incompletes remaining after the two-week deadline will be changed to a failing grade "F". If there are some other extenuating circumstances that require an incomplete to remain after the two week deadline, administrative approval is required.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice per year. Please see the current year's school calendar for conference dates. Parents are encouraged to maintain communication with their child's teacher and can do so via email, scheduled meetings, or videophone/telephone.

PARTICIPATION IN GRADUATION CEREMONY 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 with a .5 credit deficiency that has to be completed, may participate with their classmates in graduation and senior activities along with an IEP meeting to determine further steps on how to make-up the .5 credit deficiency. However, they will not receive their diploma until the .5 credit is completed.

Students returning to WSD to attend the STEP program (Student Transition and Employment Program) will have already participated in their graduation and senior activities, although they may have not completed all their graduation's requirements. They will not have received their diploma during the graduation ceremony.

Participating in the graduation ceremony is a privilege. Behaviors, including but not limited to excessive absenteeism, misconduct, etc. may prevent students from participating in the WSD graduation ceremony as determined by the HS Advisory board.

PEER TUTORS

High school students who have a 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 pupil services team.

PLEDGE OF ALLEGIANCE POLICY

In accordance with state statutes^[1], the U.S. flag will be displayed in each Wisconsin School for the Deaf classroom. WSD will offer the pledge of allegiance in grades one to 12 each school day at 7:50 a.m. All

classes may stand at attention during the display of the national anthem and teachers can/may lead the class in the recitation of the pledge. No pupil may be compelled, against the pupil's objections or those of the pupil's parents or guardian, to recite the pledge. ^{[1]s. 118.06}

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 re-take of courses to meet graduation credit requirements, unless otherwise determined by the student's IEP team.
2. Increase in academic performance on at least one formal assessment (i.e. MAP, SBA, PALS, etc.).
3. Recommendation from the IEP team to promote the student for social-emotional reasons.

RECORDING OF IEP TEAM MEETINGS

The recording or videotaping of IEP Team meetings conducted involving students placed or being considered for placement at the Wisconsin School for the Deaf (WSD) is prohibited, unless necessary for a parent to understand the IEP process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.

If a parent believes that audio or video recording of an IEP Team meeting is necessary, s/he is encouraged to notify the WSD Principal prior to the IEP team meeting. If the WSD Principal denies the parent's request to audio or video record the meeting, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the audio or video recording of IEP Team meetings will typically involve situations when a parent or other IEP Team member has a disability recognized under Section 504/ADA or a language barrier. If a parent is permitted to audio or video record the meeting, the Wisconsin School for the Deaf will similarly record the meeting.

If the Wisconsin School for the Deaf records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

RELATED SERVICES

In addition to school classes, WSD offers other services to students as determined by the IEP team. These services may include school psychology, school counseling, school social work, social skills training, sign language, speech and language, occupational therapy, physical therapy, and audiology.

If the student has IEP required services, the specialist will schedule a time to meet with the student. If the student or family is interested in obtaining any services not on their IEP, they should contact the IEP Coordinator to discuss.

For any non-IEP services, students may seek support from or request a meeting with any member of the PST team. Any request for ongoing services are determined by the student's IEP team. If a student is having a problem or needs to talk with someone other than a teacher, Residential Advisors, or administrator, they may make an appointment with the school psychologist, school counselor, psychological services assistant, or school social worker. To make an appointment, please contact the Dean of Students and/or the Assistant Director of Student Life. Please try to avoid making appointments during core classes.

If you need to see the audiologist, you will need to make an appointment as they have limited times on campus.

SCHEDULE CHANGES - HIGH SCHOOL ONLY - ADD/DROP

Classes may be added or dropped during the first two weeks of each semester. Students must meet with the school counselor to request changes. These changes will be reviewed by the IEP coordinator to make sure there are not any implications that affect the students IEP. All final changes must be approved by the Principal who will 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 AND RECOGNITION

The WSD school counselor will post and publish all scholarship information obtained through the school 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 school counselor, organizations, internet sources, and local education agencies. 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 counselor for any questions regarding scholarships.

Valedictorian & Salutatorian Selection Process:

Students who earn a 3.5 GPA or above based on their four year record in high school are eligible for being selected as the class valedictorian.

Students who earn a 3.0 GPA or above based on their four year record in high school are eligible for being selected as the class salutatorian.

For both honors, eligible students must be enrolled as WSD students for a minimum of two of the four years of high school and receive a WSD diploma. Two years from transferring high school will be accepted in GPA calculations.

The school counselor will provide the High School board with the names of qualifying students by mid quarter of the fourth quarter. In addition to GPA, the high school board may also consider a student's disciplinary records, voluntary service completion and participation in WSD activities.

SCHOOL WIDE ASSESSMENTS

WSD is a public school and, as such, it is held to the same standards as students in other public schools across the state. Being a public school, WSD participates in Wisconsin's comprehensive statewide testing program which is designed to provide information about what students know in core academic areas. A student's IEP team determines which assessments a student will be participating in and what (if any) accommodations are required for participation. The statewide tests happen mainly during the second semester and the specific schedules are determined by the Director of Curriculum & Assessment. The following statewide tests will be administered (unless otherwise noted in an individual's IEP):

The **Wisconsin Forward Exam** is administered for students following the general WSD curriculum and is given in grades 3 - 8 in English Language Arts (ELA) and Math; additionally, students in grades 4th and 8th will be tested in Science; and 4th, 8th and 10th in Social Studies.

Dynamic Learning Maps (DLM) are administered to a small portion of WSD students who follow an adapted curriculum at grades 3rd - 11th in ELA and Math; additionally students in grades 4th, and 8th in Science; and 4th, 8th and 10th in Social Studies.

ACT is given to students in 11th grade. The ACT test measures students' performance in English, Reading, Mat, Science, and Writing. ACT scores may be used for college entrance requirements.

PreACT Secure is given to students in the 9th and 10th grades. The PreACT Secure is aligned to the ACT test and the ACT College and Career Readiness Standards. This test measures students' performances in English, Reading, Math, and Science. *(The PreACT Secure replaces the ACT Aspire, which is no longer administered in Wisconsin as of June 2022.)*

In addition to the state requirements for testing, WSD uses a number of other tests and assessments which help teachers plan for instruction and match a student's ability to the curriculum for the purpose of academic growth. The following tests are given in the Fall and in the Spring to measure academic growth:

Measure of Academic Progress (MAP) is given to students in grades 3rd through 12th in the areas of Reading, Language, and Math. MAP scores are given in units called RIT scores. Teachers and staff monitor students' performance during the school year and look for students to meet their RIT growth targets in the spring.

Kendall Conversational Proficiency Index (P level) is given to students beginning at age 3 and continuing until proficiency is met (near or around the age of 11). This informal checklist helps teachers and staff monitor ASL language development in order to enhance and support the learning of English (in both spoken and written forms).

Fountas and Pinnell Benchmark Assessment System (BAS) is given to a student in the fall and again prior to his/her IEP meeting. The BAS gives teachers important information on reading levels and helps staff to match reading levels to appropriate reading materials in order to promote reading growth in reading and other academic areas.

Independent Reading Level Assessment (IRLA) is given to a student in the fall and again in the spring. The IRLA delivers specific and actionable data that helps inform teachers where a student is, why, and the next sequence of skills/behaviors a student needs to learn to continue to accelerate reading growth.

Dolch Word list knowledge - Elementary students in grades K - 5 are assessed in the Fall and again in the Spring to determine their growth in the reading and spelling of Dolch words - a list of frequently used English words recommended in order for students to achieve reading fluency.

Renaissance STAR Assessments are computer-adaptive tests (CATs) that measure reading, math, and early literacy skills. Students in grades 2-12 take these tests quarterly to monitor academic progress.

Any questions regarding student assessment should be directed to Info_WSD@wsd.k12.wi.us.

WORK STUDY

Students may choose Work Study as an elective course after successful completion of the Employability Skills class. A Birth Certificate and Social Security card are required for documentation purposes in order to apply for Work Study and must be provided at least two months prior to taking the class in order to ensure there is enough time to process the required paperwork.

The following Work Study policy applies:

1. Students will earn .5 credits per successfully completed semester of Work Study. Students are permitted to take up to one full credit of Work Study during high school.
2. Students will receive both credit and pay for each successfully completed quarter of Work Study, provided the birth certificate and social security information have been provided.
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 for 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. Students must complete and submit time sheets to the work study coordinator.

WORK EXPERIENCE

Juniors and seniors who have successfully completed Employability Skills will have the opportunity to participate in a work experience. These experiences may be on campus (Work Study) or off campus in coordination with the Division of Vocational Rehabilitation (DVR) and the student and their family. For students who do not have off campus opportunities, they will be provided an on campus work experience and/or participate in a Work Study course.

There are a limited number of opportunities for those students who have not yet completed the Employability Skills class to complete an on campus work experience and these will be determined on an individual basis. Students who are failing classes may not work off campus.



ATHLETICS/ EXTRACURRICULAR ACTIVITIES SECTION

PARTICIPATION POLICIES

The GPA calculation and eligibility criteria for students in grades 6 through 12 will operate every quarter. Those who maintain a minimum GPA of 2.0 will have the privilege of participating in both athletic and extracurricular activities. The athletic department will monitor grades every two weeks and any student receiving an "F" on their mid-quarter report will be placed on a watchlist, with this information communicated to their respective coaches.

Should a student accumulate two "Fs" during the mid-quarter to end-of-quarter time frame, they will be required to proactively seek tutoring from the teachers whose classes they are struggling in. Moreover, students whose GPA falls below the established 2.0 average at the end of the quarter will face two weeks of ineligibility for both athletic competitions and extracurricular activities.

It is paramount that students take responsibility for catching up on missed assignments and seek tutoring support when necessary to enhance their academic performance.

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.

Student participation in extra-curricular activities will be limited to only one major office (President, Secretary, or Treasurer). Any student wishing to exceed the above limitation may petition the HS Advisory 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.

EXTRACURRICULAR ACTIVITIES

The following is a list of extracurricular activities available to WSD students. Factors such as student interest and staff sponsorship may impact the availability of activities during any given school year.

High School	Middle School	Elementary
ASL Club	ASL Club	ASL Club
Academic Bowl	Battle of the Books	Drama Club (winter)
Chess Club	Chess Club	Elementary Pep Club
Drama Club (spring)	Drama Club (spring)	Jr. Firebirds

Junior Class Activities	Science Club	
Junior NAD	Student Body Government	
Senior Class Activities		
Sign Song Dancers		
Student Body Government		

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.

WSD and the Dept. of Public Instruction are proud to offer a variety of educational experiences to our students. Some of these opportunities include significant student travel expenses paid for by the school. Our WSD students are very lucky to have the opportunities to travel as they do for various events. Therefore, student and family commitment to these experiences is necessary.

On rare occasions, a student chooses to withdraw from participating in an event after WSD and DPI have spent funds for his/her travel expenses. **In such cases, the student and his/her parent(s) will be responsible to provide reimbursement of 50% of the lost travel expenses.** Reimbursing these expenses enables WSD to continue to provide these educational experiences to students in the future.

Extra curricular and athletic participation expenses incurred by the Wisconsin School for the Deaf for purchase of airline tickets or other commitment fees will become the expense of the parents/guardians/or adult student in the event the student is removed from participation due to behavior issues.

INTERSCHOLASTIC ATHLETICS

The Athletic Program is an integral part of the whole child experience for both boys and girls. At WSD, students' participation in extracurricular activities is encouraged. Wisconsin School for the Deaf offers a variety of sports and activities to all students who have the desire to participate. It is a privilege for students to participate on any WSD interscholastic team. Therefore, students have a responsibility to represent the school, the student body, the sports, the team and the greater community to the best of their abilities and with utmost respect. Our student-athletes develop self-esteem, discipline and leadership skills and learn the importance of sportsmanship while being recognized by the community for their hard work.

The following sports are available for High School athletes grades 8-12:

- Basketball
- Cheerleading
- Football
- Track & Field
- Volleyball

The following sports are available for Elementary/ Middle School athletes in grades 4-7:

- Basketball
- Track & Field
- Volleyball

The following sports are available for Special Olympics athletes:

- Bowling

- Basketball
- Snowshoeing
- Track & Field

Wisconsin School for the Deaf Athletes are expected to follow all school rules, regulations, and requirements to be eligible to participate in the WSD athletic program. If a student participates without meeting required eligibility, the team will forfeit the games in which the student competes.

Athletic Affiliations

The Wisconsin School for the Deaf Firebirds Athletics is a member of the National Deaf Interscholastic Athletic Association (NDIAA). The vision of NDIAA is to promote and recognize the growth and achievements of the Deaf interscholastic programs including athletes and coaches. The NDIAA encourages a competitive environment where fair play and character development is essential. (Adapted by NDIAA).

WSD participates in the Great Plains Schools for the Deaf Athletic Association (GPSD) and participates in all GPSD Volleyball (Fall), Triathlon (Academic Bowl, ASL Bowl and Oratorical Bowl, Basketball & Cheerleading (Winter) and Track & Field (Spring) tournaments. WSD participates in the Indian Trails Conference (ITC) for volleyball and basketball. Special Olympics teams compete through the Wisconsin Special Olympics Association and participate in the Regional and State bowling, snowshoeing, basketball and track & field championships.

Age Participation Limitations

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1st of any given school year.

Parental Consents

Families will receive an Athletic Clearance packet that includes the following forms:

- Athletic clearance Authorization for Medical Care and Treatment
- Physical Exam or Alternate Year Card - on file. It is necessary for every high school athlete before the athlete is allowed to start practice, to have on file a signed or stamped card by a physician or clinic with the signature. Elementary and Middle school students can use the WSD physical exam form.
- Concussion information form
- Student-Athlete's Code of Conduct
- A copy of your insurance and a completed annual physical examination signed by the doctor are also required.
- All of the forms must be completed and signed before a student can participate in any of the WSD athletic programs.

Eligibility

All student-athletes must meet the school and GPSD Bylaws for School Enrollment. The GPSD Bylaws state: The participant must take at least one class from that particular GPSD member school to be eligible to participate.

Elementary/Middle school teams consist of 4th to 7th graders. For high school teams, a student may be able to participate beginning in 8th grade. Students must maintain good grades and demonstrate proper classroom and dormitory behavior in order to participate in team sports.

GPA will be calculated on a quarterly basis for all students in grades 6 through 12. Students who maintain a GPA of 2.0 and do not have more than 1 "F" will be permitted to participate in athletics and extracurricular activities. Grades will be monitored on a bi-weekly basis. Students whose GPA falls below the established 2.0 average or have more than 1 "F" at mid-quarter and at the end of the quarter are ineligible to participate in athletic competitions or extracurricular activities for the next 10 school days. Students will be required to participate in tutoring to improve their grades during the two weeks.

Progressive Athletic Discipline

- All sport suspensions will begin immediately upon the completion of the investigation of the violation.
- All consequences are cumulative regardless of the type of violation.
- All consequences listed are minimum consequences. The individual team Coach, Athletic Director, Principal, and/or WESP-DHH Center Director have the authority to increase suspension based on severity of the violation.

During athletic participation at any location:

1st Offense - suspension from participation in 10% of scheduled contests

2nd Offense - suspension from participation in 50% of scheduled contests

Serious Behaviors - Suspension from the team

Medical Release After Injury or Illness

All student injuries during athletic seasons should be reported to the coach and health center staff. If a student-athlete was sent to see a doctor, he/ she must have a doctor's release before he/ she can practice or compete in athletic programs. (Refer to Health Center Section)

For the concussion policy and return to play form, see the Health Center Section.

Sportsmanship

Good sportsmanship is viewed by the National Federation as a commitment to fair play, ethical behavior, and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship. (Adapted from NFHS)

The WSD Athletic department recognizes the importance of sportsmanship being demonstrated at all contests. Athletes must understand the importance of respecting the decision of game officials. The spectators should exhibit the same respect to game officials.

The individual Coach, Athletic Director, Principal, and/or WESP-DHH Center Director have the authority to remove students from participating in their respective athletic team based on attitude, cooperation and behavior.

Communication Between Athletes, Parents, and Coaches

Before the start of each sport, the head coach will be meeting with student-athletes about the specific program and its expectations.

If at any time, an athlete or parent has an issue/concern with a coach or program during the season, the following process should be followed:

- 1) Athlete meets with the coach to discuss the concerns.
- 2) Parents can contact a coach to set up a meeting with the coach and Athletic Director with your child.
- 3) Parents and/or athlete schedule a meeting with the Athletic Director/Principal.

Parents are encouraged not to discuss a problem or complaint immediately following a game. Coaches have responsibility for supervision of the entire team at that time. Please make arrangements to meet with the coach at another time.

Appropriate concerns to discuss with a coach and Athletic Director:

Ways to help your student-athlete improve
Concerns about your student-athletes behavior
Philosophy of Coach
Expectations for team and student-athletes
Injury/ Medical Issue Procedures

Issues not appropriate to discuss with coaches:

About playing time
About other players on the team
Play calling & game strategies

Practices

Each student-athlete must attend all scheduled practices, meetings, and games regularly and on time. Student-athletes must receive prior approval from the coach to miss practice. Being late with no excuse is considered an unexcused absence and will be handled by the coaching staff. Any missed practice for any reason except due to unforeseen circumstances will lead to missed playing time during games.

Athletic Dress Code

The appearance of our athletes should be exemplary when present at any athletic event. Coaches may require special standards of travel dress for their athletes, such as jackets, tees, travel sweats, game day polo, etc.

The WSD Athletic Department's greatest expectation is that you play with PRIDE – pride within yourself, in your team, in your school, and always remember that being a Firebird is within you so represent well!

Tobacco, Alcohol, Vaping, or Drug Use By Athletes

Student-athletes will refrain from the use of alcoholic beverages and controlled substances (drugs) of any kind. The WSD Athletic Department and coaches do not support student-athletes smoking, vaping of any kind, or use of drugs or alcohol. If a student-athlete is found in violation of this policy, it will be determined with disciplinary action/ dismissal from the team. (See: Zero Tolerance Policy under Campus Wide Section).

Transportation Guidelines For Athletic Events

When transportation is provided, student-athletes must be transported to and from school events on school transportation.

The procedure for parental transportation is as follows:

1. The parent or guardian contacts (by note or call) the Athletic Director in advance.
2. Upon direct authorization by the Athletic Director, the student-athlete will be released by the coach, or person in charge, to the parent or guardian only.
3. Parents and guardians shall have an opportunity to take the child only after the athletic event is completed

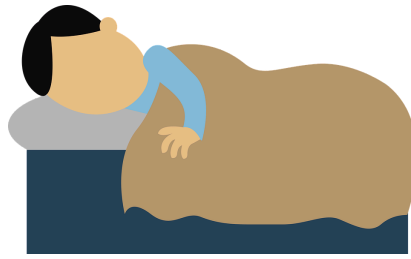
Use of Cell Phones During Athletics

No cell phones are permitted during practice or games. Cell phones on the bus to and from games are not to be used without coaches' permission. Cell phones may not be used in locker rooms. Students may contact their parents for pick-up times after games. Cell phones may be used with coaches' discretion when teams are traveling on long out-of-state trips until arrival at the host school site.

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. Advisory Board and WESP-DHH Center Director. The Junior class will determine the criteria to select King and Queen subject to the approval of the H.S. Advisory Board and WESP-DHH Center Director.

It is not acceptable for UNINVITED GUESTS to attend the prom. Every visitor is required to fill out a *GUEST PASS FOR PROM FORM* found in the FORMS SECTION at least two weeks in advance. 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 by the High School Advisory Board. Transportation to and from prom activities is provided by WSD.



STUDENT LIFE SECTION

MISSION

The mission of the student life program at WSD is to provide students with a safe, secure, supervised living environment that promotes social, physical, intellectual, communication, and emotional growth (S.P.I.C.E.). It shall also foster the development of independent living skills, academic achievement, and barrier-free communication.

S.P.I.C.E.

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

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 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. Residential Advisors (RA's) guide students through these areas with individual, hands-on training as well as through everyday interaction with peers and staff.

RIGHT TO PRIVACY

Since the residence hall is the students' "home away from home", students will be protected from "unreasonable" searches of their rooms and/or having their personal belongings confiscated. However, the Directors of Student Life, Dorm Support Staff (Social Worker, Dorm Behavioral Specialist, and Dorm Student Services Assistant), and Residential Advisors will inspect students' 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 students' rooms, lockers, or on-campus vehicles. WSD will conduct random illegal substance searches with Walworth County Sheriff's dogs. These searches will cover the schoolhouse, dormitory, and parking lot.

The goal of the Wisconsin School for the Deaf Student Life Staff is to establish 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.

STUDENT LIFE POLICIES AND RESPONSIBILITIES

Money and Valuables:

High School and Middle School students are permitted to hold on to their own money. However, if their money is lost or stolen, there is very little staff can do to solve the problem. Elementary students will have their money locked in the office. All students are strongly encouraged to have the staff lock their money in the office file for safekeeping. This also applies to any other valuables students may have (ie: PlayStation, Nintendo, XBOX, tablets, laptops, any electronic devices, etc.)

Personal Hygiene:

Students are responsible to keep themselves clean, neat, and well groomed. Showers are strongly encouraged daily. Residential Advisors will assist and advise students.

All Elementary, Middle School, and High School students will be required to brush their teeth in the morning after they wake up and before going to bed. Elementary and Middle School students are strongly encouraged to shower at night. High School students can shower at their discretion, either at night or in the morning. Students are responsible to keep themselves clean, neat, and well-groomed. Residential Advisors will assist and advise students when needed.

Bedrooms:

All students are expected to keep their rooms clean and organized at all times. Rooms should be checked each morning before students leave for breakfast. If rooms are untidy or dirty in the afternoon when staff arrives, that student will be required to clean his or her room after school and before leaving the floor. Every Wednesday is "Fussy Room Cleaning" day. All students must have their rooms cleaned and checked by staff. Prior to a long break (winter, spring), all students are required to complete a deep cleaning of their room. Students are encouraged to bring any belongings home that they will not need after the break. Bedroom floors should be clear of clutter at all times due to fire and safety hazards.

The requirements or expectations for a clean room are: A neatly made bed, swept floor, personal items are put away, clothes are picked up off the floor, desk, etc. and put in the appropriate place. Clothes in dressers and/or closets should be neatly folded and/or hung. Refrigerators should be clean and food put away in its appropriate bag or container. Rooms should not have too many electrical wires on the floor and none should be in a walkway.

"Fussy" Room Cleaning:

High School: Students have their "fussy room cleaning" done by 8:30 pm.

The Residential Advisors will use their discretion for Elementary and Middle School students.

Students are allowed to move bedroom furniture around as long as it is approved by Residential Advisors. The backside of the furniture will need to be against a wall and then placed safely to ensure a safe and quick exit. The rearrangement of furniture must be done in a way that provides an open view for floor staff whenever they check on students.

Room Decorations:

Students are encouraged to decorate their residential hall bedrooms 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). **Note:** Use of USB or battery powered lights is acceptable. Residential Advisors or Dorm Support Staff will review items to ensure safety.
- 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.

Return Nights:

All students are required to unpack and make their bed when they arrive at the dorm on return nights before they are allowed to participate in any activities and/or use technology.

Floor Duties:

Every student who lives in the dorm is assigned a rotating floor duty. This is in addition to cleaning their room. Staff will check to see if students have completed their tasks. These duties must be completed on time. The Residential Advisors will use their discretion if students have special activities or arrived late from events to complete or excuse their duties.

The duties must be completed by:

Seniors & STEP Students: by 10:00 pm

Juniors, Sophomores, & Freshmen (and 8th Graders on the High School floor): by 8:30 pm

Middle School: by 8:00 pm

Elementary: by 8:00 pm

BEDTIME/WAKE-UP POLICIES

Bedtime Routine:

All students will follow the floor’s routine for bedtime and not bother others. Routine time for bedtime:

	Hygiene time & In your Room	Lights Out
<u>High School:</u> Seniors & STEP Students:	11:00 pm	11:00 pm <small>Seniors & STEP Students with a GPA of 2.75 and above may stay up 30 minutes past scheduled bedtimes.</small>
<u>High School:</u> Juniors, Sophomores, & Freshmen (and 8 th Graders on the High School floor):	10:15 pm	10:30 pm
<u>Middle School:</u>	9:15 pm	9:30 pm
<u>Elementary:</u>	8:15 pm	8:30 pm

Student Life Privileges:

During “hygiene/in your room time” there is to be no running around or playing games. This is a time for students to wind down. If a student’s behavior, cooperation, or lateness is unacceptable, the student will receive Early Bed Time (EBT) the following day.

<u>High School:</u> 30 minutes Early Bedtime In your room: 9:45pm Lights out : 10:00pm Seniors & STEP Students: 10:30pm	<u>Middle School:</u> 30 minutes Early Bedtime In your room: 8:45pm Lights out : 9:00pm	<u>Elementary:</u> 15 minutes Early Bedtime In your room: 8:00pm Lights out : 8:15pm
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Morning Wake Up Routine:

High School: No wake up call before 5:30am.

The Residential Advisors will use their discretion to wake up students who require more time to get ready.

Seniors & STEP Students: will ask for a wake-up call if they wish or if they are on their own to get up and get to school on time. (Leave by 7:40 am)

Juniors: will have one (1) wake-up call at 6:40 am.

Sophomore/Freshmen (and 8th Graders on the High School floor): will have 3 wake-up calls – 6:30 am, 6:40 am, and the last call at 6:45 am.

High School students will be in the living room by 7:00 am and ready to leave for breakfast from 7:10 am. Seniors & STEP Students must leave the dorm for school at 7:40 pm.

Middle School: No wake-up call before 6:00 am.

All Middle School students will have 3 wake-up calls, 6:15 am, 6:25 am, and the last call 6:35 am. The Residential Advisors will use their discretion to wake up students who require more time to get ready. Middle School students will be in the living room by 6:50 am and ready to leave for breakfast at 7:00 am.

Elementary: No wake-up call before 6:00 am.

All Elementary students will have 3 wake-up calls, 6:15 am, 6:25 pm, and the last call 6:35 pm. The Residential Advisors will use their discretion to wake up students who require more time to get ready. Elementary students will be in the living room by 6:50 am and ready to leave for breakfast at 7:00 am.

All students must have their beds made and rooms clean and organized before leaving for school in the morning.

Breakfast will be from 7:00 am for Elementary & Middle School students, 7:10 am for High School boys, and 7:15 am for High School girls.

DORM VISITING POLICIES

Visiting in Hallways and Bedrooms:

Elementary and Middle School students are not permitted to visit other students' bedrooms/hallways. They are allowed students in the hallway as long as it is the same hallway their bedroom is in.

High School students are permitted to visit other students in their hallway. Each student is allowed to have one "visitor" in his/her bedroom. Before students can have a visitor in the bedroom, students are required to communicate with their floor staff. Floor staff, using reasonable judgment, may decline their wish. Whenever a student has a visitor, the bedroom door must be left open at all times, absolutely no exception.

At any time, floor staff may ask a visitor to leave the bedroom. Students may also ask staff for an explanation. However, at all times, students are still expected to be respectful to the staff and their decisions. When a student has a roommate, they are expected to be respectful of their roommate's feelings and what makes them comfortable/uncomfortable. This means a student will first ask his/her roommate if they are ok with the visitor. If the roommate says they are, then they can proceed by asking floor staff for permission. Both of these must be done before the visitor can visit the bedroom. Regardless of how many roommates a student may have, the privilege will still be limited to one visitor at a time. The Student Life rules and general etiquette of the Firebird Promise are expected to be followed or the privilege will be revoked.

If staff feel that the privilege is being abused, the floor staff will either have a casual conversation with the student or have a floor meeting. Both of these serve as a 1st warning. If, after the first warning, the floor

staff still feel the privilege is still being abused, they reserve the right to revoke the privilege for one quarter with the full knowledge of the behavioral support team and Directors of Student Life.

Visiting Other Floors:

High School:

Students are allowed to visit other floors with staff permission. No High School students are allowed to visit the younger student's floors of the opposite gender. Also, no High School students will visit on the floors/opposite gender after 9:30 pm.

Middle School & Elementary:

Middle School & Elementary students may visit High School floors with permission from the Directors of Student Life. High School students (except Seniors & STEP Students) will require a pink slip to visit the Middle School & Elementary floors. Only same gender visiting will be allowed. If a student wishes to visit a sibling, they may do so in FBC or the lobby. Times may be limited due to varied schedules of the floor being visited. Time limits for visits may also apply. Also, students will not be permitted to visit the floors after 8:00 pm.

Quiet Hour:

Quiet hour is required daily for all students. Students are expected to remain in their rooms for the full Quiet Hour. Students can study in a group in the living room with permission from a Residential Advisor. Students will be responsible to make sure they have all the necessary materials they need for Quiet Hour. During this time, students are to stay in their room to complete homework assignments. Staff will check from time to time to see if students need help. When homework is done, students are required to stay in their rooms until staff excuses them. Students with high GPAs may be excused from quiet hours. See under Grade Point Average (G.P.A.) for details.

Note for families: On return evenings, students who arrive back on campus without finishing their homework often do not have time to complete their work before school the next day. Therefore, the student may be marked with incomplete homework. Please have the student complete any homework assignments over the weekend before returning to WSD.

High School (and 8th Graders on the High School floor): The length time will be one (1) hour for High School students.

The floor staff will expect students to follow the following rules:

- a.** Stay in the room until the student needs something from staff.
- b.** Complete all assignments neatly and on time.
- c.** Leaving the room only when necessary.
- d.** Prepared with all supplies, needs, and homework.
- e.** Go to the bathroom before Quiet Hour starts.
- f.** Music is permitted if it is not bothersome to others.
- g.** Sleeping during the quiet/study hour is not permitted.
- h.** The use of cell phones is allowed (Cell Phone Privilege rules still apply here).

Stay weekends –

Students are required to have Quiet Hour on Sunday afternoon/evening during a stay weekend. The above rules still apply.

Sports events –

When the sports teams have away games or arrive late:

If they arrive before 8:30 pm – Full Quiet Hour.

If they arrive after 8:31 pm – Half-hour Quiet Hour.

If they arrive after 9:00 pm – No Quiet Hour – Students are responsible for their homework.

Middle School & Elementary:

The length of time will be thirty (30) minutes for Elementary students and forty-five (45) minutes for Middle School students.

The floor staff will expect students to follow the following rules:

- a. Stay in the room until the student needs something from staff.
- b. Complete all assignments neatly and on time.
- c. Leaving the room only when necessary.
- d. Be prepared with all supplies, needs, and homework.
- e. Go to the bathroom before Quiet Hour starts.
- f. The use of cell phones, iPods, video games, or any such electronic device is not allowed.
- g. Sleeping during the quiet/study hour isn't permitted.

Sports events –

When the sports teams have away games or arrive late:

If they arrive before 7:30 pm – Full Quiet Hour.

If they arrive after 7:31 pm – Half-hour Quiet Hour.

If they arrive after 8:00 pm – No Quiet Hour – Students are responsible for their homework.

Grade Point Average (G.P.A.):

At the beginning of the school year, all students are required to have a Quiet Hour. This will last until the 1st quarter mid-quarter. At that time, Student Life staff will receive a list from the school informing them of the students who have a D/F warning. If there's no D/F warning, we can look up the previous 4th quarter of G.P.A. and students may be excused from Quiet Hour.

The Student Life Program strives for all students to develop good independent work/study skills. Learn personal responsibility. Develop good study habits. Increase their creativity and learn what to do to keep themselves busy even when they do not have any homework.

High School:

Students who maintain good standing in their GPA will be excused from the requirement of Quiet Hour.

- **Seniors & STEP Students:** 2.75 or above
- **Juniors/Sophomores/Freshmen:** 3.00 or above
- **8th Graders on the High School floor:** Students are required to have Quiet Hour.
- **Middle School & Elementary:** All Elementary & Middle School students are required to have Quiet Hour.

Mid-quarter: Residential Advisors will receive a list from the school informing them of any students who have a D/F warning. Students will lose the privilege of being excused from Quiet Hour until the end of the quarter if they are on this list.

Students who have completed their homework or study requirements before the completion of study hour must remain in their room.

When students exercise (use) their rights properly and accept responsibility, students earn privileges. Privileges are activities that students earn; they are not theirs by right. Students have the right to respectfully appeal any consequence given by staff. The staff has the right to revoke privileges based on a reasonable concern or suspicious behavior. This section lists some of the privileges students can earn at WSD.

STUDENT LIFE PRIVILEGES

Cell Phone Privilege:

Students are allowed to have cell phones after school hours. However, students are not allowed to use them in the restroom, dining room (for Elementary and Middle School students), hallway where the bedrooms are, and/or after bedtime. (Elementary and Middle School students should give them to their Residential Advisors before bedtime to be held and/or charged in the office until the next afternoon.)

No live video chats or videophones (**any live video apps/programs** - ie: Google Meet, FaceTime, Snapchat, Tik Tok, Facebook, Instagram and/or any kind of social media that have video communication, etc.) are allowed in the bedrooms, hallway where the bedrooms are, or bathroom areas. Students who do not comply with these rules will be given an appropriate consequence. If staff have concerns that a student is using their phone, tablet, or other electronic devices inappropriately, staff have the right to confiscate the item. Parents will be contacted immediately to inform them of the concern.

Selfies and the use of video communication apps 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 to avoid potential ramifications/consequences of using school/dorm property or student/staff without their consent.

The *PERSONAL TECHNOLOGY ON CAMPUS PERMISSION FORM* found in the Infinite Campus Ecollect portal must be completed. All rules from the Computer and Internet Use Policy apply to cell phones/tablets. See TECHNOLOGY SECTION.

Videophone:

All students will be able to sign up for the Videophone (VP) after school. There are VPs located on each floor for the students to use. Calls are limited to twenty (20) minutes. If use occurs during Quiet Hour, that time must be made up.

Students are asked to sign up to use the VP only once per day. If no other student is signed up to use the VP, they can ask to use the VP again. However, they will be asked to complete their call if another student, who has not used the VP that day, needs to use it.

Students are to respect the privacy of others who are using the VP by not standing around the area of the VP when it is in use. If a staff member asks a student to leave the area, the student needs to leave at that time.

Students are to respect the equipment and handle it with care. Students are not to damage or remove any parts of the VP.

If any of the above rules are broken, it will result in loss of VP. (Number of days to be determined by the Directors of Student Life/Dorm Support Staff.)

High School: A maximum of 2 students are allowed in the VP areas at any time.

Middle School & Elementary: Only 1 student is allowed in the VP area at any time. (Unless the students have permission from their RA's.)

Electronic Devices:

High School (and 8th Graders on the High School floor):

There will be no Computer/T.V./Video Game use in the afternoon. In the evening, all computers/video games are turned off by bedtime for High School students.

Middle School & Elementary:

In the morning, Elementary and Middle School students are not allowed to use devices (computer, video game, and phone) There will be no Computer/T.V./Video Game use in the afternoon.

Elementary and Middle School Students are not allowed to use devices in the bedroom, dining room, or after bedtime. Elementary and Middle School students will turn in their devices to the Residential Advisors before bedtime. The devices will remain and be charged in the office until the next afternoon.

In the evening, all computers/video games are turned off by 8:10 pm for Elementary students and 9:10 pm for Middle School students.

DVD & TV Use:

DVD players are located in each of the living areas, the 3rd-floor Firebird Center, and the 4th-floor lobby. DVD players are used for both learning and pleasure. Staff members will supervise the DVD player and TV usage.

- "G" rated movies are permitted for all ages.
- "PG" rated movies are permitted for all ages with permission from their parents.
- "PG-13" movies will not be shown to students less than 13 years of age without signed permission from their parents. Middle School and High School only.
- "R" movies will not be shown to any student under the age of 17. Seniors who are not yet 18 must have signed permission from their parents to watch "R" movies. Seniors, 18 years and older, are permitted to watch "R" rated movies in their bedrooms or an assigned room that a staff member designates.

Computer/Video Games Use:

Students may only play age-appropriate video games. Staff members will supervise game use. Inappropriate games will be taken and sent home.

- Everyone - "E" rated games are permitted for all ages.
- Everyone 10+ - "E10" rated games are permitted for all ages with permission from their parents.
- Teen - "T" games will not be allowed for students less than 13 years of age without signed permission from their parents. Middle School and High School only.
- Mature - "M" games will not be allowed for any student under the age of 17. Seniors who are not yet 18 must have signed permission from their parents to play "M" games. Seniors, 18 years and older, are permitted to play "M" rated games in their bedroom or an assigned room that the staff designates.

High School students are allowed to have personal T.V. and video games in their bedrooms.

Only Seniors & STEP Students: have the privilege to use a Computer, play Video Games, and. or watch T.V./movies in their **bedrooms** in the afternoons. The above rules still apply.

Computer Use in Dorm Rooms:

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 the appendix.

RECREATIONAL AND SOCIAL ACTIVITIES

Recreational activities are planned and conducted by Residential Advisors during afternoon and evening hours. Activities vary by age and interest and may include, but are not limited to, the following:

4-Square	Intramural Sports	Kickball	Swimming	Fishing	Softball
Pickleball	Arts & Crafts	Volleyball	Shopping	Hiking	Dancing
ABS Training	9 Square Air Game	Hobbies	Dodgeball	Disc Golf	Out to dinner

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

Roller Skates/Rollerblades/Scooters/Skateboards/etc.:

Roller Skates, Rollerblades, Skateboards, Scooters, and Snowboards require a helmet; all others require protective covering including helmet, elbow, and knee pads.

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 the dorm office. No motorized recreational toys (hoverboards, electric scooters, etc) will be allowed on campus.

Bicycles:

High School and Middle School students who have earned the privilege are allowed to bring bicycles on campus with their parent's permission. Bicycles cannot be transported to or from WSD on long buses or planes. For High School students to ride after dark, bicycles must have the appropriate reflectors and a headlight. Helmets must be worn while riding. It is the students' responsibility to secure their bikes to the bicycle rack or rails. WSD is not responsible for lost or stolen property.

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.

AFTER SCHOOL

All students are expected to be on their assigned dorm floor by 3:15 pm. If they are held after school past their time, they are required to have a pink slip when they arrive on their dorm floor.

Signing In & Out:

All students are required to sign in when arriving at any time. Students are not permitted to sign in or sign out for other students.

All students are required to sign in & out when leaving and returning to the floors. This is so that the Residential Advisors are aware of students' whereabouts at all times.

Any students leaving campus must have permission from staff, they must sign out, and they are required to have a pink slip. If students are leaving with a family member or friend (with parent permission), students must fill out a "WSD Student pick up permission" form.

Visiting within the dorm/campus:

Juniors, Sophomores, & Freshmen (and 8th Graders on the High School floor): Need to sign out and have a pink slip from a staff member.

Seniors & STEP Students: Need to sign out only and inform their Residential Advisors that they are leaving.

Snacks:

Students may bring snacks from home to have for after school or during FBC time. All Elementary and Middle School students' snacks are to be locked up in the laundry room. Elementary and Middle School students may not keep (or hide) snacks in their room. High School students are permitted to have snacks in their room as long as it is kept clean, closed securely, and stored appropriately.

Any students who cook/eat after the kitchen duty is done will be responsible to clean up and do their dishes.

High School:

Snack hours – 3:15 pm – 10:00 pm
Kitchen will close at 9:30 pm

Middle School:

Snack hours – 3:15 pm – 3:45 pm & 7:00 pm – 8:30 pm
Kitchen will close at 8:00 pm

Elementary:

Snack hours – 3:15 pm – 3:45 pm & 7:00 pm – 7:30 pm

Firebird Center and Canteen:

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

High School: Sunday thru Thursday – 8:30 pm – 9:25 pm

Middle School: Monday thru Thursday – 7:00 pm – 7:55 pm

Elementary: Monday thru Thursday – 7:00 pm – 7:55 pm (can purchase until 7:30 pm)

Dining Room:

Students must display appropriate manners in the dining room. This includes good table manners, sitting correctly, and appropriate conversation. Students will cooperate and show respect to the kitchen staff, their dorm staff, and other floors' staff. Students are strongly encouraged to eat healthily.

Students will hang up their winter coats.

High School students are allowed to use communication devices in the dining room. Elementary and Middle School students can not use communication devices in the dining room at any time.

Supper will be from 5:30pm to 6:00pm for Elementary & Middle School students and 5:45pm to 6:15pm for High School students.

Seniors & STEP Students are allowed to miss both breakfast and supper.

Students can talk to any students (Elementary, Middle School, or High School) under these conditions:

- a.** Students must be seated at their tables.
- b.** Students can talk to any student as long as the other student is in view, not behind their back
- c.** The conversation is appropriate (no negative, no swearing, etc.)
- d.** If staff tells students to focus on their meal and not talk, the student will cooperate and not give staff an attitude.

If a student's attitude, behavior, or cooperation is unacceptable, there will be a natural consequence. If too many students become uncooperative, assigned seats will be given. (The length of the assigned seat will be up to the behavioral support team and Directors of Student Life.)

Lobby and Patio Areas:

High School:

Seniors & STEP Students: Open daily until 10:45 pm

Juniors, Sophomores, & Freshmen (and 8th Graders on the High School floor): 8:30 pm – 9:55 pm

(Social time in the lobby is dependent on available staff to supervise the area.)

Middle School & Elementary: The Residential Advisors will use their discretion to set up the movie night or activities.

Ordering Food to be Delivered:

Guidelines: When placing an order for food, students are required to give their full name, appropriate phone number, address, and floor they are on. Students are to meet the delivery driver at the lobby doors. Students are to tip the delivery person.

High School: All food orders are to be made **before** 8:30 pm and the delivery should arrive by 9:30 pm. If the delivery arrives late, students will be able to eat until 10:00 pm. If it is past 10:00 pm, the Residential Advisor will ask you to put away the food/drinks in the refrigerator.

Middle School: All food orders are to be made **before** 7:00 pm and the delivery should arrive by 8:00 pm. If the delivery arrives late, students will be able to eat till 8:30 pm. If it past 8:30 pm, the Residential Advisor will ask you to put away the food/drinks in the refrigerator.

Elementary: None.

OFF CAMPUS PRIVILEGES (Downtown)

All students will follow their daily floor schedule regarding quiet hour, other scheduled campus activities, and sports before being allowed to leave off campus. All students are required to have staff permission, sign out on their assigned floor, and have a green slip before leaving campus.

1. Shopping or visiting downtown is a privilege and is limited to students in grades 8-12 and STEP students who have demonstrated they are willing/able to accept responsibility.
2. The Off-Campus Permissions must be filled out in Infinite Campus before any student is allowed to leave campus without staff supervision (these permissions are found on the Campus Activities Permission Form in Infinite Campus). Parents/guardians should indicate on the form any restrictions they want to be placed on their child's off-campus activities. Student Life staff **will not accept** any changes for off-campus privileges via phone call or email. All changes must be made ahead of time on Infinite Campus (following the next school day). No exceptions. Students 18 and older are legal adults and may sign for themselves unless they have a legal guardian.
3. Participation in school-sponsored field trips is covered by the guidelines established for school field trips.
4. Sign Out: After normal school hours and on weekends all students must sign out before leaving their residential hall area. Students need to get permission and a green slip from their Residential Advisors before signing out from the floor. Staff will list the names of 3 students on downtown slip. 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.

High School:

Juniors, Sophomores, & Freshmen (and 8th Graders on the High School floor):

- Must have **3** students in a group.
- Afternoons daily till 5:30 pm, required to arrive at the dorm ready for the Dining Room.
- Evenings daily till 8:00 pm.

Seniors & STEP Students:

- Must have **3** students in a group.
- Every day till 10:00 pm with **expectation:**
 - If a student in Senior goes with a student who is in **Junior, Sophomore, Freshman, or 8th Grader** - Afternoons daily till 5:30 pm, required to arrive at the dorm ready for the Dining Room.
 - If a student in Senior goes with a student who is in **Junior, Sophomore, Freshman, or 8th Grader** - Evenings daily till 8:00 pm.

AUTOMOBILES

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. Students can not take other students in their car on or off campus without proper permission.
4. Students must inform a Residential Advisor every time they use their car. Students must arrive back at school or residence hall on time, or as requested.

5. Students must park their cars in the appropriate location. Students must park at the west end of the west parking lot.
6. At no time can a student borrow another student's car. No exceptions (not even parent approval).
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 Residential Advisor. WSD will not be held responsible for the safety and well-being of these students once they have left our campus.
8. Students must have current insurance as required by Wisconsin State law.
9. Students must first obtain approval from the Directors of Student Life to receive driving privileges.
10. A 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 and the car will be kept at home.
2. Loss of all driving privileges for one month and the car will be kept at home.
3. Loss of all driving privileges for the remainder of the school year.

ADULT STUDENTS (18 years old and up)

At 18 years old, students have achieved "adult" status. However, students who are still dorm residents are required to comply with all dorm rules. All 18 year old students must fulfill all floor obligations (i.e.: complete consequence, quiet/study hour, duties, fussy room cleaning, etc...) before signing themselves out for the evening.

SUPPORT SERVICES

The Student Life Program has a Social Worker, Dorm Behavioral Specialist, and Dorm Student Services Assistant on the Pupil Services Team. The dorm support staff has an office in the residence hall and works in the evening. WSD provides numerous support services to our students. Both School and Dorm work with individuals or groups to solve conflicts/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 and churches. These services are not associated with WSD but are available in the Delavan community. Please contact the Directors of Student Life or Principal for more information.

LOCAL STUDENT RESIDENCY

Students living within a 45-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, and 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 the development of American Sign Language skills.

Parents of local students who wish to have their students reside in the dorm (either full-time or part-time) must fill out the Official Request for Local Students to Stay in the Dorm form that is found on the WSD website (under the Student Life Section). All requests must be submitted two weeks before the requested start date. After receipt of the form, the dorm administrative team will look over your request and contact you to let you know if the request is approved or denied.

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**

Local student occupancy will start on the first Monday in October.

Students who participate in a WSD sport can stay in the dorm once their athletic season has begun. Approval will be based on the same criteria listed above. The Official Request for Local Students to Stay in the Dorm form must be filled out and submitted two weeks before the first day of practice. Exceptions will be made in special circumstances. After receipt of the form, the dorm administrative team will look over your request and contact you to let you know if the request is approved or denied

Non-residential local students are encouraged to participate in residence hall activities. However, student-to-staff ratios will be considered. The Directors of Student Life reserve the right to grant visitation at their discretion. When a child is not able to attend regular school classes during the day, the child will not be allowed to participate 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 3:10 PM.

If established student-to-staff ratios for age groups and special needs students are at maximum, local students applying for residency will be placed on a waiting list. The Directors of Student Life shall determine whether there is adequate staff to provide safe supervision to all students residing in the dorm.

DAY STUDENT PARTICIPATION IN RESIDENTIAL ACTIVITIES

Parents of local students who wish to have their students participate in dorm activities must fill out the Official Request for Local Students to Stay in the Dorm form that is found on the WSD website (under the Student Life Section). All requests must be submitted two weeks before the date of the activity. After receipt of the form, the dorm administrative team will look over your request and contact you to let you know if the request is approved or denied.

When a day student returns to WSD for a community event during after-school hours, such as observing athletic games, the student remains under the responsibility of his/her parent/guardian. Students must always be accompanied by a parent when on campus to attend such events. WSD dorm staff and the Health Center staff do not become responsible for the supervision and care of day students if parents do not comply with this requirement. Police supervision will be obtained when a day student is found on campus in the evenings without prior arrangements being made with the Director of Student Life or when not accompanied by a parent. While the Health Center staff will provide assistance with emergencies or will provide an ice pack or band-aid as requested by a parent, the Health Center staff will not provide care to day students in the evening without the parent present.

FLOOR PHONE NUMBERS

Student Life Office hours begin at 7:30 A.M. After school staff hours begin at 3:00 P.M.

WESP-DHH Center Director	262-740-2066 262-725-0119 VP
Director of Student Life	262-725-0522 VP
Assistant Director of Student Life	262-725-0497 VP
Dorm Office/Transportation Coordinator	262-728-7191 266-725-0110 VP
Student Life Fax	262-728-7184
Dorm Social Worker	262-725-0489 VP
Dorm Behavior Specialist	262-725-0435 VP
Dorm Student Services Assistant	262-267-8153 VP
Dorm Transition Coordinator	262-725-0091 VP
Health Center	262-728-7144 V/TTY 262-728-7168 FAX 262-394-1217 VP 262-749-6733 CELL PHONE

STUDENT LIFE FLOORS	
B-3	262-724-8175 VP
B-4	262-724-8171 VP
G-3	262-724-8176 VP
G-4	262-724-8173 VP



TECHNOLOGY SECTION

WSD STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY

The WESP-DHH Technology Team is proud to offer its students opportunities in computing and assistive technologies. All devices are the property of the State and are available for students to use throughout the school year. Students may also opt to bring their own technology (ex. laptops, tablets, etc). Students who bring their own technology must complete the form *PERSONAL TECHNOLOGY ON CAMPUS PERMISSION FORM* found in Infinite Campus and receive permission from the Network Director prior to bringing the equipment to campus.

The WESP-DHH Tech Team is not responsible for and will not provide technical assistance of any kind for personal equipment except for providing assistance to configure computer for wireless access (i.e. WIFI). Students with personal computers will be subject to the same monitoring procedures as students using school resources. Refusal to submit personal computers/technology devices for inspection at any time for any reason is immediate grounds for disciplinary action and forfeiture of future opportunities for use of personal equipment. All requests for loaning equipment must be sent to the WSD Information Systems Supervisor who will review and decide on the request.

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 Google Workspace account and a password. Their Google account will provide them with access to an online user “dashboard” which will include a number of Google applications including Gmail, Drive, and Classroom. Students will use these applications in their daily lives at WSD. You will be able to store all of your work on your Google Drive. You will be able to access your account from any device with an internet connection. ***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!***

Individual Email Accounts

As part of the Google Workspace of applications, students will 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 email 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 following; 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 WESP-DHH Tech 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 is the practice of taking someone else's work or ideas and passing them off as one's own. Examples of plagiarism include copying, piracy, theft, stealing of ideas, work, etc. Plagiarism will not be tolerated from any student.

Internet

The internet can be used to educate, inform and entertain. The purpose of allowing WSD students to access the internet is to support research by providing access to unique resources throughout the world, as well as providing varied opportunities for collaborative work. The goal of WESP-DHH staff is to make internet access safe and available to students for educational purposes. The internet, when used properly, is an effective instructional tool.

WESP-DHH recognizes that it is not possible to control access to all material on the internet. Despite rigorous and up to date filtering systems, it is possible to access materials that are illegal, illicit, defamatory, inaccurate and/or potentially objectionable. This policy establishes guidelines for proper use.

STUDENT TECHNOLOGY RULES

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;
- Refrain from revealing personal information (personal address or phone numbers or those of students or other staff);
- Note that email is not guaranteed to be private. The WESP-DHH Tech Team has access to email. Messages relating to or in support of illegal activities must be, by law, reported to the authorities.

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;
- 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;
- 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;
- Create or knowingly distribute a computer virus;
- 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 damage to the equipment (refer to the **Fees and Other Potential Costs**) and the time it takes for a technician to repair it. 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 any way.

Inappropriate use of technology 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 privileges and/or other disciplinary actions. All students must have a completed *STUDENT GUIDELINES FOR COMPUTERS/TECHNOLOGY USE FORM* found in the Ecollect portal on Infinite Campus.

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.



TRANSPORTATION SECTION

DAY STUDENT TRANSPORTATION

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: school.office@wsd.k12.wi.us

It is the parent's responsibility to inform the school district and the bus company of any transportation changes. The *VISITING PERMISSION FORM* is located in the FORMS SECTION of this handbook.

Transportation is the responsibility of a student's LEA. Any consequences due to disciplinary action will be determined by the LEA.

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 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 letting 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 or plane, must submit visiting permission forms, from both families, to the dorm floor staff by Tuesday evening in order for them to get them to the dorm transportation coordinator by 9:00 am, Wednesday morning prior to the weekend visit. (During short weeks, the permission forms are due to the dorm floor staff on Monday evening.) This policy is the same if a residential student wants to go over to a local students house for the weekend.

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 STUDENT TRANSPORTATION

Weekend Charter Bus And Plane Transportation:

When riding charter buses/planes, students are expected to arrive on time, behave and cooperate fully with the chaperones. Obtaining parental permission to visit another student's home is your responsibility. It is a requirement to provide *VISITING PERMISSION FORMS, from both families, to the dorm floor staff by Tuesday evening in order for them to get them to the dorm* transportation coordinator by 9:00 am, Wednesday morning prior to the weekend visit. (During short weeks, the permission forms are due to the

dorm floor staff on Monday evening.) *VISITING PERMISSION FORMS* arriving later than this time may be denied. Students may only visit other (current) WSD students.

The *VISITING PERMISSION FORM* is located in the FORMS SECTION of this handbook.

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.

Important Charter 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. Students who are 18 years of age or older are still required to be picked up by an adult and can not be left at the bus/plane stop under any circumstances.
 - Transportation via Uber, Lyft, and other rideshare companies will not be allowed.

- **PICK UP:** On pick-up days, please have your child/children to the pick-up point on time.
 - The charter bus/plane will only 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 262/728-7154 from 10:30 AM to 1:30 PM on the Return Day. If you did not reach the “on call” person before noon, please call your child’s floor (after 6:00 p.m.) to let them know why your student is absent and when/if they will return to school.
 - You must also contact Jones Bus Company at (262) 215-1823, to let them know your child/children will not be riding the bus.

Parent/Guardian Transportation Notification Responsibility:

Parents are required to inform the Transportation Coordinator immediately if there are any changes to the telephone numbers, emergency contacts, and/or the pick-up permission list they provided at the beginning of the year.

- **QUESTIONS/CHANGES:** Any questions/concerns/changes, etc., please contact the Transportation Coordinator at 262-728-7191 or 262-725-0489 (VP) weekdays from 7:30AM to 3:30PM. You may also contact the same number anytime during the week to leave a Voicemail or VP 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.

Transportation Phone Numbers:

During the week, parents may contact the Transportation Coordinator in the Student Life Office at 262-728-7191. The Student Life office is open Monday thru Thursday 7:30 am until 3:45 pm and Fridays (Homegoing Days) from 7:30 a.m. until 5:00 p.m. (or until the last student has arrived safely to their designated destination). The Student Life office is closed on Saturdays and Sundays (Return Days). On Return Days, parents may contact the Student Life "on call" staff at 262-728-7154 from 10:30 am to 1:30 pm. Parents may also contact the Jones Bus Company at 800-236-3160 (voice or relay service) from 12:30 until 7:00 p.m.)

Labeling Luggage:

Students first and last names & the bus name are required on suitcases at all times.

SUITCASES THAT DO NOT HAVE NAME TAGS ON THEM WILL NOT BE ALLOWED ON THE BUS/PLANE.

Cold Weather Travel:

Our main goal is to ensure the safety of each student while being transported to and from WSD via either the long bus or plane. While we don't anticipate any issues during transportation, we always need to be prepared, especially during the cold winter months. In the event of an issue during transportation, the students may be required to sit on a bus or plane that is not running, therefore, does not have any heat. Our plane students may be required to stand outside at an airport, as not all of the smaller airports we fly into have buildings that are open after standard business hours and/or on the weekends. If a student is not dressed appropriately and/or does not have a winter jacket with them, this could prevent the student from remaining warm while awaiting for the issue to be resolved.

Long Bus Students-

Any time the temperature is below freezing (32 degrees fahrenheit), all long bus students are strongly encouraged to dress appropriately, wearing long pants and long sleeve shirts and/or sweatshirts. It is also strongly encouraged that all students have a winter jacket along with them. WSD staff will not be responsible for making sure the students have their jackets with them and/or are wearing appropriate clothing on the bus.

Plane Students-

Any time the temperature is below freezing (32 degrees fahrenheit), all plane students are REQUIRED to dress appropriately, wearing long pants and long sleeve shirts and/or sweatshirts. It is also REQUIRED that all students have a winter jacket along with them.

SUITCASES THAT DO NOT HAVE NAME TAGS ON THEM WILL NOT BE ALLOWED ON THE BUS/PLANE.

Dropping Students Off On Return Days:

The dorm is closed until 8:00 p.m. on Sundays or alternate Return Days. Students are required to be escorted to their designated floor.

Changes To Charter Bus/Plane 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. Visiting Permission Forms, from parents of both students, are required when students visit each other. Students, 18 years of age and older, can sign their own Visiting Permission Forms. (Emergency situations will be considered.) Failure to follow the proper visitation policy, can result in suspension of visitation privileges for your child. In the event you cannot obtain a Visiting Permission Form, please contact the Student Life office at 262-728-7191 or 262-725-0110 (VP) to give verbal permission to the Transportation Coordinator. ***Emails and text messages will not be accepted.***

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 Student Life Office 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 transportation home. This weekend is for High School students only.

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 Student Life Office.

TRANSPORTATION MISCONDUCT

Students misbehaving while in transport are under the discipline of the transportation company. Transportation misconduct may result in removal by the transportation company. In these cases, it is the responsibility of the parents and school district to determine alternative transportation.



HEALTH CENTER SECTION

MEDICATION GUIDELINES - All forms can be located on WESP-DHH website under Health Center: [WESP-DHH website](http://wesp-dhh.wi.gov/wsd/healthcenter/) or <http://wesp-dhh.wi.gov/wsd/healthcenter/>

Health Center Contact Information:

Phone # 262-728-7144

Fax # 262-728-7168

Cell # 262-749-6733

VP # 262-394-1217

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 is given.
- 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 Orders do not include a particular medication, vitamin, or supplement, the parent/guardian will obtain authorization from a licensed prescriber.

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. The *AUTHORIZATION FOR ADMINISTRATION OF INHALED ASTHMA MEDICATIONS FORM* is located in the HEALTH CENTER, FORMS SECTION of the WESP-DHH website.

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. Any medication left over at the end of the school year will be destroyed.

5. Information to Parents:

- Medication policies/procedures and forms shall be available in the WESP-DHH website under the Health Center tab.
- 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.

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

- **Controlled medications cannot be sent by Health Center staff.**
- 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 the visiting family of the 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/or a portion of the afternoon in the Health Center, they will not be permitted to leave at 2:30. They must stay in the Health Center until suppertime. This will be at the discretion of the nurse on duty.

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 both the *MEDICAL CONSENT FORM* and *MEDICATION ADMINISTRATION FORM* on file in the Health Center. These forms must be dated no earlier than June of that year. These forms are located in the FORMS SECTION of the WESP-DHH website under the Health Center tab: [WESP-DHH website](#)
- *MEDICAL CONSENT FORM* and *MEDICATION ADMINISTRATION FORM* 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 FORM* and the *MEDICAL CONSENT FORM* forms currently on file. The Health Center staff will 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.

BRINGING UNAUTHORIZED MEDICATION FROM HOME

- The Health Center stocks and administers a wide variety of over-the-counter medications following protocols approved by our Medical Director. In order to maintain a safe environment for all students, please make sure your child does not “self-carry” any over-the-counter or unauthorized prescription medications. This includes medication prescribed to other family members or brought to school in any container other than a properly labeled prescription bottle.
- All prescription medications need to have physician approval (Doctor’s Order) before it can be administered by the WSD Health Center. We will work with you and/or your child’s physician to ensure safe administration of this medication.
- Unauthorized medications from home will be destroyed.

CONTROLLED MEDICATION POLICY

This policy is created to ensure accurate accountability, storage, and proper transferring and/or disposal of controlled medications. These controlled medications will be handled in accordance with all local, state, and federal laws and regulations. Controlled medications include those agents within schedule II-V of the Controlled Substance Act (www.fda.gov/regulatoryinformation).

Procedure

1. Receiving and maintaining controlled medications
 - a. Nursing staff shall count any controlled medications received and record on the controlled medication sheet and in SNAP.
 - b. Any controlled substance shall be kept double locked.
 - c. Nursing staff shall count controlled medications daily and record on the controlled medication sheet.
2. No controlled medications shall be mailed or sent home with any student at any time.
 - a. Any controlled medication that is possessed by the Health Center for administration may only be released to a parent/guardian, or a person who is at least 18 years old and is designated in writing by the student’s parent/guardian.
 - b. Health Center staff shall count and record remaining controlled medications before transferring them to a parent/guardian.
 - c. Parent/guardian will sign the controlled medication sheet upon receiving the student’s medication.
 - d. Health Center staff will witness and sign the controlled medication sheet.
3. Disposal of controlled medications - Any controlled medications left in the Health Center at the end of the school year shall be disposed of via “Rx Destroyer” solution.

CONCUSSION/HEAD INJURY POLICY

Concussion Information – When in Doubt, Sit Them Out!

If a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. **“When in doubt, sit them out.”**

Everyone involved in athletics must be alert for potential injuries and be able to recognize the 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. The Return to School and Play is found in the WESP-DHH website under the Health Center tab, Forms: [WESP-DHH website](#) Signs are what can be seen by others, while symptoms are what the injured player feels. 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 concussions and the importance of athletes honestly reporting their symptoms and injuries.

The PARENT AND STUDENT AGREEMENT ON CONCUSSION FORM must be completed yearly. This form is located in the FORMS SECTION of the WESP-DHH website under the Athletics tab: [WESP-DHH website](#)

EMERGENCY SERVICES PROTOCOL - Students Over 18 Years of Age

The Health Center at the Wisconsin School for the Deaf (WSD) is staffed by Registered Nurses (RNs). These nurses are qualified and trained to recognize emergency situations, and to take actions accordingly. The Standards of Practice for RNs allows the RN to “utilize the nursing process in the execution of general nursing procedures in the maintenance of health, prevention of illness or care of the ill” (State of Wisconsin, 2016).

As with any nursing care, once the RN has determined the situation an emergency, defined as “a serious situation that arises suddenly and threatens the life, limb, or welfare of one or more persons” (Schwab & Gelfman, 2001), the RN will activate emergency medical services (EMS) “needed to treat a condition that if not immediately treated could cause a person serious physical or mental disability, continuation of severe pain, or death” (Schwab & Gelfman, 2001).

In the event the RN on duty determines the situation where EMS is required, regardless of the student’s age, EMS (911) will be called and the student will be transported to a hospital for more advanced care. The student will not be allowed a choice on activation of EMS or whether they will be transported. Once EMS has arrived on the scene, they (EMS) will assume care for the student.

References:

Gelfman, H.B. & Schwab, N.C. (2001). *Legal Issues in School Health Services*. Sun River Press, MN.
State of Wisconsin. (August, 2016). *Chapter N 6: Standards of Practice for Registered Nurses and Licensed Practical Nurses*. Retrieved from: https://docs.legis.wisconsin.gov/code/admin_code/n/6.pdf

HEAD LICE POLICY (PEDICULOSIS) 8/2017

Purpose:

- Manage/treat students with head lice (Pediculosis).
- Maintain school attendance, minimize disruption of the learning process to the greatest extent possible.
- Preserve the privacy and confidentiality of staff and students.

Definitions:

- Head lice – small parasitic insects that live on the scalp and neck of humans.
- Nit – egg of a female louse, attached to the hair shaft.
- Viable nit – egg found on the hair shaft closer than ¼ inch from the scalp (considered unhatched).
- Non-viable nit – egg found on the hair shaft farther than ¼ inch from the scalp (already hatched).
- Active infestation – evidence of a live louse/lice on the scalp, or a viable nit(s). Also known as pediculosis.

Policy:

- Students with active infestation will be referred for treatment. Immediate removal of the person from school may be unnecessary and is at the discretion of the nursing staff.
- Dorm students will be screened every Sunday by the Health Center staff until lice/nit free for 2 consecutive Sundays (2 weeks). Additional screening may be done at the discretion of the Health Center staff.
- At the discretion of the nursing staff, day students may be screened by the Health Center.
- Classroom/dorm-wide screening is not merited (NASN, 2013). Health Center staff will check students demonstrating signs and symptoms such as frequent scratching or complaints of itching (School Nurse Summer Institute, 2013). Only students with evidence of active infestation should be treated (School Nurse Summer Institute, 2013).
- WSD does not exclude students with lice/nits from school. WSD Administrative Team does retain the authority, at their discretion, to exclude a child with repeated/chronic infestations from residing in the dorm or attending extracurricular activities.

KEEPING YOUR CHILD HOME WHEN ILL

In an effort to keep our students healthy, please do not send your child to school if he/she becomes ill on the weekend. If your child is home with fever, he/she must be fever-free for 24 hours (depending on the illness), without any fever-reducing medication such as Tylenol or Ibuprofen, before returning to school. In addition, there should be no vomiting for at least 24 hours, and your child should be back to eating regular food. If your child becomes ill during the school week, he/she may need to be picked up. Please make sure you have a back-up plan if you are not available to pick up your child when these situations arise. For more information please go to Health Center tab under [WESP-DHH Website](#).

NALOXONE POLICY

It is the policy of the Wisconsin School for the Deaf (WSD) to provide assistance to WSD students and Wisconsin Educational Services Program for the Deaf and Hard of Hearing (WESP-DHH) staff who may be suffering from an opioid overdose following established protocols and procedures. WSD nurses shall make every reasonable effort to include the use of Naloxone to revive the victim of any suspected drug overdose.

POST SURGICAL/EXTENDED ILLNESS RETURN TO SCHOOL POLICY

Students returning to school after surgery or extended illness must provide the Health Center with the following:

- Return To School Plan from the student's medical provider with restrictions/accommodations/medications specified. This plan must be co-signed by a parent. This plan should include:
 - Physical activity restrictions/accommodations including sports and recess.
 - Special accommodations and post-op care instructions if any (dressing changes, wound care, possible complications, use of medical equipment).
 - Medication orders with provider and parent signatures. (Medications must be supplied by the parent in a prescription labeled bottle/container.)
 - Orders from providers for special dressing changes, other special procedures, and/or special diet/restrictions as specified beyond the scope of WSD's Standing Orders. Start and end dates are required.
 - Students may not return if there is a fever present (Temp>100.0) or any signs and symptoms of wound infection. This will be assessed by the nurse on duty upon return to WSD.
 - For returning post-concussion, please refer to Concussion/Head Injury Policy.
 - See: CONTROLLED MEDICATION POLICY if narcotic medications are required to be administered at WSD.

The *RETURN TO SCHOOL POST SURGERY OR EXTENDED ILLNESS FORM* can be found in the FORMS SECTION in the WESP-DHH website under the Health Center Tab: [WESP-DHH website](#)

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 with 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 Residential Advisors 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 to 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 _____

Volunteering/Community Service Verification Form & Short Essay



Recognition is awarded to Wisconsin School for the Deaf students who complete the **encourage** 40 hours of community service during 9th to 12th grades. Students who complete more than 40 community service hours will receive a gray cord to be worn at graduation and a community service seal on their diploma. This form helps us to track the hours earned toward their graduation requirements.

Student information:

Name: _____

Grade: 9th 10th 11th 12th

Activity Description:

Name of site: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Total hours of community service completed:

Community Rep. Signature: _____ Date: _____

Community Service Reflection upon Completion



WSD students are required to complete community service hours. This form is required in order to officially document the hours earned in order to receive a diploma. Fill out this form after every community service activity you perform.

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

I. What did you learn about yourself by doing this activity?

II. How did this activity help you improve yourself?

III. What is your next goal for community service?

Student Signature: _____

Date: _____

School Social Worker: _____

Date: _____



DECLARING LEGAL INDEPENDENCE

I am requesting that no information be sent or shared with my parents/guardians due to the fact that I am 18 years of age and my own legal guardian.

Name (printed) _____

Signature _____

Date _____

CC: Student's Cumulative File
Local Educational Agency (LEA)
Principal
Director(s) of Student Life
Head Nurse
WESP-DHH Center Director
IEP Coordinator

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 at least two weeks in advance before bringing the 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 WSD rules apply at WSD 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 child, _____, _____ 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 child, _____, _____ will be
(Name) (Dorm floor)

visiting _____, _____ 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.

PARENT VOLUNTEER INFORMATION FORM
Wisconsin School for the Deaf



Date: _____

Your willingness to volunteer at the Wisconsin School for the Deaf is much appreciated. In order that we may use your services and particular skills to the best advantage, please supply the data requested below.

When complete, please print and mail to WSD, 309 W. Walworth Ave, Delavan, WI 53115 ATTN: Principal. Please allow up to 6 weeks to process your request.

Name: _____ Telephone/VP: _____

Date of birth: _____ Email: _____

Address: _____

What is the best time to contact you: _____

Have you ever worked in a Deaf Classroom before? Yes No

If yes, in what capacity: _____

Do you have any previous volunteer experience? _____

How much American Sign Language do you know? Fluent Some Little

Do you have any other skills that we should be aware of? _____

Days you are available: M T W Th F (Please write in the exact hours that you want to volunteer)

Why do you want to volunteer at WSD?: Learn/Improve ASL skills Spend time with my child

Enjoy volunteering Want to work with Deaf people Required community service hours

Other _____

Type of Volunteer Service: Possible areas of volunteer service are listed below. Please check those areas which are of particular interest to you. Please keep in mind that the areas you are interested in may or may not have a need for volunteers at this time.

Tutoring Athletic Activities Drama Parties/Events Misc. After-School Activities

Other _____

Preferred Age Group: preschool elementary middle school high school

****Any injuries are the sole responsibility of the volunteer and WSD has no liability for such injury.****

**REGISTRATION FEES
WAIVER/PAYMENT SCHEDULE REQUEST**



Wisconsin School for the Deaf

Name of Student

Request for waiver

Request for payment schedule

Reason for request for waiver/payment schedule

Parent Signature

Date

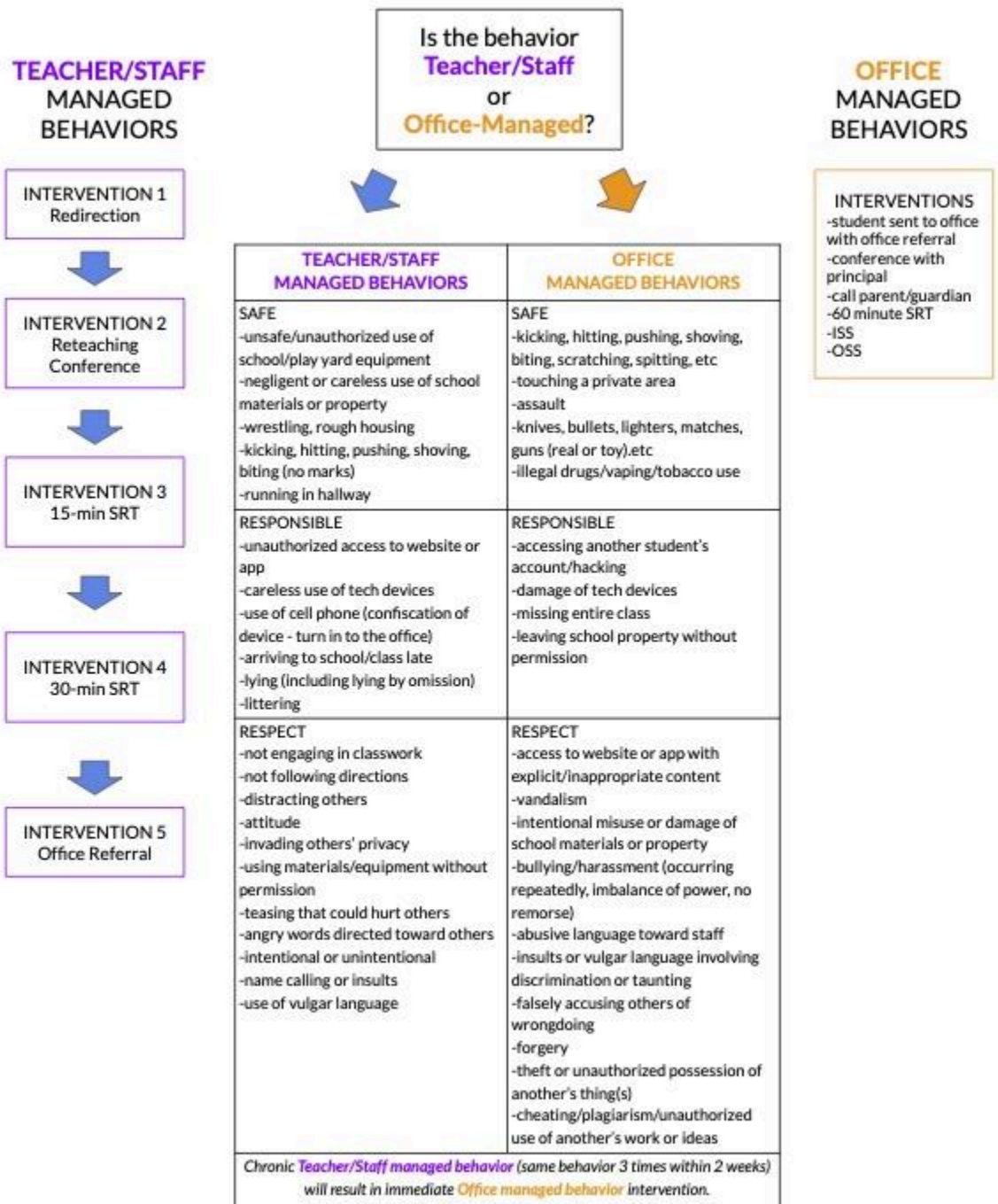
WESP-DHH Center Director Approval

**If you prefer to discuss your request, please contact the WESP-DHH Center Director's office.



APPENDICES SECTION

DISCIPLINE FLOW CHART





Wisconsin School for the Deaf

2024-2025 School Year Calendar



Important Dates

Jul 4: Legal Holiday
June 23 - July 28: Summer Programs
Aug 11-21: WSD Sport Training Camp
Aug 19-23: Staff In-Service Days
Aug 26: PM Registration Day 1-4p
Aug 27: First Day of School
Sept 2: Legal Holiday- No School
Sept 2: Monday PM Student Arrival
Oct 19: Homecoming
Oct 24: First Quarter Ends
Oct 25: Staff In-Service Day- No School
Nov 28: Legal Holiday- No School
Nov 29: Break- No School
Dec 19: Winter Play
Dec 23-27: Break- No School
Dec 24: Legal Holiday
Dec 25: Legal Holiday (observed)
Dec 30- Jan 3: Break- No School
Dec 31: Legal Holiday
Jan 1: Legal Holiday (observed)
Jan 17: Second Quarter Ends
Jan 20: Legal Holiday - No School
Jan 20: Monday PM Student Arrival
Feb 21: Staff In-Service- No School
March 21st: Third Quarter Ends
March 24-28: Spring Break- No School
April 18: Staff In-Service- No School
Apr 21: Monday AM Student Arrival
May 2-4: QUEST Prom Weekend
May 9: Staff In-Service- No School
May 26: Legal Holiday- No School
May 27: Tuesday AM Student Arrival
June 4: Fourth Quarter Ends
June 5: Last Day of School & Graduation
June 6: Staff In-Service Day

July 2024							August 2024							September 2024									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
1	2	3	4	5	6																		
7	8	9	10	11	12	13	1	2	3								2	3	4	5	6	7	
14	15	16	17	18	19	20	4	5	6	7	8	9	10				8	9	10	11	12	13	14
21	22	23	24	25	26	27	11	12	13	14	15	16	17				15	16	17	18	19	20	21
28	29	30	31				18	19	20	21	22	23	24				22	23	24	25	26	27	28
							25	26	27	28	29	30	31				29	30					

October 2024							November 2024							December 2024									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
1	2	3	4	5																			
6	7	8	9	10	11	12	3	4	5	6	7	8	9				1	2	3	4	5	6	7
13	14	15	16	17	18	19	10	11	12	13	14	15	16				8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23				15	16	17	18	19	20	21
27	28	29	30	31			24	25	26	27	28	29	30				22	23	24	25	26	27	28
																	29	30	31				

January 2025							February 2025							March 2025									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
1	2	3	4																				
5	6	7	8	9	10	11	2	3	4	5	6	7	8				2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15				9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22				16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28				23	24	25	26	27	28	29	
																	30	31					

April 2025							May 2025							June 2025									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
1	2	3	4	5																			
6	7	8	9	10	11	12	4	5	6	7	8	9	10				1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17				8	9	10	11	12	13	14
20	21	22	23	24	25	26	18	19	20	21	22	23	24				15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31				22	23	24	25	26	27	28
																	29	30					

Link to View Calendar in English:

<https://drive.google.com/drive/folders/1DLaguCN9KCoJIES1HBiwiOHTFqX-FjYN>



Escuela para Niños Sordos de Wisconsin

Calendario Escolar 2024-2025



Julio 2024							Agosto 2024							Septiembre 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		1	2	3					1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

Octubre 2024							Noviembre 2024							Diciembre 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5			1	2					1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Enero 2025							Febrero 2025							Marzo 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4				1	2	3	4			1	2	3	4	5	6	7	8
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	
													30	31						

Abril 2025							Mayo 2025							Junio 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5			1	2	3				1	2	3	4	5	6	7	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Fechas Importantes

4 de julio: Feriado
Del 23 de junio al 28 de julio: Programas de verano
Del 11 al 21 de agosto: Campamentos WSD de deportes
Del 19 al 23 de agosto: Días de trabajo para el personal
26 de agosto: Día de inscripciones escolares, de 1 a 4 pm
27 de agosto: Primer día de escuela
2 de septiembre: Feriado - No hay escuela
2 de septiembre: Los estudiantes llegan en la tarde
19 de octubre: Evento "Homecoming"
24 de octubre: Fin del primer trimestre
25 de octubre: Día de trabajo para el personal docente - No hay escuela
28 de noviembre: Feriado - No hay escuela
29 de noviembre: Vacaciones - No hay escuela
19 de diciembre: Obra de teatro (Winter Play)
Del 23 al 27 de diciembre: Vacaciones - No hay escuela
24 de diciembre: Feriado
25 de diciembre: Feriado
Del 30 de diciembre al 3 de enero: Feriados - No hay clases
31 de diciembre: Feriado
1 de enero: Feriado
17 de enero: Fin del segundo trimestre
20 de enero: Feriado
20 de enero: Los estudiantes llegan por la tarde
21 de febrero: Días de trabajo para el personal docente - No hay escuela
21 de marzo: Fin del tercer trimestre
Del 24 al 28 de marzo: Vacaciones de primavera - No hay escuela
18 de abril: Día de trabajo para el personal docente
21 de abril: Los estudiantes llegan en la mañana
9 de mayo: Días de trabajo para el personal docente - No hay escuela
26 de mayo: Feriado - No hay escuela
27 de mayo: Los estudiantes llegan en la mañana
4 de junio: Fin del cuarto trimestre
5 de junio: Último día de escuela y graduación
6 de junio: Día de trabajo para el personal docente

Enlace para ver el calendario escolar en español:

<https://drive.google.com/drive/folders/1DLaguCN9KCoJIES1HBiwiOHTFqX-FjYN>