





# WESLEY SPECTRUM SERVICES

**ARRIVE ON  
TIME TO  
CLASS**

**Wesley Spectrum Academy**  
*Positive, Proactive and Reflective  
Behavior/Academic  
Interventions and Support*

**DISPLAY  
APPROPRIATE  
INTERACTIONS WITH  
STAFF, STUDENTS &  
ENVIRONMENT**

**BRING  
NECESSARY  
MATERIALS**

**COMPLETE  
ALL  
ASSIGNMENTS**

**REMAIN IN CLASS  
THROUGHOUT  
DESIGNATED PERIOD**

## **STUDENT AND PARENT HANDBOOK POLICY AND GUIDELINES 2010-2011 School Year**

**243 Johnston Road  
Pittsburgh, PA 15241  
412.833.6444**

**Building Self-Esteem  
And Confidence  
Since 1965**

***A PROGRAM OF WESLEY SPECTRUM SERVICES***

## **MISSION STATEMENT OF THE WESLEY SPECTRUM SERVICES**

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

Wesley Spectrum Services is a community of caring individuals who provide services in diverse developmental, education and therapeutic settings that promote the well-being of children, youth and their families.

## **MISSION STATEMENT OF ACADEMY**

*The mission of Wesley Spectrum Academy is to provide students with a curriculum based on Pennsylvania State Standards, utilizing differentiated instruction in a small, structured learning environment that provides physical and emotional safety delivered by a team of professionals that integrate mental health and academic support to provide opportunities for personal growth.*

Melissa Garvin  
Director

Nancy Rees  
Clinical Supervisor

Susan Deep  
Clinical Supervisor

Kerri Hartman  
Educational Supervisor

Jennifer Falkowski  
Special Education Supervisor

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## PROGRAM DESCRIPTIONS

Wesley Spectrum Academy is licensed by the Pennsylvania State Board of Private Academic Schools. The Academy offers two programs: *the Standard Education Program* that is customized to meet individual student needs and *the Special Education Program* that is customized to meet individual student needs along with adherence to special education standards and regulations, including mental health and behavior support services.

## MENTAL HEALTH SERVICES

Wesley Spectrum Academy seeks to address the adjustment and development of the whole student. To facilitate this, the therapeutic staff; consisting of 2 Clinical Supervisors, 5 Mental Health therapists, a psychiatric nurse, and 12 classroom-based Educational Therapeutic Specialists works with the individual student to address his or her academic and social/emotional needs. Communication with parents, outside agencies, and other therapists is a vital component of our program. Therapeutic support at Wesley Spectrum Academy is offered as part of the continuum of other mental health services in which the student may be participating.

## ENROLLMENT POLICY

Wesley Spectrum Academy accepts gifted to average ability learners with academic and social and/or emotional challenges, which may include:

- Peer pressure
- Poor study skills
- Non-traditional learning styles
- ADHD
- Learning Disabilities
- Disorganization
- Skill gaps and weaknesses
- Lack of motivation and purpose
- Depression, school anxiety and phobia
- Loner
- Lack of confidence & self-worth
- Immaturity
- Poor school attendance & failure
- Transitional issues
- Poor social skills

Enrollment is based solely on the Wesley Spectrum Academy admission team's evaluation of each applicant without regard to race, religion, or nationality.

## ACADEMIC INFORMATION

In our **Standard Education Program**, the teaching procedures and student expectations are individualized to meet the varying needs of the learner.

The **Special Education Program** is tailored to meet the academic and/or emotional needs of students as indicated on their IEP or Service Agreement.

### WITHDRAWAL FROM COURSE:

Students are not permitted to withdraw from a course after the first 3 weeks of the course unless the Director or Clinical Supervisor deems it necessary. All schedule changes are made through the Transition office.

### “INCOMPLETE” ON REPORT CARDS:

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

### GRADING SCALE:

90 - 100	=	A	(Excellent)
80 - 89	=	B	(Above Average)
70 - 79	=	C	(Average)
65 - 69	=	D	(Below Average)
Below 65	=	F	(Failure)

*For students (re)entering a class during the quarter, course requirements and grades may be adjusted. A “P” passing may be issued with work completed averaged into the final semester grade. Students with IEPs are graded according to their IEP objectives (as applicable).*

### PROGRESS NOTICE:

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

### GRADUATION REQUIREMENTS:

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

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

## MEDICATION TAKEN AT SCHOOL

Under NO circumstances, without written permission from the parent/guardian, will school personnel administer any prescription or over-the-counter medication to students. Also, under NO circumstances will school personnel diagnose, treat, or prescribe any type of medication to students. All medications may be given or taken at school within the framework of the following guidelines:

- Medication **MUST** be brought in by a parent or guardian in the **original container** (please call the School Nurse if you require the locked medication bag) and be stored in the **original container**:
  - *Name & telephone number of the pharmacy; Name of medication; Prescribed dosage; Name of physician; Pupil's name*
- If there is a change in medication that is taken at home or school, we must be notified immediately. **Failure to do so may result in a recommendation for the student to be withdrawn from Wesley Spectrum Academy.**
- If a student has been prescribed medication to be taken at home, it is the responsibility of the parent and student to make sure the medication is taken as prescribed. **Failure to do so may result in a recommendation for the student to be withdrawn from Wesley Spectrum Academy.**

***All medication will be stored in a locked cabinet in the Nurse's office.***

- All medication will be disbursed from the Nurse's office. Students will be expected to arrive at the office at the appropriate time to take their medication. Medication will be taken before leaving the office and in the presence of the staff member dispensing the medication. Medications are given in a confidential manner.

### **Medical Emergency Contingencies:**

The Director, or designee, will summon emergency assistance in the event of a medical emergency. Parents/guardians will be contacted as soon as possible following a medical emergency (see "Medical Emergency Consent form" in enrollment packet).

## DRESS CODE, APPEARANCE AND HYGEINE

Wesley Spectrum Academy students are asked to give careful thought to their personal appearance. Although we accept and encourage individuality, clothing that is offensive to others or causes a “substantial disruption to the learning environment” will not be tolerated. Inappropriate attire may include, but is not limited to:

- Clothes in disrepair (holes & tears, self or factory made, in shirts & pants)
- Outdoor jackets and coats worn in class
- “Hoods/Hoodies” worn on the head during school.
- Shirts or jewelry that reflect pictures or sayings which are contrary to the values of the Academy (e.g.: drugs, alcohol, sexual or racial slurs, violence)
- Shirts which are revealing such as: spaghetti strap outfits, tank tops (less than 2 inches wide at shoulders), crop tops (stomachs are not to be in view), and vests
- Extremely short dresses, skirts or shorts (finger tip rule)
- Large chains, dog collars, spikes on clothing or jewelry
- All headwear *except* baseball caps or visors
- Pajamas, slippers, “snuggies”, pillows in class (unless for medical need)
- Excessive makeup

Students who come to school in what is deemed to be inappropriate dress/appearance, or are ill-groomed (including poor hygiene), may be given alternative clothes, sent home and/or receive an in-school suspension/discipline report until appropriate clothing is worn. Parents/guardians are notified.

Repeated violations to the Dress Code can result in a loss of privileges, suspension or expulsion.

**Parental cooperation is essential!**

## WESLEY SPECTRUM ACADEMY'S POSITIVE BEHAVIOR/ACADEMIC INTERVENTIONS AND SUPPORT

Recognizing that behavioral problems often interfere and contribute to the educational difficulties of students, WSA includes within its program a comprehensive behavioral component. To address the varying levels of behavioral and learning support, a **POSITIVE, PROACTIVE AND REFLECTIVE** program have been developed that encompasses three levels of intervention and is individualized to meet the specific needs of each student. The levels are as follows:

1. \*Weekly Point Level System: **Red:  $\geq 94.5\%$ , Blue: 93.4%-74.5%, Yellow:  $\leq 73.4\%$**
2. Behavioral Contracting
3. Individualized Behavior Support Plan with a point chart

The Director, Supervisors or Therapists are available to discuss in detail any of the above recommended programming with students, parents and staff.

## SCHOOL-WIDE EXPECTATIONS

**While in school, on school property, and/or at school supported activities students are expected to: (in order to earn 0-5 points)**

- Arrive on time to class
- Bring necessary materials
- Remain in class throughout designated period
- Display appropriate interactions with staff, students and the environment
  - *Refrain from harassing other students. Repeated verbal, nonverbal, physical and/or technological harassment will not be tolerated and may result in suspension or expulsion*

*If at any time a student verbally, physically or technologically harasses another student/staff, even if it initially occurred off school property, Wesley Spectrum Academy has the authority to address/consequence all parties involved if a "substantial disruption" has occurred within the school. Students are encouraged to report/document harassment etc. on **Student Reported Incident** forms located in the "sign-in" book then submit to staff.*

- Complete all assignments within the time limits
  - *Strive toward individual goal completion*

**Please refer to 1-page Level System Summary that details privileges for each level.**

## WESLEY SPECTRUM ACADEMY'S POSITIVE BEHAVIOR/ACADEMIC INTERVENTIONS AND SUPPORT, Cont'd.

We believe that in order to receive a high quality education, student behaviors that impede the learning of themselves or others must be addressed. Students will earn participation points during each class period based on the 5 school-wide expectations (p. 10). This equals a 25 possible point value for a full week of school and is referred to as “behavior/participation” grade. This grade will be worth 20% of a student’s total grade, with the exception of certain elective classes. These classes include physical education, technology, art, and music. Participation points may be worth a higher percentage in these classes due to the nature of the class. You will have the opportunity to see the breakdown of percentage points for each class via syllabi on Curriculum Night.

***Student Infraction Notices*** may be issued for failure to meet school-wide expectations and/or being unsafe. In order to reinforce responsible behaviors, WSA employs a “process time” for those students who have received violations. This is a time when the student, counselor and any others involved meet to discuss and problem solve the current situation and factors related to the behavior. The student’s behavior support and/or crisis plan (as applicable) may be developed, reviewed and modified if needed.

## WESLEY SPECTRUM ACADEMY BEHAVIOR MANAGEMENT AND CRISIS INTERVENTION POLICIES

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

**Our Philosophy:** Behavior management and support practices at Wesley Spectrum Academy are driven by the best interest of the student. We employ the least restrictive and intrusive interventions possible to assist our students in reaching their identified goals. Behavior management practices at WSA are **positive, proactive and reflective**. Behavior management interventions employed are created to increase pro-social and adaptive skills building on already existing strengths to provide students with healthy alternatives for meeting their needs. **Restrictive behavior management techniques** are used solely for the protection of students or others around them from harm and are not considered an intervention or strategy for addressing a behavior problem. Consequences for violations of behavior expectations are logical and consistently applied according to predetermined systems (see Student/Parent handbook page for a detailed explanation of WSA's behavior management system) and are designed to teach alternative, acceptable behavior. Consequences which are degrading, demeaning, or deny access to elements of an individualized plan are strictly prohibited.

**Policy Statement:** WSA utilizes an approved manual restraint system **only when a student demonstrates behaviors harmful to themselves or others such as self-injurious or physically aggressive behaviors**. Such interventions are implemented by staff trained in Therapeutic Crisis Intervention (TCI) and only when alternative, less restrictive and positive means of containing dangerous behaviors prove ineffective in maintaining safety. In the event that TCI procedures are deemed ineffective or unsafe the Upper St. Clair Police will be called to maintain the safety of the students and staff.

**Procedures:** Every effort will be made to determine the possible need for physical interventions during the intake process or individualized team meetings. Parent/guardian participation in these meetings is crucial. In the unlikely event that a student's behavior is harmful to him/herself or others and physical intervention is necessary, parents/guardians will be notified the same day. At that time, a meeting will be scheduled to update/develop an individualized behavior management and/or crisis intervention plan.

## RULES and REGULATIONS

### 1. ABSENCES, TARDIES, and EARLY DISMISSALS:

- The Director must consider excused absences and tardies appropriate. Students must report to the front office with a note from parent/guardian to explain an absence. (Please see Unexcused Absence Policy- pg. 22)
- Students may have up to 5 excused absences each 9 week period. For the level system those days will be left blank. On the 6<sup>th</sup> and subsequent absences they will receive 0s (even if they are excused). If they are missing that much school they need the opportunity to make up work in the yellow level study area. Unexcused absences will result in a 0.
- In order to be considered excused the parent needs to call into the front office the morning of the absence and follow it up with a note upon return to school. Absences can be planned in advance with written notification and administrative approval.
- Excessive tardies will result in a decrease in class grade, loss of privileges, and/or after-school detention. (Please see Unexcused Tardy Policy- pg.23)
- Parents are notified (via accessing Power School) of any unexcused absences from scheduled classes.
- A written request from parents is required for students to be dismissed early from school. Students are to notify their teachers of an early dismissal in order to receive missing assignments. **Parents are urged to schedule necessary medical appointments after school hours or in the afternoon.**
- In all cases, missed assignment(s) must be completed.
- When a student is absent for **more than three days** due to illness, **a written medical excuse** is required from a physician.
- Following a long-term absence or hospitalization, a re-entry meeting (in person or by phone) is **required** prior to the student's return.

### 2. SMOKING: (Please see *Smoking Policy* on page 24)

- Smoking and related smoking paraphernalia are NOT permitted in the school building or on school grounds.
- Any paraphernalia will be confiscated and disposed immediately by school personnel.
- Students violating the smoking policy will be subject to disciplinary actions and magistrate fines.

### 3. PARKING and USE OF CARS:(Please see *Search & Seizure Policy* on p. 27)

- Students must register their car with the school secretary for a \$10.00 fee.
- During the school day, students are *not* permitted to drive or to sit in their cars and must obtain permission from the office before going to their cars during school hours.
- Students are required to drive slowly and cautiously when entering and leaving the parking lot. The speed limit in our school zone is 5 mph.
- Students are to park *only* in the designated student parking lot directly in front of the Academy.
- Students are not permitted to drive other students to/from school unless written parent (both parties) approval is on file in the office.
- Wesley Spectrum Services is not liable for any damage done to cars in parking lot.
- **Student cars are open to a search if there is probable cause deemed necessary by the Director.**
- Violation of driving policy as well as other school wide policies **CAN** result in loss of driving privileges.

### 4. CHEMICAL USE and ABUSE:

(See *Drug & Alcohol Policy Handbook* for in-depth information)

- Students are *not* permitted to use, possess or sell chemicals of any kind on the school property or at school-sponsored functions.
- Rules in regard to chemical discussion, use, possession or selling will be *strictly enforced!*
- If there is a noticeable change in behavior or action that might indicate chemical/alcohol usage, appropriate actions will follow which may include: student search, suspension, expulsion, drug testing (at school with parent permission) or referral for evaluation. Parents/guardians will be notified and must follow the Director's recommendation. Drug test results must be released to the Director.
- Locker searches may be conducted periodically. **A police dog may be utilized if available. (See page 27 for the Search & Seizure Policy)**
- Rules also apply to students who provoke suspicion in regard to their actions, appearance, and/or talk.

### 5. CARE OF PROPERTY:

- Students are expected to respect their personal possessions, the possessions of others, and school property.
- Students will assume responsibility for their personal property and any school property assigned to them.
- Students are not permitted to “trade, sell or exchange” personal items during school/or school sponsored events and/or while on school property.

- Students will be held financially responsible for any destruction or misuse of school property. Student records, grades etc. will not be issued until all materials/property are returned or financially reimbursed to the school.
- 6. TELEPHONE CALLS: (Please see *Cell Phone etc. Policy* on page 15-16)**
- Students are to see their counselor or school administrator if an emergency call needs to be made.
- 7. TRANSPORTATION: (Please see *Bus Safety Policy* on page 24)**
- Teachers supervise student arrival and departure at school.
  - Students are not permitted to ride to/from school on other students' buses/vans etc
  - For fieldtrips: WSA will provide transportation as outlined in permission slips.
- 8. LOCKERS: (Please see *Search & Seizure Policy* on page 27)**
- Each student may choose ONE locker.
  - Students must report their locker number to their homeroom teacher.
  - Students are encouraged to provide locks for their lockers, but must provide the combination or an extra key to the office.
  - Quarterly clean-up will be made with homeroom teachers to insure that lockers are kept clean, neat, and orderly.
  - Decorations are *not* permitted on the outside of lockers. Inside decorations must be appropriate and approved by the Director, if necessary.
  - **Wesley Spectrum Academy is *not* responsible for lost or stolen articles. Students should not bring valuable objects to school!**
  - Students are *not* permitted to open another student's locker without permission.
  - Food is *not* to be stored in lockers.
- 8. FOOD:**
- Please see enclosed information regarding the Hot Breakfast and Lunch Program. All families **are required** to return the National School Lunch form.
  - No food or beverages are permitted in the Computer Room or the Gym.
  - Food/beverages are permitted in classrooms with staff permission.
- 9. CELL/CAMERA PHONES, IPODS, MP3/CD PLAYERS,RADIOS,CAMERAS AND OTHER REMOTELY ACTIVATED, OR ACTIVATING COMMUNICATION DEVICES\*:**
- All devices must be **turned/powerd off** and stored in a locker, purse, backpack or similar out of sight enclosure during the instructional day. The instructional day includes, but is not limited to breaks, lunch, class changes, and any other structured or non-structured instructional activity that occurs during the normal school day as well as extra curricular activities or after school activities. Exceptions can be made for students with specific needs with administrator approval.

## **CELL/CAMERA PHONES, IPODS, MP3/CD PLAYERS, RADIOS, CAMERAS AND OTHER REMOTELY ACTIVATED, OR ACTIVATING COMMUNICATION DEVICES\*: (CONTINUED)**

- **"Remotely activated, or Activating Communication Devices"** are defined to include: portable two-way telecommunications devices, including but not limited to cellular telephones with or without cameras, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and; transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes. Students may use Personal Digital Assistants (PDA"s) with the permission of the classroom teacher for instructional purposes only. *\*(Individual behavior contracts can be completed with students and staff of those items for use while in school)*
- Students **are permitted to listen to music only (no movies, videos etc)** not emitted from cell/camera phones etc. during student activity time and lunch in the cafeteria.
- This policy is violated when an electronic communication device possessed by a student is either visible, and/or on without the express permission of a school official.

### **Violation of Policy will result in the following:**

#### **FIRST-FOURTH OFFENSE IN ONE QUARTER:**

1. Student will turn in device to staff member and staff member will give device to the student's counselor or a school administrator. **A fine of \$5.00 will be issued for each offense and/or the student will receive a "0 %" on their assignment in class** and the student will be permitted to retrieve item when the fine is paid.
2. Parent/Guardian will be contacted by phone.
3. Written citation will be issued to student, their family and district (when applicable).

#### **FIFTH AND SUBSEQUENT OFFENSES IN ONE QUARTER:**

1. Student will turn in device to staff member and staff member will give to counselor.
2. Student will be placed on in-school suspension.
3. Parent/Guardian will be contacted by phone and a discipline report will be issued to the parent and district (when applicable).
4. **A fine of \$10.00 will be issued for each offense** to the student and the device will be returned to the student when the fine is paid.
5. Repeated offenses may result in a recommendation of change in educational placement.

## 10. MONEY:

- Students are not permitted to have more than \$25.00 in their possession unless prior permission has been given by school administrator or counselor.

## 11. WEAPONS/KNIVES:

- In compliance with the PA State policy on Safe Schools, weapons and knives of any kind are *not* permitted on the premises. “Weapon” shall include, but not be limited to: any knife, cutting instrument, mace/pepper spray, nunchaks, firearm, shotgun, rifle, lasers, explosive devices and/or any other tool, “look-a-like /weapon tool”, instrument or implement capable of inflicting serious bodily injury.
- Any student found in possession of, or transporting a weapon will be subject to immediate suspension with probable expulsion. Parents, school districts (as applicable) and local law enforcement authorities will be notified.
- A metal detector wand will be used daily on all students at the entrance to the school. Failure to cooperate could result in suspension and requesting of the police to come to the school to do the search. (Please see *Metal Detector Policy* on pages 25-26 and *Search & Seizure Policy* on page 27)

## 12. TOBACCO CHEW/SPITTING:

- Tobacco chewing and/or spitting are prohibited and violations will follow smoking policy and/or can result in magistrate charges.

## 13. RESTRICTED PHYSICAL ACTIVITY:

- Students with casts on legs or arms or with a sustained injury are prohibited from playing sports in the gym or on school grounds. A doctor’s excuse must be provided to re-enter physical education class.

## 14. TEXTBOOKS/MATERIALS:

- The school furnishes textbooks to all students. Reasonable depreciation is expected as a result of daily use. Unreasonable damages to textbooks or loss of texts will result in fines or replacement costs of textbooks. Parents will be notified quarterly of any missing/damaged textbooks.
- Grades or transcripts will *not* be released until all outstanding balances are paid in full.
- **Students are responsible for purchasing their own notebooks, pencils, pens, folders, calculators etc. A limited supply of materials is available for student purchase from the school secretary.**

## 16. VISITORS

- Students are *not* permitted to bring friends to school. In addition, friends may not “hang around” the parking lot in or out of cars.
- The Director must give prior approval for all other visitors

## 17. FIRE DRILLS (Please see Emergency Response Plan Handbook)

- In accordance with the PA State Law, a fire drill is held monthly. These drills are important and must be treated seriously. Students are to exit the building in a calm manner and remain with their classroom teacher for directions.
- Directions giving the routes students are to follow in leaving the building are posted in every room.
- False fire alarms are dangerous and costly! Any student guilty of executing a false fire alarm is subject to civil and criminal penalties with possible expulsion.

## 18. BATHROOM PRIVILEGES:

- Students are permitted to use the bathrooms only at designated times (primarily between classes and during homeroom, break & lunch).
- For safety purposes, the bathrooms may be locked at all other times.
- Students must obtain permission from the teacher, sign out of class and carry a hall pass in order to use the bathroom during class periods.

## 19. PASSES:

- Students leaving a class for any reason must have the teacher’s permission and obtain the appropriate pass.

## 20. COMPUTER GAMES/VIDEOS: (Please see *Computer Usage Policy* on pg. 28)

- Computer games/videos that depict graphic violence and/or sexuality may *not* be played at Wesley Spectrum Academy. The Academy staff will decide the acceptability of a game. Any student who violates this rule will lose computer privileges.

## 21. FIELD TRIPS:

- Students must earn the privilege to participate in field trips.
- **Students who have *not* earned permission to participate in field trips are *expected to be in school* in order to make up work, tests, and/or time.**
- Inappropriate behavior on a field trip can result in suspension of attendance on other trips.

## **22. EXTRA CURRICULAR SCHOOL FUNCTIONS:**

- Wesley Spectrum Academy reserves the right to deny admittance of Wesley and a non-Wesley Spectrum Academy student to school functions, when deemed appropriate, such as, the Prom, graduation or field trips. Suspended students may not participate in extracurricular activities.

## **23. INTERNET ACCESS: (Please see *Computer Usage Policy* on pg. 28)**

- Any student found to be accessing an inappropriate Internet site will be subject to immediate suspension and their computer privileges will be revoked. A repeat offense may result in expulsion.

## **24. SUSPENSIONS**

- Under PA School Code; Students may be given the opportunity to complete “mastery assignments” for content material covered during the suspensions less than 10 days (15 total in a school year).
- Students will not earn “participation points” during an in/out of school suspension.

## CONSEQUENCE PROCEDURES FOR INFRACTIONS\*

A primary goal at Wesley Spectrum Academy is to teach, encourage and reinforce **POSITIVE, PROACTIVE\*\*** and **REFLECTIVE** behaviors; therefore, all consequences are administered with this goal in mind and in the best interest of the *individual* student. At Wesley Spectrum Academy, the Mental Health Services are an integral component in the behavior management and problem solving process.

***\*Student Infraction Notices are completed and sent to families and school districts (when applicable) to document specific behavioral and/or academic infractions of concern.***

### MINOR INFRACTIONS:

1. Conference between teacher/student and, if necessary, the Counselor and/or Director.
2. Possible Consequence: i.e. loss of socialization time at lunch and break.
3. A student contract or an Individualized Behavior Support Plan may be initiated if deemed necessary.

### MAJOR INFRACTIONS:

#### FIRST OFFENSE:

1. Conference with student, Counselor, and Director.
2. Possible parent conference.
3. Possible in or out-of-school suspension.
4. A student contract or a behavior management program may be initiated if deemed necessary.

#### SECOND OFFENSE:

1. Parent conference.
2. In/Out-of-school suspension.
3. Return to school on probation under behavior contract or behavior management program. Student will be required to review contract with Counselor as scheduled in the agreement.

#### THIRD OFFENSE:

1. Combination of the above consequences.
2. Possible temporary or permanent dismissal from school.
3. Possible notification of legal authorities.

***\*\* When a student receives 3 Infraction Notices within 1 quarter and/or 6 total, the student's family will be contacted, academic and behavior progress will be evaluated and a Behavior/Crisis Plan will be developed and/or reviewed and updated.***

## CONSEQUENCE PROCEDURES FOR INFRACTIONS

### PHYSICAL ASSAULT:

In compliance with the Pennsylvania Safe School policy, physical assault by a student on any employee and/or student of Wesley Spectrum Academy shall result in all of the following:

1. In/Out-of-school suspension.
2. Parental notification.
3. Possible expulsion or change in placement.
4. Report to police - charges filed.

### VERBAL AGGRESSION:

1. Parental notification.
2. Parent Conference.
3. Loss of any or all school privileges, detention or suspension.
4. Recommendation for in-school counseling and/or a change in placement.
5. Possible report to police - charges filed.

### DESTRUCTION OF SCHOOL PROPERTY:

Students who willfully and purposely damage, deface, or destroy any property belonging to Wesley Spectrum Academy, shall be subject to the following penalties:

#### **FIRST OFFENSE:**

**(And/ or under \$10 damage, all of the following)**

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

#### **REPEATED OFFENSE:**

**(And/or damage resulting in excess of \$10, all of the following)**

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

### EXTREME OR PERSISTENT PROPERTY DESTRUCTION:

**(All of the following)**

1. Parental notification & meeting.
2. Student and/or parents/guardians responsible for any financial losses.
3. Suspension or expulsion from school.
4. Reported to law enforcement - vandalism or malicious mischief charges.

# CONSEQUENCE PROCEDURES FOR INFRACTIONS

## School Attendance and Truancy

### **PENALTIES FOR TRUANCY IN PENNSYLVANIA UNDER STATE LAW, ACT 29**

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

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

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

**Any student who is unlawfully absent and/or unexcused from class and/or school shall have the following:**

- 1. Parental notification.**
- 2. Loss of privileges**
- 3. Possible in or out-of-school suspension.**
- 4. Conference with student, parents/guardians, Director, and/or Counselor.**
- 5. Possible referral to legal authorities after three (3) days of unlawful absence.**

## **UNEXCUSED TARDY & UNEXCUSED ABSENCES POLICY**

### First Unexcused Tardy or Unexcused Absence

1. Explanation of Tardy Policy by therapeutic staff.

### Subsequent Unexcused Tardies or Unexcused Absences

Arrival after Homeroom- Loss of Privileges including:

1. In-School Detention Time

Arrival after Third Period begins- Loss of Lunch Socialization Privileges including:

1. In-School Detention Time
2. Full lunch detention time (30 minutes) has been served.

### Fourth Unexcused Tardy or Unexcused Absences

A committee composed of a combination of: the Director, Counselor assigned, Education/Clinical Supervisor, and Teacher will convene to develop a plan to improve attendance. The committee will consider, but not be limited to the following options:

1. Behavioral Contracting
2. Letter to or meeting with parents
3. A zero percent issued for work missed
4. In/After School Detentions
5. Notification of School District if appropriate
6. Consideration of course failure due to lack of attendance.
7. Possible expulsion with repeated incidences.

## CONSEQUENCE PROCEDURES FOR INFRACTIONS

### **Wesley Spectrum Academy SMOKING Policy:**

Consequences for students caught (or thought to be) smoking in school, on school grounds or while attending a school sponsored activity:

**First Offense:** A written warning and parents will be notified.

**Second *and Subsequent* Offenses:** Citation will be filed with the Bethel Park Magistrate as a criminal complaint under *The Clean Air Act*.

**Notification of the hearing** will be sent to student and parent(s) by the magistrate.

**Hearing** - A fine will be imposed which student will be held responsible to pay.

*If the hearing is not attended or the fine is not paid, the magistrate will send petition to the Juvenile Court.*

### **Wesley Spectrum Academy BUS SAFETY Policy:**

Consequences for students displaying disruptive, disorderly and/or any unsafe behaviors on a bus, van, cab etc. during school time or school sponsored activity:

#### **First Offense:**

1. Conference with student, Counselor, and Director and written warning and/or discipline report will be issued to parent, bus company, school district (when applicable) and student file.
2. Possible in or out-of-school suspension.
3. A student contract or a behavior management program may be initiated if deemed necessary.

#### **Second *and Subsequent* Offenses:**

1. Conference with student, Counselor, and Director and A written warning and/or discipline report will be issued to parent, bus company, school district (when applicable) and student file.
2. Possible in or out-of-school suspension.
3. A student contract or a behavior management program may be initiated if deemed necessary.
4. Possible temporary or permanent (*recommend alternative educational placement*) dismissal from school.
5. Possible notification of legal authorities.

### **Wesley Spectrum Academy CHEATING Policy:**

Cheating - IN ANY FORM - shall result in any or all of the following:

1. An "F" grade (0%) on the assignment, quiz, or test for all involved students.
2. Conference with student and teacher and notice sent to parents/guardians.

## METAL DETECTOR POLICY & PROCEDURE

Wesley Spectrum Academy will use metal detector wands to minimize the risk of weapons on school grounds. No student or staff should be subject to the dangers inherent in a firearm, knife, or other potentially dangerous object being carried onto school grounds by another person.

This policy sets forth guidelines for the use of metal detectors. Deviation from guidelines is permitted in all cases based on the sound use of discretion by the individual using the metal detector and by the Director.

### PROCEDURE

1. The person using the metal detector may be of either sex, regardless of the sex of the person subject to the detection process. In no event shall it be considered an appropriate detection technique for any person to purposely touch the clothing or person of the subject either personally or with any part of the detector. Insignificant incidental touching with the detector shall not be considered to be a violation of this policy but should be avoided as a matter of good practice. Any other type of touching shall be considered to be additional search and must be justified independently of this policy.
2. Random Use of Detector-  
Metal detectors may be used either at random, without cause, at times to be determined by school administrators or they may be used for minor reasonable suspicion on a selective basis. Care shall be exercised to be sure that the selection of students to be subjected to the detection process as part of a random sweep shall be demonstrably according to chance. It shall be the obligation of the person conducting the exercise to be able to explain to the satisfaction of the Wesley Spectrum Academy Director, if called upon to do so, that no bias as to gender, religion or race entered the selection process.
3. Detector Use as Students First Enter the Building-
  - ⇒ Safety Screening with metal detectors will begin at 7:45 a.m. and continue until 8:15 a.m. Students arriving late will report to the receptionist and will be safety screened.
  - ⇒ Any items deemed inappropriate at school, found while checking the student and his/her possessions upon school arrival, will be confiscated by staff.
  - ⇒ Students may be screened upon entering the building after field trips and other outside school activities.

## **Detector Use as Students First Enter the Building- (CONTINUED)**

- ⇒ In the event the detector indicates that dense metal is present on or about the student's person, staff shall, if safely feasible request the student to indicate what metal is causing the alarm and to remove such object for inspection. If the student then clears the detection process without activating the alarm, the detection process shall terminate.
- ⇒ If, however, the student cannot be safely allowed to remove the offending metal, or, having been ordered to do so, fails, then the continuation of the alarm from the detector shall constitute full probable cause to conduct a "pat down" or "frisk" of the student, sufficient to locate a weapon if one were present. At times, this may warrant that such a search be conducted in the presence of a police officer. If a weapon is found, it will be confiscated by the staff conducting the safety screening. Staff will immediately contact an administrator. The administrator will follow necessary policies relating to weapons.

### **1. Avoidance of Detection Process-**

When a detector is in use at the school entrance and a student approaches the detection site and then attempts to avoid using that doorway, it shall be considered sufficient cause to immediately detain and search the student.

2. In situations in which there is reasonable suspicion sufficient to support a pat-down or search of the student for a weapon of any kind, the preferred course of action is to pursue such pat-down or frisk. In some situations a trained law enforcement officer may be requested to perform such search as an agent of the school.

When an administrator or staff member finds it necessary to do a pat-down search for a weapon before the assistance of a police officer is available, such frisk should be done in the presence of at least one, and preferably two, other adult individuals. Any resistance by the student in question should immediately result in the application of sufficient restraining force to prevent the student from drawing a weapon if one were to be present. Once the student is sufficiently restrained, the frisk may proceed, or the searcher may elect to await the arrival of a police officer.

**The Director retains final authority in determining what constitutes a weapon, especially when evaluating potential danger.**

## SCHOOL SEARCH AND SEIZURE POLICY

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

1. Personal Searches: A student's person and/or personal effects (ie. Purse, back pack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials; Also upon student arrival to school.
2. Locker Searches: Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Locks will be cut off of lockers at the discretion of staff and at the student's expense.
3. Automobile Searches: Students are permitted to park on the school lot as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
4. Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.
5. Use of Canines: The Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search of contraband in school owned property and automobiles parked in the Academy's lot. Canines shall not be used to search students. An indication by the dog that contraband is present on school property or in an automobile shall be reasonable cause for a further search by school officials.

## COMPUTER USAGE POLICY

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

1. Users are not permitted to use any computer without staff permission.
2. Users are not permitted to eat in the computer lab or while using a computer.
3. All use of the computer and/or Internet must be in support of education and research and be consistent with the purpose of Wesley Spectrum Academy. Users are not permitted to check or send personal email or instant messaging of any kind.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
5. The illegal installation or download of copy righted software for use on school computers is prohibited. Downloading or uploading of copyrighted images or text is illegal without consent obtained by staff prior to copying the material. Users are also not permitted to print without permission from staff.
6. In accordance with the Children's Internet Protection Act (CIPA), Wesley Spectrum Academy will employ the use of filtering/blocking technology throughout the school as a technology protection measure. Staff reserves the right to track and monitor the online activities of users.
7. Vandalism is strictly prohibited and may result in legal action in addition to the cancellation of computer and network access privileges. Vandalism is defined for this policy as any attempt to change or destroy data or misuse/destruction of a computer part.
8. Violation of the terms and conditions of this Agreement may result in disciplinary and/or legal action and will include revocation or suspension of computer and Internet access privileges.
  - 1<sup>st</sup> offense- minimum 5 days loss of computer privileges
  - 2<sup>nd</sup> offense- minimum 15 days loss of computer privileges
  - 3<sup>rd</sup> offense- to be determined by Wesley Spectrum Academy Administration
9. Any staff may, at any time review the subject, content and appropriateness of computer usage and remove them, if warranted, reporting any violation of rules to the school administration with follow up to the parents, school district (when appropriate) or law enforcement officials.
10. Failure to sign this agreement prohibits any use of a computer at Wesley Spectrum Academy.

Having read the conditions as outlined in the Wesley Spectrum Academy Student Computer Usage Policy, your signature on **Consent for Services** indicates your acceptance of the terms as outlined. You will be expected to abide by this User Agreement and any violation will result in you losing the privilege to access a computer or the Internet as well as the possibility of legal action.

## **Wesley Spectrum Academy**

### **Student Rights and Responsibilities**

#### My rights in this school are:

- To be treated in ways that keep me safe and help me feel safe
- To be offered an appropriate education
- To be treated in ways that help me know that people respect me for who I am, without judgment or criticism
- To have information about me kept private when it can be and a right to know what information cannot be private
- I don't have to let others take pictures, tape record or include me in a research study unless I give permission
- To know what the rules are about seeing the papers in my file
- To know the school-wide expectations
- To know why I am in this school and what things will be done to help me
- To tell people if I don't like something about the school and how I think it could be better
- To have an adult from outside the school help me if I don't know what to do about a problem in the school
- To do the things that are part of my religion or church and not take medicine or eat food that is against my religion
- To know what goals I am working on, how the staff will help me meet them, and have a copy of my goals
- To participate in my team meetings and writing my goals
- To transition to another school when I have met my goals, and/or there is a more appropriate service to meet my needs
- To know the reasons that people are asked to leave the school
- To tell the people in charge of the school when there is something that I don't like and have them listen to me and respect my opinion

#### My responsibilities in the program are:

- To follow the school-wide behavioral expectations
- To handle my rights in responsible ways
- To do what is in my plan to help me
- To keep information about others in the program private
- To respect others in the program
- To tell staff if I know about any situation that might harm any one or me
- To tell staff if there has been an emergency in my family
- To learn the rules of the program and follow them the best I can
- To respect the property of others
- To talk with the staff if I don't want to stay in the school or want to go to another school.

## Wesley Spectrum Academy Grievance Procedures

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

### **General Information:**

**Complaint:** A **Complaint** is a concern expressed orally by a student or parent/guardian about any issues regarding treatment at Wesley Spectrum Academy. It is typically resolved verbally within 72 hours of its communication. It can be reported to staff at any level, but is usually relayed to a counselor or supervisor and resolved at one of those levels.

**Grievance:** A **Grievance** is a concern expressed in a formal/written manner by a student or parent/guardian about any aspect of or issue regarding their treatment at Wesley Spectrum Academy, which has not been resolved at the complaint level. A grievance is also made if the student feels his/her rights have been violated. A written grievance, like a complaint, can be communicated to staff at any level. The procedures in this policy are effective when a written grievance is received.

*Special Education Law:* This policy is separate from the Procedural Safeguards afforded to students and parents/guardians protected under the Individuals With Disabilities Education Improvement Act. Parents/guardians are provided with a copy of their Procedural Safeguards as mandated by the Act and are encouraged to review those safeguards and act accordingly.

### **Procedures:**

1. All staff members receive training on and are provided with a copy of this policy and procedures.
2. When a staff member is aware that a complaint or concern has been voiced more than once yet remains unresolved, consideration for handling it as a formal grievance is given.
3. Staff will provide assistance and any resources necessary to help the students and or parent/guardian write the grievance.
4. A written grievance will be reported to the Program Director or designee within 24 hours of its receipt.
5. The Program Director or designee will initiate action to address and resolve the grievance within 48 hours.
6. If resolution cannot be achieved at this level, the Program Officer will be notified and respond within 48 hours.

7. If the student or parent/guardian is not satisfied, the written grievance and notation of all prior attempts to resolve the grievance will be forwarded to the Wesley Spectrum Chief Operations Officer who will respond within 48 hours.

8. If the student or parent/guardian is not satisfied, the written grievance and all prior attempts to resolve the grievance will be forwarded to the Chief Executive Officer. The Chief Executive Officer or designee will investigate and respond within 48 hours.

## **NOTIFICATION OF PRIVACY PRACTICES**

**THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**If you are the parent of a child under 14 years of age, then you have the right to make decisions about the health care information referred to in this policy. In the state of Pennsylvania a child between the ages of 14-17 generally retains the right to make these decisions.**

**PER THE HIPAA ACT OF 1996, WE HAVE A LEGAL DUTY TO SAFEGUARD YOUR PROTECTED HEALTH INFORMATION.**

We will protect the privacy of the health information that we maintain that identifies you, whether it deals with the provision of health care to you or the payment for health care. We must provide you with this Notice about our privacy practices. It explains how, when and why we may use and disclose your health information. With some exceptions, we will avoid using or disclosing any more of your health information than is necessary to accomplish the purpose of the use or disclosure. **If this health information concerns mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and/or HIV status, we may be very limited in what we provide and may be required to first obtain from you specific authorization.**

We are legally required to follow the privacy practices that are described in the Notice, which have been in effect as of April 14, 2003.

However, we reserve the right to change the terms of this notice and our privacy practices at any time. Any changes will apply to any of your health information that we already have. Before we make an important change to our policies, we will promptly change this Notice, post a new Notice in our reception areas and on our website and distribute to it to clients. You may also request, at any time, a copy of our Notice of Privacy Practices from the WSS Privacy Officers at 412-342-2300.

You may view and obtain an electronic copy of this Notice on our web site at [www.wesleyspectrum.org](http://www.wesleyspectrum.org)

We would like to take this opportunity to answer some common questions concerning our privacy practices:

**QUESTION: HOW WILL THIS ORGANIZATION USE AND DISCLOSE MY PROTECTED HEALTH INFORMATION?**

**Answer:** We use and disclose health information for many different reasons. For some of these uses or disclosures, we need your specific authorization. Below, we describe the different categories of our uses and disclosures and give you some examples of each.

**A. Uses and Disclosures Relating to Treatment, Payment or Healthcare**

**Operations.** With the possible exception of information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we may need your specific authorization), We may by federal law, use and disclose your health information for the following reasons:

- 1. For Treatment:** We may disclose your general treatment information to other providers who are involved in your care. For example, we may disclose your treatment history to a hospital if you need medical attention while at our facility or to a residential program we are referring you to. Reasons for such a disclosure maybe to get them the historical treatment information they need to coordinate your care.
- 2. To Obtain Payment for Treatment:** We may use and disclose necessary health information in order to bill and collect payment for the treatment that we have provided to you. For example, we may provide certain portions of your health information to your health insurance company, Medicare or Medicaid or to the County or a county funded service coordination unit in order to get paid for your treatment.
- 3. For Health Care Operations:** We may, at times, need to use and disclose your health information to run our organization. For example, we may use your health information to evaluate the quality of the treatment that our staff has provided to you. We may also need to provide some of your health information to our accountants, attorneys and consultants in order to make sure that we are complying with the law.

**B. Certain Other Uses and Disclosures are permitted by Federal Law.** With the possible exception of information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we may need your specific authorization), we may use and disclose your health information without your authorization for the following reasons.

1. **When a Disclosure is Required by Law.** For example, we may disclose your protected information if we are ordered by a court, or if a law requires that we report that sort of information to a government agency or law enforcement authorities, such as in the case of a dog bite, suspected child abuse or a gunshot wound.
2. **For Public Health Activities.** Under the law, we need to report information about certain diseases, and about any deaths, to government agencies that collect that information. We are also permitted to provide some health information to the coroner or a funeral director, if necessary, after a client's death.
3. **For Health Oversight Activities.** For example, we will need to provide your health information if requested to do so by the County and/or the State when they oversee the program in which you receive care. We will also need to provide information to government agencies that have the right to inspect our offices and/or investigate healthcare practices.
4. **For Organ Donation.** If one of our clients wished to make an eye, organ or tissue donation after their death, we may disclose certain necessary health information to assist the appropriate organ procurement organization.
5. **For Research Purposes.** In certain limited circumstances for example, approved by an appropriate Privacy Board or Institutional Review board under federal law), we may be permitted to use or provide protected health information for a research study
6. **To Avoid Harm.** If one of our counselors, physicians or nurses believes that it is necessary to protect you, or to protect another person or the public as a whole, we may provide protected health information to the police or others who may be able to prevent or lessen the possible harm. If you are in treatment with our organization for the propensity to commit a particular type of action, we may not report your statements or provide protected health info. about that particular propensity for purposes of avoiding harm.
7. **For Specific Government Functions:** We may disclose the health information of military personnel or veterans here required by U.S. military authorizations. Similarly, we may also disclose a client's health information for national security purposes, such as assisting in the investigation of suspected terrorists who may be a threat to our nation.
8. **For Workers' Compensation.** We may provide your health information as described under the workers' compensation law, if your condition was the result of a workplace injury for which you are seeking workers' compensation.
9. **Appointment Reminders and Health-Related Benefits or Services.** Unless you tell us that you would prefer not to receive them, we may use or disclose your information to provide you with appointment reminders.
10. **Fundraising Activities.** For example, if our organization choose to raise funds to support one or more of our programs/facilities, or some other charitable cause or community health education program, we may use the information that we have about you to contact you. If you do not wish to be contacted as part of any fundraising activities, please contact your program director.

**C. Certain Uses and Disclosures Require You to Have the Opportunity to Object. (This information may not contain information about mental health disorders and/or treatment, during and alcohol abuse and/or treatment and HIV status without your specific authorization)**

- 1. Disclosures to Family, Friends or Others Involved in Your Care.** We may provide a limited amount of your health information to a family member, friend or other person known to be involved in your care or in the payment for your care, unless you tell us not to. For example, if a family member comes with you to your appointment and you allow them to come into the treatment room with you, we may disclose otherwise protected health information to them during the appointment, unless you tell us not to.
- 2. Disclosures to Notify a Family Member, Friend or Other Selected Person.** When you first started in our program, we asked that you provide us with an emergency contact person in case something should happen to you while you are at our facilities. Unless you tell us otherwise, we will disclose certain limited health information about you (your general condition, location, etc.) to your emergency contact or another available family member, should you need to be admitted to the hospital, for example.

**D. Other Uses and Disclosures Require Your Prior Written Authorization.** In situations other than those categories of uses and disclosures mentioned above, or those disclosures permitted under federal law, we will ask for your written authorization before using or disclosing any of your protected health information. If you choose to sign an authorization to disclose any of your health information, you can later revoke it to stop further uses and disclosures to the extent that we haven't already taken action relying on the authorization, so long as it is revoked in writing. D & A clients can revoke an authorization verbally.

**Question: WHAT RIGHTS DO I HAVE CONCERNING MY PROTECTED HEALTH INFORMATION?**

**Answer:** You have the following rights with respect to your protected health information:

- A. The Right to Request Limits on Uses and Disclosures of Your Health Information.** You have the right to ask us to limit how we use and disclose your health information. We will certainly consider your request, but you should know that we are not required to agree to it. If we do agree to your request, we will put the limits in writing and will abide by them, except in the case of an emergency. Please note that you are not permitted to limit the uses and disclosures that we are required or allowed by law to make.

- B. The Right to Choose How We Send Health Information to You or How We Contact You.** You have the right to ask that we contact you at an alternate address or telephone number (for example, sending information to your work address instead of your home address) or by alternate means - for example, by (e-mail/mail) instead of telephone. We must agree to your request so long as we can easily do so.
- C. The Right to See or to Get a Copy of Your Protected Health Information.** In most cases, you have the right to look at or get a copy of your health information that we have but you must make the request in writing. Request forms are available at the reception desk or ask your counselor. We will respond to you within 30 days after receiving your written request. If we do not have the health information that you are requesting, but we know who does, we will tell you how to get it. In certain situations, we may deny your request. If we do, we will tell you, in writing, our reasons for the denial. In certain circumstances, you may have a right to appeal the decision. If you request a copy of any portion of your protected health information, we will charge you for the copy on a per page basis, only as allowed under Pennsylvania law. We need to require that payment be made in full before we will provide the copy to you. If you agree in advance, we may be able to provide you with a summary or an explanation of your records instead. There will be a charge for the preparation of the summary or explanation.
- D. The Right to Receive a List of Certain Disclosures of Your Health Information That We Have Made.** You have the right to get a list of certain types of disclosures that we have made of your health information. This list would not include uses of disclosures for treatment, payment or healthcare operations, and disclosures to you or with your written authorization, or disclosures to your family for notification purposes or due to their involvement in your care. This list also would not include any disclosures made for national security purposes, disclosures to corrections or law enforcement authorities if you were in custody at the time, or disclosures made prior to April 14, 2003. You may not request an accounting for more than a six- (6) year period. To make such a request, we require that you do so in writing; a request form is available upon asking at our reception desk or from your counselor. We will respond to you within 60 days of receiving your request. The list that you may receive will include the date of the disclosure, the person or organization that received the information (with their address, if available), a brief description of the information disclosed, and a brief reason for the disclosure. We will provide such a list to you at no charge; but, if you make more than one request in the same calendar year, you will be charged a reasonable fee for each additional request that year.

- E. The Right to Ask to Correct or Update Your Health Information.** If you believe that there is a mistake in your health information or that a piece of important information is missing, you have a right to ask that we make an appropriate change to your information. You must make the request in writing, with the reason for your request, on a request form that is available at the reception desk or from your counselor. We will respond within 60 days of receiving your request. If we approve your request, we will make the change to your health information, tell you when we have done so, and will tell others that need to know about the change.

We may deny your request if the protected health information: (1) is correct and complete; (2) was not created by us; (3) is not allowed to be disclosed to you; or (4) is not part of our records. Our written denial will state the reasons that your request was denied and explain your right to file a written statement of disagreement with the denial. If you do not wish to do so, you may ask that we include a copy of your request form, and our denial form, with all future disclosures of that health information.

**QUESTION: HOW DO I COMPLAIN OR ASK QUESTIONS ABOUT THIS ORGANIZATION'S PRIVACY PRACTICES?**

**Answer:** If you have any questions about anything discussed in this Notice or about any of our privacy practices, or if you have any concerns or complaints, please contact either Tammy Matrciso or Pam weaver at 412-342-2300 . You also have the right to file a written complaint with the Secretary of the U.S. Department of Health and Human Services. We may not take any retaliatory action against you if you lodge any type of complaint.

**QUESTION: WHEN DOES THIS NOTICE TAKE EFFECT?**

**Answer:** This Notice takes effect on April 14, 2003.

**THIS NOTICE DESCRIBES HOW EDUCATIONAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

The Family Educational Rights and Privacy Act (FERPA) affords students and their parents certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date the school receives a request for access.

Students/parents should submit a written request identifying the record(s) they wish to inspect. The school will make arrangements for access to the record(s).

2. The right to request the amendment of the student's education records that the student/parent believes is inaccurate.

Students/parents may ask Wesley Spectrum Academy to amend a record that they believe is inaccurate. Students/parents should provide, in writing, the particular record they feel is inaccurate and a request for amendment. If the record is from a previously attended educational institution, Wesley Spectrum Academy will advise the student/parent of the correct official to whom a request should be addressed.

If Wesley Spectrum Academy decides not to amend the record as requested in writing by the student/parent, Wesley Spectrum Academy will provide notification of the decision and advise the student/parent of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the 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.

Upon request, Wesley Spectrum Academy discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

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

***Family Policy Compliance Office  
U.S. Department of Education Washington, DC 20202-4605***

## Wesley Spectrum Academy Phone Numbers and Email

Main number: 412-833-6444 (you may dial an extension at any time)

Fax: 412-308-0168

[www.wesleyspectrum.org](http://www.wesleyspectrum.org)

You may leave a message for a teacher via the front office. Your call will be returned during the teacher's planning period or after school hours.

<b>Name</b>	<b>Extension</b>	<b>email</b>
<b><u>Administration:</u></b>		
Amy Townsend:	3197	atownsend@wesleyspectrum.org
Melissa Garvin:	3191	mgarvin@wesleyspectrum.org
Nancy Rees:	3193	nrees@wesleyspectrum.org
Kerri Hartman:	3251	khartman@wesleyspectrum.org
Susan Deep:	3198	sdeep@wesleyspectrum.org
Jennifer Falkowski		jfalkowski@wesleyspectrum.org
<b><u>Clerical:</u></b>		
Jayne Ciaramella (main office):	3192	jciaramella@wesleyspectrum.org
Kathy Lazzaro:	3241	klazzaro@wesleyspectrum.org
<b><u>Mental Health Therapists:</u></b>		
Laura Deep (nurse):	3199	ldeep@wesleyspectrum.org
Max Schimmel:	3195	mschimmel@wesleyspectrum.org
Michelle Hilty:	3196	mhilty@wesleyspectrum.org
Shelley Carbaugh:	3250	scarbaugh@wesleyspectrum.org
Courtney Kunselman	3200	ckunselman@wesleyspectrum.org
Erin Walker	3194	ewalker@wesleyspectrum.org
<b><u>Middle School Classroom:</u></b>		
Jennifer Nebel: (5 <sup>th</sup> -7 <sup>th</sup> grade)	3185	jnebel@wesleyspectrum.org
Nicole Larrow: (8 <sup>th</sup> Grade)	3185	nlarrow@wesleyspectrum.org
<b><u>Transition and other:</u></b>		
Nancy Uhler: (Transition)	3252	nuhler@wesleyspectrum.org
Michele Longo: (Scheduling)	3252	mlongo@wesleyspectrum.org
Casey Slusser: (Athletics)	3246	cslusser@wesleyspectrum.org
Leonna Knisely: (cafeteria)	3188	lknisely@wesleyspectrum.org

**WESLEY SPECTRUM ACADEMY**  
**2010-2011 SCHOOL YEAR of Detailed Activities**

August 25 & 26 <sup>th</sup>	New Student Tour: 25 <sup>th</sup> 1:00-3:00, 26 <sup>th</sup> 10:00-12:00
August 24 <sup>th</sup> – 30 <sup>th</sup>	Staff in Service (No school for students)
August 31 <sup>st</sup> .	First day for Students
Sept 3 <sup>rd</sup>	Early Dismissal (12:15 pm)
Sept 6 <sup>th</sup>	Labor Day (no school for staff or students)
Sept 16 <sup>th</sup>	Senior Night (6:45 – 8:15 pm)
Oct 1 <sup>st</sup> .	Early Dismissal (12:15 pm)
Oct 7 <sup>th</sup>	Parent Support Group (6:45 – 8:15 pm)
*Oct 22 <sup>nd</sup>	Pumpkin Fest (9:00am – 1:00 pm)
*Oct 29 <sup>th</sup>	Fall Ball (7:00 – 10:30 pm)
Nov 2 <sup>nd</sup>	In Service Day (No students)
Nov 22 <sup>nd</sup>	Curriculum Night (6:30 – 8:00 pm)
Nov 24 <sup>th</sup>	Early Dismissal (12:15pm)
Nov 25-29 <sup>th</sup>	Thanksgiving Holiday (No school for staff or students)
Dec 9 <sup>th</sup>	Parent Support Group (6:45 – 8:15 pm)
Dec 10 <sup>th</sup>	Early Dismissal (12:15 pm)
*Dec. 13-17	Holiday Helpers Gift Shoppe 9-1:00
Dec 23 <sup>rd</sup>	Early Dismissal (12:15 pm)
Dec 24-31 <sup>st</sup>	Holiday Break (No school for staff or students)
Jan 3 <sup>rd</sup>	In Service Day (No students)
Jan 17 <sup>th</sup>	Holiday (No school for staff or students)
Jan 21 <sup>st</sup>	In Service Day (No students)
Jan 24 <sup>th</sup>	Act 180 day / In Service (no students)
*Feb 4 <sup>th</sup>	Valentine Dance (7:00 – 10:30 pm)
Feb 21 <sup>st</sup>	Holiday (no school for staff or students)
Feb 24 <sup>th</sup>	ASVAB testing (8:30 am)
Feb 25 <sup>th</sup>	Act 180 / In Service (no students)
March 9 <sup>th</sup>	Senior Night (6:45 – 8:15 pm)
March 10 <sup>th</sup>	Act 180 / In Service (no students)
March 17 <sup>th</sup>	Parent Support Group (6:45 – 8:15 pm)
*March 25 <sup>th</sup>	Career Fair (9:00 – 11:30 am)
March 28 <sup>th</sup>	In Service Day (No students)
April 7 <sup>th</sup>	Curriculum Night (6:30-8:00 pm)
*April 14 & 15 <sup>th</sup>	Musical: Thursday -7:00pm Friday -12:30 pm
April 21-26 <sup>th</sup>	Spring Break (No school for staff or students)
*May 2 <sup>nd</sup> -May 6 <sup>th</sup>	Staff Appreciation Week
May 4 <sup>th</sup>	Early Dismissal (12:15 pm)
May 12 <sup>th</sup>	Senior Exhibit (8:30 -10:30 am)
May 19 <sup>th</sup>	Prom
May 20	After prom trip to NYC
May 27 <sup>th</sup>	Snow make up day
May 30 <sup>th</sup>	Holiday (No school for staff or students)
*June 2 <sup>nd</sup>	Graduation (7:00 pm)
June 8 <sup>th</sup>	Early Dismissal (12:15 pm) Last day of school
June 9 <sup>th</sup>	Snow make up day

\* *Volunteers and/or donations needed*

# CONSENT FOR SERVICES PARENT & STUDENT SIGNATURE FORM

## School Year 2010-2011

Please sign each policy statement indicating you have been informed of and understand each policy which is located in the Wesley Spectrum Academy Student and Parent Handbook.

**1. I have been informed of and understand Wesley Spectrum Academy's Behavior Management and Crisis Intervention Policies (pp. 10-12)**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**2. I have been informed of and understand Wesley Spectrum Academy's Notice of Privacy Practices. (pp. 31-37)**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**3. I have been informed of and understand Wesley Spectrum Academy's Client Rights and Responsibilities Policy. (p.29)**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**4. I have been informed of and understand Wesley Spectrum Academy's Grievance Policy. (pp.30-31)**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**5. I have read and agree to comply with the guidelines presented in the Computer Usage Policy. (p.28)**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**6. I have read and agree to comply with the guidelines presented in the Wesley Spectrum Academy Student and Parent Handbook and Drug and Alcohol Policy and Guidelines Handbook.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Date Received at WSA:** \_\_\_\_\_

2010-11 Student and Parent Handbook

08/4/10 revision



