
2019-2020
Student Handbook

ACLD Tillotson School

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Foreword

A school handbook provides guidelines for parents, guardians, staff, and students. It outlines what is expected of students when they are in the school setting.

The ACLD Tillotson School is designed to be a structured and safe place for all of us. This handbook tells students what they need to do in order to be responsible members of the school community. The guidelines in this handbook will help provide a positive environment where students can learn and be treated fairly and with respect. We encourage parents and guardians to review this handbook with their children before the start of the school year.

Mission and Philosophy

The mission of the ACLD Tillotson School is to empower our students to realize their academic and social potential and to achieve success.

The primary focus of the ACLD Tillotson School is the success of our students. We view the education process as a positive and supportive interaction among the student, the school's personnel, parents/guardians, and other important stakeholders.

Each of our students has a unique way to learn. Therefore, a detailed analysis of each student's academic, social and work skills is made. An individualized learning plan is developed which takes into account the importance of language development and transition to post-secondary training. Research-based instruction and teaching methods are then tailored to match the student's strengths

and needs. The ACLD Tillotson School strives to empower our students to be prepared for adult life as independent, active, contributing members of society upon graduation.

ACLD Tillotson School History

The ACLD Tillotson School was founded in 1972 by ACLD, Inc. [An Association for Children with Learning Disabilities, Greater Pittsburgh Region]. ACLD is a not-for-profit organization led by a volunteer board of directors. ACLD's goal was to create a highly effective day school program for children with significant learning challenges who could not receive appropriate educational and related services elsewhere.

The school began in the South Hills section of Pittsburgh. In 1974 the school expanded and moved to Allegheny General Hospital (AGH) when a special federal grant was awarded by the National Institutes of Health to ACLD and AGH to study and develop effective education programs for students with learning disabilities and attention problems. The school program continued to expand, and with funds received from the Pittsburgh Foundation and the R.K. Mellon Foundation, ACLD moved in the fall of 1975 to a school building on the North Side which was leased from the Diocese of Pittsburgh. At this time ACLD's school program was called the Activity and Development Center.

Subsequently, due to the North Side Urban Renewal Program and the growth of enrollment in the school, ACLD moved to a larger facility that had become available in the North Hills section of Pittsburgh in the spring of 1980. The building was a former parochial high school and was leased from a local order of nuns.

ACLD's board of directors decided to purchase a facility to be ACLD's main office and home to its school. After an extensive search a school building in the Baldwin-Whitehall School District was chosen. A lease-purchase agreement was signed, and in June of 1985 ACLD moved into the building located at the end of Girard Road in Whitehall borough. The building was purchased from the school district in July of 1987.

In 2001 the building was completely remodeled. A two-story addition was placed on the front of the existing structure, a special heating, ventilation, and air conditioning system was installed to aid students with respiratory and allergy problems, and the building's exterior received a new shell to increase its energy efficiency. These renovations were made possible by grants from the Pittsburgh, Mellon, Hillman, and Donnelly Foundations and the Pennsylvania Department of Education.

The school's name was changed in the 80's to the Katharine Dean Tillotson School in honor of one of the organization's original founders, Mrs. Tillotson, who along with six other local individuals founded ACLD and initiated its school program. In 2007 the board of directors shortened both the name of the organization and the school to ACLD, Inc. and ACLD Tillotson School, respectively.

The ACLD Tillotson School is a coeducational, nonsectarian day school licensed by the PA State Board of Private Academic Schools. It is one of the 34 specially designated private schools in the

Commonwealth that are licensed and approved by the PA Department of Education's Bureau of Special Education. The school's special status permits the Commonwealth to fund tuition for approved public school students under specific guidelines. Currently the ACLD Tillotson School is able to serve students who reside in seven counties: Allegheny, Armstrong, Beaver, Butler, Fayette, Washington, and Westmoreland. The ACLD Tillotson School is the only approved private school in western Pennsylvania which specializes in serving students with complex learning disabilities and related challenges.

Contact Telephone Numbers

If you have questions regarding a particular issue, please check the list below before placing a call to see whom to contact.

Main Office: 412-881-2268

Issues pertaining to the education program and/or behavior of your child

Mrs. Donna Westbrooks-Martin

Executive Director

Email: westbrooks-martin@acldtillotsonschool.org

Attendance/Daily Absences/Transportation

Traci Pellegrini

School Receptionist

412-881-2268

Email: tpellegrini@acldtillotsonschool.org

Part-Time Student Transportation/IEP Meetings/School District Communication

Mrs. Diann Gargarella

Assistant to the Director

412-325-2466

Email: dgargarella@acldtillotsonschool.org

Medications/ Health Issues

Health Services Coordinator

(Nurse)

412-325-2462

Parents/guardians and students are requested not to contact staff members at home. We ask that contact with us be made during the school day.

ACLD, Inc. Non-discrimination Policy

In compliance with the Federal Civil Rights Act, the Pennsylvania Human Relations Act, and Section 503 of the Rehabilitation Act of 1973, ACLD, Inc. (An Association for Children with Learning Disabilities, Greater Pittsburgh Region) admits clients with specific learning disabilities and related disorders that fall within the parameters of ACLD's mission to its facility without regard to race, religion, color, political affiliation, national origin, ancestry, gender, sexual orientation, veteran status, or disability.

Attendance

Poor attendance and failure to make up academic work can affect a student's grades and overall learning.

Reporting Absences

A written excuse for the absence must be completed and given to Mrs. Pellegrini. Students will be expected to make up any work missed due to absences. Excuses must be submitted within five school days of the absences(s) to be accepted. The excuse should contain the following:

- Name of student
- Date of absence(s)
- Reason for absence(s)
- Parent/Guardian Signature

Pennsylvania school law requires an explanation from the parent/guardian in each case of an absence.

Attendance Regulations

The Pennsylvania Department of Education has attendance regulations that need to be followed by all schools. They are as follows:

- A maximum of ten days of cumulative lawful absences without a doctor's excuse verified with parental/guardian notification may be permitted during a school year. All absences beyond ten cumulative days require an excuse from a physician.
- When a student has been absent for three (3) days during the current school year without a lawful excuse, the school will provide a notice to the parent, guardian or the person with whom the child lives and who is acting in a parental role of a child. The notice will be in the mode and language of communication preferred by the parent/guardian, will include a description of the consequences of becoming habitually truant (having six (6) or more unexcused absences), and will offer a School Attendance Improvement Conference.
- Additional unexcused absences occurring after the date of the School Attendance Improvement Conference will result in a notice being sent to the student's home district.
- You will receive notices regarding your child's attendance status after three days, six days, and any absences beyond ten.
- Written medical excuses from a doctor are due within a week of the appointment. Parent/guardian excuses for absences are also due within a week of any absences. Administration reserves the right to schedule a meeting to discuss attendance issues at any time.

- Parents/guardians are expected to notify the bus company if a student is absent or being brought to school later in the day and will still need a ride home on the bus.

Behavior: Positive Behavior Support

The positive behavioral support program is a school-wide system to assist students in behaving in a socially appropriate manner. The Positive Behavioral Support System is integrated into each student's daily academic program. This system uses positive supports to encourage self-control and the development of task-related behaviors which are necessary for academic and personal success. The Positive Behavioral Support System encourages students to respect the rights of others and to accept responsibility for their actions.

Even though the school's Positive Behavioral Support System is uniform in its requirements, the school is able to adapt each student's individual program in order to promote self-monitoring skills. Internalization of appropriate behaviors is stressed. Specifics which enhance the system are as follows:

- Continuous review of rules and responsibilities
- Reinforcement and support of positive behaviors
- Individual behavioral contracts with the direct involvement of the student
- Frequent review of behavior via the behavior recording sheet
- An attendance policy that encourages daily student participation and firmly discourages absences

A detailed outline of the school's Positive Behavioral Support System, which conforms to PA School Code and to the Individuals with Disabilities Education Act (IDEA), as amended, is given to parents/guardians upon each student's entry into the program and any time that revisions are made either to the school-wide plan or a student's individual plan. Replacement copies are available upon request.

The ACLD Tillotson School complies with the provisions of PA Chapter 14 which govern special education programs.

Restraints

The use of restraint is considered a measure of last resort only to be used after other less restrictive measures including de-escalation techniques have been tried. Restraint is only used to control acute or episodic aggressive or self-injurious behavior and may be used only when a student is acting in such a manner as to be a clear and present danger to himself or herself, other students, or the employees. Parents/guardians and school districts are contacted immediately for their input and for an IEP meeting.

Our staff has been trained in the appropriate procedures to use when a student's behavior is out of control. Police or medical personnel will be called if necessary. If a student's behavior would affect the ability of the school to safely transport that student or any other student safely, the student will not be permitted to utilize school transportation for the day. Instead, the parent/guardian of the student will be contacted and will be required to arrange for transportation for the student.

Progressive Discipline

If a student requires an exclusion from school for a serious behavioral incident, specific procedures that need to be followed will be given to the parent/guardian at the time of the exclusion which may include a recommendation for a psychiatric evaluation. Before returning to school, a parent/guardian meeting will be held. The student will be required to remain in a setting with behavioral support until the administration determines that the student can safely return to class. State and federal guidelines will be followed.

Interagency Collaboration

If students are receiving outside services for help with behavioral/emotional issues, it is critical for the school to have contact with the professionals providing the services in order to coordinate our efforts. Forms giving us permission for this type of contact will be provided. Parents/guardians are asked to notify the school immediately if Interagency Collaboration is necessary.

Books, Materials, and Technology

The school provides textbooks, paper, workbooks, and technology for students to use during the year. However, if textbooks, workbooks, and/or technology (iPads, Chromebooks,

robots, etc.) are lost or destroyed during the school year, parents/guardians will be responsible for the cost of replacement. Students are responsible for providing pencils, pens, binders and notebooks for class.

Child Custody Information

If a student is not in the custody of both parents, the custodial parent/guardian is required to provide the school with custody information. Legal documentation of custody may be required if necessary. Monthly communication by staff will only be made to the parent/guardian with whom the child resides unless the parent/guardian requests otherwise in writing.

Child Protective Services Law

School employees and contractors who in the course of their employment come into direct contact with children shall make a report of suspected child abuse when they have reasonable cause to suspect that a child is a victim of child abuse. The school employee or contractor shall be considered a mandated reporter, and shall make a report if any of the following circumstances apply:

1. The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
2. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.

3. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The child need not physically come before the school employee or contractor in order for the mandated reporter to make a report of suspected child abuse.

School employees who have privileged conversations with students are still required to report suspected abuse even if the information relating to the abuse is learned in a privileged conversation (i.e. conversations between school counselors and students).

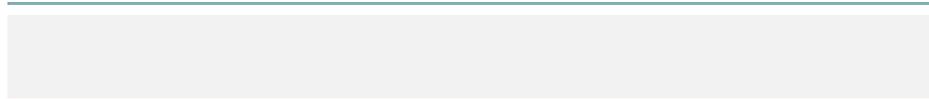
Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

Code of Conduct

Our “Code of Conduct” is reviewed with students at the beginning of each school year. This code is printed on a form which asks the students to promise to help keep our school safe by agreeing to the following statements:

- I will follow school rules.
- I will follow the guidelines outlined in our Student Handbook.
- I will do whatever I can to make the school environment safe and positive.
- I will be respectful of other students and staff.
- I will report to a staff member immediately if I know of any possible danger that may occur to any student in the school building. I understand that my name will not be given to those involved in an incident.

The students sign and date a copy and a copy of the signed form is placed in each student’s respective file.



Confidentiality/ School Records: FERPA AND PPRA

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

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. Parents or eligible students should submit to the Executive Director a written request that identifies the records they wish to inspect. The Executive Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The School is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The School may charge a fee for copies.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the Executive Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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 the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel.) A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance

of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of a school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Other disclosures that may be made without parental consent include:

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Pennsylvania Department of Education, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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
400 Maryland Avenue, SW
Washington, DC 20202

A copy of our confidentiality and school records (*FERPA*) policy is sent to all parents/guardians at the time of enrollment or beginning of each school year, as well as after any substantive changes are made to the policy. Additional copies of this policy will be provided to the parent or eligible student upon request. This policy is also posted on our website: www.acltdillotsonschool.org.

With the exception of the eligible parties listed above, the school will obtain written permission from parents or guardians before any school information is released. The permission form must include the specific information to be released, and to whom, and be approved by the parent or guardian with a signature.

The school will not disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

The Protection of Pupil Rights Amendment affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

•*Inspect, upon request and before administration or use –*

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

ACLD Tillotson will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Detention

ACLD Tillotson School strives to maintain the school-wide expectations of being ready, respectful, and responsible. Students are required to assist with creating a conducive

learning environment for themselves and others. ACLD Tillotson School uses lunch detention to enforce the school-wide expectations.

Students will be given lunch detention for each class that the student is assigned during the school day and does not attend the class, also known as a “cut or skip”. Students with scheduled services with other staff and/or related services providers will be excused. Students documented with a “cut or skip” will receive a zero for work due that day or test missed, unless made-up during their assigned lunch detention. Students will be marked as cutting or skipping class after five minutes past the late bell.

Students will be assigned lunch detention for every three unexcused tardiness to a class. Students have three minutes to travel to the next class. Students with health and/or mobility needs will have extended time to travel to class without penalty. Students documented as late will receive a zero for any work that they missed unless made-up during their assigned lunch detention.

Students that display inappropriate behavior that causes a disruption to the learning environment will be assigned lunch detention at the discretion of administration.

Students will be assigned lunch detention for failing to attend an assigned detention.

When a student is assigned lunch detention:

A member of administration will contact the parents or guardians of the student, notifying them that their child will serve lunch detention on the following school day due to the offense.

Teachers are asked to supply missing work for the students to complete while serving their lunch detention.

Students are expected to do schoolwork during the entire assigned session. All needed material (books, paper, pencil, etc.) should be brought to detention.

Students will not be permitted to go to their lockers, or to see another teacher once the detention session has started. Students should take care of these matters before arriving to the detention room.

There will be no whispering, talking, writing notes, or trying to communicate in any way with any other student.

No sleeping

No cell phones, headphones, hats, or hoods

No student will be allowed to leave early

If the student does not appear for the assigned lunch detention period, misbehaves or refused to comply with detention rules, he or she will receive a zero on all assigned work, parents will be notified by administration to determine the next course of action.

Students are responsible for attending their lunch detention on the day that is scheduled. It is the student's responsibility to see an administrator to inquire about a lunch detention change if there is an emergency or a legitimate reason that warrants a detention change.

If a student is absent from school on the day of his or her assigned lunch detention day, the student will serve lunch detention on their next present day of school.

Digital Citizenship

Digital citizenship refers to the ability to think critically, behave safely, and participate responsibly in our digital world. ACLD Tillotson School encourages and provides the use of technology for learning during the school day. Students will participate in a Digital Citizenship & Literacy Program to develop appropriate skills when accessing technology.

These skills are essential for students/technology users to harness the full potential of technology for learning and for college and career readiness. Digital Citizenship Topics:

- Internet Safety
- Privacy & Security
- Relationships & Communications
- Cyberbullying
- Digital Footprint & Reputation
- Self-Image & Identity
- Information Literacy

Dress Code

In an effort to encourage good decision-making and personal responsibility, we rely on students and their parents/guardians to use good judgment when choosing clothes to be worn at school. To help in this process, the following guidelines are established:

Pictures and wording that are placed on clothing or jewelry must be positive in nature.

The following are not permitted:

- No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.
- Clothing that exposes the midriff.
- Shirts that are not long enough to be tucked into pants/skirts.
- Shirts that have less than a 2-inch strap on the shoulder or are low cut on the chest, back, or sides of the body.
- The length of shorts or skirts must reach the tips of the fingers when arms are at the side of the body.
- Tattoos that are inappropriate (refer to first guideline above) that are not covered by clothing.

The following items may not be worn in school:

- Jackets or coats designed for outer wear
- Spandex shorts or pants
- Shoes with wheels

Other articles of clothing may be determined unacceptable by administration if they interfere with the school's learning environment.

Students who violate the dress code will be given the following options:

- Call his/her parents to bring a change of clothes.
- Select an alternative garment (e.g., turn a shirt inside out; be given a school shirt to wear).
- Work outside the classroom setting until the end of the day.

Parents/guardians are asked to check their child's dress for appropriateness before they leave for school each day.

Drug and Alcohol-Free School

ACLD Tillotson School adheres to all federal and state laws that deal with drug/alcohol abuse. The school has strict guidelines for dealing with drug/alcohol abuse by students in school. This includes students who use drugs and/or alcohol in school or who are involved in the sale of drugs/alcohol in school.

A defined set of responses, which can include notifying the police, calling parents/guardians, suspending the student from school, notifying the student's school district, and referring the student for a drug/alcohol assessment, is part of the guidelines.

In addition to reviewing these guidelines with students, we also address the topic of drug and alcohol abuse in our health classes so that students are aware of the serious consequences of using drugs and alcohol. PA school law and the Individuals with

Disabilities Education Act (IDEA), as amended, address these issues with regard to exclusions from school. The school's detailed drug and alcohol policy, which conforms to these laws, is available upon request.

Electronic Devices

Personal Electronic Devices can be utilized as an instructional tool throughout the course of the school day. Students are permitted to utilize their personal electronic devices during the school day under the supervision of teachers for academic use. Students will be instructed on acceptable uses of the personal electronic device. The following instructional aid will be utilized in all classes to inform students of acceptable use during the class:

Personal Electronic Device Standards



Consequences for non-compliance

1st offense: Teacher Warning

2nd offense: Personal electronic device taken for remainder of the class period

3rd offense: Personal electronic device is turned in to the office for pick up at the end of the day

Emergency Evacuation Drills

Fire drills, tornado drills, and other types of emergency drills will be practiced throughout the school year. These drills are required by the state and are necessary safety precautions. Students are taught to remain calm and follow established procedures. Procedures for these drills will be discussed with each student at the beginning of the school year. Evacuations for reasons other than fire and tornado are also part of the school safety plan.

Field Trips/Activities

All field trips/ activities have an educational purpose and are closely monitored and structured. For a student to attend a field trip, a written permission slip signed by parents/guardians is required. Appropriate behavior is expected at all events, and school rules and consequences apply to field trips/activities. Student participation in all field trips and activities may depend upon medical clearance by a doctor, as well as on a student's behavior and attendance prior to the event. Parents/ guardians may be asked to accompany students on field trips if this is determined to be necessary by administration.

Freedom of Expression

Students are guaranteed freedom of speech by the Constitution of the United States and the Constitution of the Commonwealth. The School respects the right of students to express themselves and also recognizes that exercise of that right must be limited by the School's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. Students may express their beliefs, thoughts, ideas, and emotions about different issues unless that expression:

- Substantially interferes with the educational process
- Threatens serious harm to the school or community
- Encourages unlawful activity
- Interferes with another individual's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and does or is likely to materially and substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The School reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially and substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or District rules or regulations.
5. Are likely to or do materially and substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written School regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

The School reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The School reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

Students must obey laws governing libel and obscenity. They are responsible for being aware of the feelings and opinions of others and for giving others a fair opportunity to express their views.

Gym Responsibilities

Physical education class is mandated for all students in Pennsylvania. In order to receive credit, students must bring gym clothes and tennis shoes for class. They must participate in the gym activity to the extent of the student's ability. Showers are available for students following gym class.

Exceptions to gym participation require a medical excuse from a licensed physician. Students with a physical injury will require a doctor's note to participate in gym class or will participate at the discretion of ACLD administration.

Harassment and Bullying

Harassment, bullying, and related behaviors are not tolerated at ACLD Tillotson School.

The School is committed to providing all students with the right to a safe, positive and civil educational environment, free from harassment and/or bullying. The School recognizes that bullying and harassment create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, it shall be the policy of the School to maintain an educational environment in which bullying and harassment in any form is neither tolerated nor permitted.

The School recognizes that some conduct that qualifies as bullying may also trigger responsibilities under one or more federal antidiscrimination laws. Peer harassment on the basis of race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion is specifically prohibited.

Definitions

- **Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the intent or effect of:
 1. Creating an intimidating or hostile environment that substantially interferes with a student's education; or
 2. Physically, emotionally or mentally harming a student; or
 3. Placing a student in reasonable fear of physical or emotional harm; or
 4. Placing a student in reasonable fear of damage to or loss of personal property.

Bullying, as defined in this policy, includes cyber-bullying.

School setting means in the school, on school grounds, time traveling to and from school, or any activity sponsored, supervised or sanctioned by the school. Bullying or cyber-bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Bullying may include acts that occur outside of school if those acts are intentional, electronic, verbal or physical, are directed at another student or students, are severe, persistent or pervasive, and have the effect of (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the school.

- **Harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:
 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
 3. Otherwise adversely affects an individual's learning opportunities.
- **Gender-based harassment** may include acts of verbal, nonverbal, or physical aggression intimidation, or hostility based on sex stereotyping. Thus, harassment of a student for failing to conform to stereotypical notions of masculinity and femininity constitutes sex discrimination. Gender-based harassment can rise to a violation of School policy and/or Title IX when such conduct denies or limits a student's ability to receive educational aid, benefits, services, or treatment; or when such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's ability to participate in or benefit from the school's program (i.e., creating an intimidating, hostile or offensive educational environment).
 - **Sexual harassment** is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual harassment can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, including but not limited to sexual activity.

Sexual harassment can rise to a violation of School policy and/or Title IX when such conduct denies or limits a student's ability to receive educational aid, benefits, services, or treatment; or when such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's ability to participate in or benefit from the school's program (i.e., creating an intimidating, hostile or offensive educational environment).

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; sexual violence; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the

effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

- **Sexual violence** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Guidelines:

The School prohibits all forms of bullying and harassment of students and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools.

The School encourages students and third parties who have been bullied to promptly report such incidents to designated employees.

The School directs that complaints of bullying and/or harassment shall be investigated promptly, and corrective action shall be taken when allegations are substantiated.

Confidentiality of all parties shall be maintained, consistent with the School's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith reports of bullying or harassment.

The School has an obligation under Title IX of the Education Amendments of 1972 to provide a prompt, equitable resolution to complaints of sex discrimination, including sexual harassment.

Title IX prohibits retaliation against any individual who makes a complaint of discrimination either on his or her own behalf or on behalf of another, or who testifies or otherwise participates in any manner in the investigation or proceedings resulting from a complaint of

discrimination. School officials shall take steps to prevent retaliation and will also take strong responsive action if retaliation occurs.

Bullying:

The Executive Director shall promulgate rules and regulations which prohibit bullying in accordance with this policy, and which:

1. Ensure compliance with mandatory bullying incident reporting requirements;
2. Include complaint/investigation procedures; and
3. Ensure compliance with mandatory annual notification and posting of the School's bullying policy.
4. The Executive Director shall review the School's bullying policy and administrative rules and regulations every three (3) years and recommend necessary revisions.

Harassment:

Each student shall be responsible to respect the rights of their fellow students and School employees and to ensure an atmosphere free from all forms of harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of harassment.

The administration shall be responsible to provide training for students and employees regarding all aspects of harassment.

In order to maintain an educational environment that discourages and prohibits harassment on the basis of race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion, the Executive Director or designee shall serve as the School's Compliance Officer.

The Compliance Officer shall promulgate rules and regulations which ensure compliance with this policy, and shall include definitions of relevant terms and set forth complaint/investigative procedures to address claims of harassment.

Complaint/investigation procedures shall apply to complaints filed by students or on their behalf alleging harassment carried out by employees, other students, or third parties.

The Compliance Officer shall publish and disseminate this policy and corresponding administrative regulations, including the complaint procedure, at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

Consequences:

The school's Positive Behavioral Support System will determine the degree of the harassment and inform the appropriate parties of the interventions to be taken. Consequences and/or disciplinary action will be based upon the severity of the incident and applicable state law.

Internet Usage

The school provides internet access throughout the building. The internet is a learning and teaching tool that allows students to learn about a wide range of topics. Unfortunately, some of the sites on the internet are inappropriate for students. The school has installed specific safety devices and content filtering software. These protections conform to federal internet usage guidelines for schools. To insure the web's appropriate use and to protect students from inappropriate content, a set of internet guidelines has been developed for students and staff to follow.

Students are educated at school regarding safe use of the internet. It is the responsibility of each student not to access inappropriate web sites and to report any inappropriate sites that appear on school computers. The school's internet is not to be used in any negative or illegal way or for any type of personal non-school communication including cyber bullying. It is also the responsibility of the student not to provide any personal and/or school information to any website. Student use of the internet will occur only under supervision of our staff.

Each student will be required to sign a contract indicating that he/she agrees to the conditions for using the school's internet connection. Parents/guardians will also be given a permission form to sign and return. There will be consequences for students who violate this contract. General rules for behavior and communications apply when using District computers, network hardware/software resources and/or the Internet, in addition to the stipulations of this policy. The use of the Internet is a privilege, not a right and inappropriate, unauthorized and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary/legal action.

In accordance with the School's Freedom of Expression policy outlined above, off-campus or after hours online expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in the afore-mentioned policy and does or is likely to materially and substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. If any student inappropriately uses the internet at a location other than school and school officials learn of this, the student's parents or guardians will be informed. The School reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

Lockers and Locks

Students are assigned a locker to use during the school year. Lockers are used to store coats, books, school materials, etc. Each student is responsible for maintaining a neat locker and **a lock on his/her locker**. The school will provide each student with a specific lock for his/her locker. Parents/guardians will be responsible for paying for a new lock if the student loses the one provided at the beginning of the school year. Additionally, the school is not responsible for student possessions that are lost or stolen. Valuable items should be kept at home. If for some reason valuable items are brought to school, they should be kept in the school office.

All lockers assigned to students are and shall remain the property of the School. As such, students shall have only a limited expectation of privacy in his/her locker. No student

may use a locker as a depository for a substance or object that is prohibited by law, School policy rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Executive Director or designee is authorized to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population. The Executive Director or designee is also authorized to conduct random general searches of lockers when the School has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

Medical Issues

Emergency Medical Forms:

On the *Student Emergency Medical Information Form*, parents/guardians are asked to indicate whether their child requires prescribed medication administered during regular school hours. If this is necessary, specific procedures for administering medication in school will be mailed to the parent/guardian. An individual Health Care Plan will be developed if required for a student's medical needs. On the *Student Emergency Medical Information Form*, parents/guardians are also asked to indicate a contact person who is available to pick a student up at school if parents/guardians are not available.

Medication:

The school office cannot administer any prescribed medication without the permission of the parent/guardian and the student's doctor. School forms need to be completed and signed by the parent/guardian and the doctor. Medication needs to be in the original container (extra bottles are available at the pharmacy). Verbal requests from parents/guardians will not be honored.

The school office also cannot administer nonprescription, standard, over the counter medication without written permission. This includes medications such as aspirin, cough medicine/drops, antihistamines, nutritional supplements, and herbal preparations. (None of

these products are allowed in school without proper paperwork and must be kept in the school office.)

Any changes in medication, whether at school or at home, need to be reported immediately to the Health Office (412.325.2462) in case of any medical emergencies.

Illness/Accidents:

Students with any kind of extended illness or who have symptoms of an unknown origin can only return to school with written permission from a licensed physician. The school reserves the right to determine when a doctor's excuse is needed before a student returns to school.

If a student has an accident or becomes ill while in school, the parents/guardians will be notified as soon as possible. If the parents/guardians cannot be reached, the school will contact the person(s) listed on the student's *Emergency Medical Form*. It is critical that parents/guardians provide a reliable contact person(s) on the Emergency Form.

If it is necessary to call paramedics, and the paramedics determine that a student should be sent to the hospital, it is the responsibility of the parents/guardians to pay for medical costs, including ambulance fees, for any injury or acute illness which occurs on school time.

Vaccinations:

Applicable statutes and regulations require that each student attending school have certain immunizations. No student shall be admitted to or permitted to attend the school who has not been immunized in accordance with state regulations and the immunization requirements set forth by the Allegheny County Department of Health, unless provisionally admitted or exempted for medical or religious reasons by the Executive Director or designee.

Parents/guardians will receive notification prior to a student's admission to a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.

Students will be excluded from school if he/she has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.

Allergies:

We have students with severe food allergies. Please be aware of this when sending snacks into school and especially avoid any foods containing peanuts or peanut products. Any foods sent into the class as snacks or treats for the entire class (special occasions) be store-bought and labeled so their ingredients can be checked and that parents of students with food allergies may provide an alternative snack during these times. In order to promote awareness and education regarding food allergies, students will be informed they should not share food with classmates who have food allergies, they should not tease other students about food allergies, they should never attempt to trick someone into eating certain foods and they should immediately inform an adult if someone appears to be experiencing an allergic reaction.

Parent/Guardian Communication

Telephone contacts and meetings are designed to improve communication with parents/guardians. All involved parties are asked to listen and respond appropriately so that positive outcomes can be reached. Frequent communication between parents/guardians and staff members will occur whenever necessary. Parents/guardians will be invited to attend all IEP meetings and may request an IEP meeting at any time.

When effective communication is not occurring between parents/guardians and staff members, we will seek the assistance of an agreed-upon independent party. Inappropriate language and disrespectful comments are not acceptable. Staff are instructed to courteously disengage from a conversation of this nature.

Parents/guardians are requested to immediately notify Mrs. Gargarella at 412.325.2466 if there is a change in home and/or work telephone numbers. This is very important for the school to know in case there is an emergency while the student is at school.

Participation in Intramural Sports League and Cheer Team

ACLD Tillotson School offers seasonal Intramural Sports League Teams for students in Middle and High School. Students may participate in Flag Football (fall), Basketball (winter), Kickball, and Invitational Track Meet (spring). Students also have the opportunity to participate on the Cheer Team.

Students are expected to make up any missed work to attend practices and games. Part-time students are permitted to participate on a sports team given good academic standing with the other part-time school.

Practices for the activities occur during the school day on a rotating period basis. Games occur during the school day as well. Games are played at home and away. Game schedules will be provided to students and families in advanced. Transportation to games will be provided by a contracted bus. Students will arrive back to ACLD Tillotson School prior to regular dismissal time.

Students that do not maintain good academic progress in class, are frequently absent, or display behaviors that are not appropriate may not be able to participate on the sports or cheer team.

Public Displays of Affection

The ACLD Tillotson School expects all students to maintain the highest moral and ethical standards in their behavior at school. Interactions and relationships between students should be based upon mutual respect and trust, an understanding of appropriate boundaries in an educational setting, and consistent with the educational mission of our school.

Students are prohibited from engaging in any public display of affection at the ACLD Tillotson School. The following list of prohibited behavior does not, and is not intended to, constitute the entire list of behaviors for which discipline may be given:

Engaging in any romantic display of affection including inappropriate flirtation, inappropriate physical displays of affection, and/or sexually suggestive nonverbal or verbal language.

Any student engaging in public displays of affection will be disciplined and parents will be notified. Should you have any questions or concerns, please do not hesitate to contact school administration.

Safety and Security Plan

Every effort is made to ensure that our school is a safe environment for students and staff. The building is equipped with an updated fire and security system. All doors are locked to outsiders at all times. In order for a visitor to enter the building, a buzzer must be pressed by office staff to open the front door.

All visitors must check in at the reception desk upon entering and must wear visitor badges when in the school. Cameras have been installed to monitor entry and hallway behavior. Locks have been placed on all classroom doors. It is expected that all visitors will acknowledge the school's responsibility for the health, safety and welfare of the students. If this is jeopardized, the visitor will be asked to leave the premises and may be restricted from visiting the school or attending school-sponsored events.

Detailed safety plans have been recently developed by an expert in school safety in case of any crisis or emergency. All staff receive training on how to deal with crisis situations, including intruders in the building. If parents/guardians become aware of any potentially dangerous situations or threats, we ask that they notify the school immediately.

Sale of Items in School

Students are **not permitted** to sell any items in the school such as candy bars, tickets, toys, etc. Students are also not permitted to sell personal items to other students.

Schedule Change Requests

Students, with the permission of their parents/ guardians, may request a schedule change by using the form below. Forms may be obtained from the school office. Every request will be reviewed and a determination will be made. Not all requests will be honored. Students may change clubs two times per school year. Students may change elective courses one time during the first week of each quarter when new electives start.



Name: _____ Grade: _____

Homeroom Teacher: _____ Date: _____

Course(s) to be dropped	Reason	Approval	Denial Reason
1.		<input type="radio"/> Request Accepted <input type="radio"/> Schedule Attached <input type="radio"/> Request Denied →	
2.		<input type="radio"/> Request Accepted <input type="radio"/> Schedule Attached <input type="radio"/> Request Denied →	

Course(s) to be added	Reason	Approval	Denial Reason
1.		<input type="radio"/> Request Accepted <input type="radio"/> Schedule Attached <input type="radio"/> Request Denied →	
2.		<input type="radio"/> Request Accepted <input type="radio"/> Schedule Attached <input type="radio"/> Request Denied →	

Parent Signature: _____

Date: _____

School Calendar

A copy of the school's calendar is mailed to each student's home address prior to the start of the school year. This calendar contains all the necessary information related to scheduled school and vacation days. If there are any changes to the calendar, a revised calendar will be sent to each student's home address.

School Delays/Closings

If your school district has a delay, please check with your bus company or bus driver regarding what time they will pick up your son or daughter. Students are expected to arrive at our school based upon their school district's delay. **If we close the school, it will be listed on KDKA-TV, WTAE-TV, WPXI-TV, the school's website, and social media.**

We believe that parents/guardians are the most knowledgeable in regard to making a decision as to whether or not it is safe for their child to be transported to school. On days when the weather is questionable and the School is open, parents have the right to keep their child at home. If parents feel that driving conditions are dangerous and unsafe, or will become worse, they are encouraged to call the school and excuse their child for the day. These absences will be treated as excused absences.

School District Activities

We encourage students to participate in school district activities and will arrange for early dismissals whenever possible. In order to earn the privilege of leaving early, it is the student's responsibility to complete any assignments that are missed and to maintain good grades and behavior while in school. It is the responsibility of the parent/guardian to contact the school district regarding any transportation changes that might be needed because of an early dismissal. The school will take the responsibility of modifying a student's schedule and providing the support and make-up work needed to maintain the student's educational program.

Student Activities

The following criteria will be used to participate in student activities:

- Maintain appropriate behavior.
- Adhere to the school's attendance policy.
- Earn a "C" or better grade in all classes.

Student Driving

Students who are licensed drivers and who wish to drive to school must have prior written permission from their parents/guardians at the start of every school year. Forms are available in the school office. They must adhere to the state attendance regulations, as well as the School's attendance policy. Student drivers must maintain good grades and appropriate behavior. A student's school district will be contacted when such a change in transportation occurs.

Tobacco Free School

Possession or use of tobacco, including a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, and smokeless tobacco, by a student in a school building, on a school bus, or on school property is illegal. Tobacco use, smoking, including smoking electronic cigarettes, and the possession of tobacco and electronic cigarettes, including oils and liquids used to fill electronic cigarettes, by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the School is prohibited. Tobacco use, smoking and possession of tobacco or electronic cigarettes by students at school-sponsored activities that are held off school property is also prohibited.

Representatives of the School have met with the local magistrate regarding how we should interpret Act 145. The procedures that will be followed in dealing with this issue are:

- Upon the first offense, a student will be given a verbal warning, and a school *Critical Incident Report* will be placed in his/her file. The student will be involved in instructional activities that teach about the dangers of smoking.
- Upon the second offense, a student will be given an in-house suspension and a school *Critical Incident Report* will be placed in his/her file.
- Upon the third offense, a student will be subject to prosecution, and upon conviction will be required to pay a fine plus court costs.

Please review this information with your son or daughter. The school will also review this information with our students, with a continued emphasis on the dangers of smoking. The above procedures will be followed in order, without regard to the start of a new school year. We hope that our combined efforts will help our students understand the seriousness of this law as well as the health hazard involved in tobacco use.

Transportation

Transportation to and from the ACLD Tillotson School is the responsibility of your school district when the school district is the referring agency. Students must ride only in vehicles provided by their home school district. We cannot approve verbal or written requests for students to ride home in another student's van or cab. Parents/guardians who want their children transported to a destination other than home must arrange for an alternative form of transportation for their children.

Parents/guardians should notify the school in writing of any change in transportation for their children. Parents/guardians must notify the bus company by phone of any change in transportation, including if they bring their child to school and want their child to go home on the bus.

Students are expected to behave in a safe and appropriate manner during transportation. Drivers are asked to report any behavior incidents. The standard school rules and consequences apply during transportation.

Certain types of children's clothing can create a hazard as your child enters and exits the school bus. Especially dangerous are the following items:

- Long, dangling jacket or sweatshirt drawstrings
- Long backpack straps
- Long scarves or other loose clothing

Please talk with your child about the following safety rules:

- Stay away from the area around the bus.
- Do not try to pick up something dropped near the bus — the bus driver might not see you.
- Remember that other motorists do not always stop for a stopped school bus, so use extreme caution when getting on or off the bus.

Visiting the School

We welcome visitors to our program. In order to insure we have a secure building and minimize disruption to the program, person/s who wish to visit the school should call in advance to make an appointment (such as but not limited to parents, guardians, school district personnel, and therapists). All visitors to ACLD Tillotson School must announce themselves to the school receptionist, be buzzed in, and sign in when entering the building. Each visitor will be given a badge for identification. Upon exiting the building, the visitor will sign out.

It is expected that all visitors will acknowledge the school's responsibility for the health, safety and welfare of the students. If this is jeopardized, the visitor will be asked to leave the premises and may be restricted from visiting the school or attending school-sponsored events. Before any restrictions are put in writing and shared with the visitor, the circumstances leading up to the restriction needs to be discussed and approved by the Executive Director.

Weapons Prohibited

The School prohibits students from possessing, transmitting, handling and bringing weapons and replicas of weapons into the School, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

Sections 1317.2 of PA Act 26, ACT 30, and the IDEA, as amended, address these issues with regard to exclusions from school and possible criminal prosecution.

Procedures that will be followed:

- The weapon or pictures will be removed from the student.
- An immediate conference will be held with the student.
- Parents/guardians will be notified.
- The locker and belongings of the student will be searched.
- Any other involved student's parents/guardians will be notified.
- The police will be notified if necessary.
- Suspension/expulsion may be indicated, and the school district will be notified.
- Search of student's belongings will occur for a period of time.

[The Pa State Code (Sec. 12.14) addresses procedures regarding student searches.]

Website

The ACLD Tillotson School website is <http://www.acldtillotsonschool.org>. Please utilize this website to access the most current information about our school.

Responsibilities

Student Responsibilities

All students are responsible for the following:

Upon Arrival

Dressing appropriately (refer to Dress Code).

Attending school and daily classes.

Reporting to their homerooms at 8:00 am.

In Class

Being in the classroom by the sound of the second bell (late bell).

Getting a pass from a staff member if they are going to be late for class.

Coming to class with pencils, books, and any other materials needed for class.

Being quiet when staff is teaching.

Paying attention and staying awake in class.

Following the directions given by staff members and asking questions when information is unclear.

Completing both classroom and homeroom assignments.

Staying in their classrooms at all times unless they have obtained a staff member's permission to leave.

At Lunch

Reporting to the Café at the beginning of lunch/recess and remaining in the assigned space during lunch/recess until given permission to sign out to another area of the building. Leaving through the designated exit in an orderly manner.

At Dismissal

Staying in afternoon homeroom and remaining there until their cab/van/bus is called. Leaving through the designated exit in an orderly manner.

In General

Walking down the hall in an orderly manner (i.e., without running, bumping, or intentionally touching others).

Staff Responsibilities

Providing instruction to meet the students' needs.

Reminding students of their responsibilities on a regular basis.

Reviewing students' progress on a daily basis.

Modeling appropriate behavior and social skills.

Making the accommodations necessary for a student to learn.

Providing additional support when necessary to help students who are experiencing any kind of difficulty.

Telephoning the students' parents/guardians at least once a month to discuss progress and/or concerns.

Responding to parent/guardian requests in a positive manner.

Dealing with students in a calm and objective manner.

Showing respect and understanding to students in all situations.

Providing positive reinforcement to students when appropriate.

Providing verbal warnings to students who are neglecting their responsibilities and discussing possible solutions.

Reporting to administration their observations of any issue.

Working with administration when a student is involved in any incident.

Supporting any decisions made regarding a student that are necessary to improve the students' ability to fulfill their responsibilities. This may include having students:

- *Make up time for missing class time*
- *Be escorted in a hallway situation*
- *Be assigned to time-out*
- *Apologize to staff and other students*

Meeting with administration.

- Participating in a parent/guardian meeting.
- Discussing behavior with a school social worker.
- Providing positive reinforcement to students when appropriate.

Parent /Guardian Responsibilities

- Reviewing school rules and responsibilities with their child.
- Reinforcing the school's dress code by monitoring the clothing their child wears to school.
- Reviewing their child's homework sheet/planner on a daily basis.
- Organizing their child's school supplies and materials.
- Supervising the completion of homework assignments.
- Providing a lunch for their child to bring to school.
- Organizing their child's schedule so that he/she is on time for the bus.
- Notifying the bus company of any changes in transportation needs.
- Notifying the school of any absences.
- Notifying the school of any early dismissals or late arrivals including who will be bringing picking up the child.
- Providing documentation of any medical issues or medication requirements.
- Informing the school of any crisis or family change that will affect their child's school day.
- Contacting the school when their child is expressing concerns regarding school.
- Attending meetings to discuss a child's IEP or academic/ behavioral issue.
- Encouraging their child to find positive solutions to school issues rather than criticizing the school or staff.
- Participating in parent/guardian sponsored activities at school.

Maintaining communication with the school district regarding transportation, extracurricular activities, school events, etc.

Supporting school staff in directing their child's school program.

Interacting with school staff in a positive manner.