



West Tennessee School for the Deaf

**Handbook
2017-2018
For
Students, Parents & Staff**

**West Tennessee School for the Deaf
100 Berryhill Drive
Jackson, TN 38301
731-423-5705 (V/TDD)
731-256-7035 / 877-510-9739 (VR)
731-423-6470 (FAX)**

www.wtsd.tn.org

STATEMENT ON POSTING OF HANDBOOK

A copy of the West Tennessee School for the Deaf Handbook is located in the following places on campus:

Principal's Office
Instructional Supervisor's Office
Main Office
School Library
Parent Resource Kiosk

Copies of this Handbook are given to:

Parents
Students
WTSD Employees

TENNESSEE DEPARTMENT OF EDUCATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.tn.gov/education/topic/special-education>

LEGAL SERVICES DIVISION

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WTSD MISSION STATEMENT

The mission of West Tennessee School for the Deaf is to prepare students to be successful at the next level, as they become skilled communicators and to reach their maximum academic potential, as measured by state assessments.

WTSD VISION

Through the successful creation and implementation of a model program for Deaf and Hard of Hearing students, our vision at the West Tennessee School for the Deaf is to guide our students so that they may develop the academic and social skills necessary to enable them to integrate successfully into all settings.

WTSD PROMISE

I promise to WTSD to be a **responsible**, **respectful**, and **cooperative** individual.

To be responsible, I will control my behavior, finish my work on time, be trusted with important jobs, and do my part when working together.

To be respectful, I will be nice to others, listen to adults, and accept others for who they are.

To be cooperative, I will get along with others, work together, and help others.

THIS IS MY PROMISE TO KEEP!

OUR SCHOOL DAY

The school day begins at 8:00 a.m. and ends at 3:00 p.m. If students arrive before 8:00 a.m., they should report to the cafeteria. WTSD does not offer any type of after school services and will not be responsible for the care, custody, supervision or control of students after 3:00 p.m.

ADDRESS CHANGE

IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE SCHOOL WITH UPDATED CONTACT INFORMATION INCLUDING ADDRESS, PHONE NUMBERS (WORK, HOME AND CELL) AND EMERGENCY CONTACT NAMES AND PHONE NUMBERS.

SCHOOL TRANSPORTATION

Each child's Local Education Agency is responsible for his/her transportation. Any problems related to transportation should be directed to your child's Special Education Supervisor.

Each child should have a designated transportation schedule each semester. Messages for students about a change in their dismissal must be called into the front office prior to 2:30 p.m. on the day of the needed change. Parents may also write a note in the agenda to inform the teacher of a change in dismissal.

PICK UP/ DROP OFF

Students may be dropped off beginning at 7:30 a.m. The school will remain locked until this time. Students arriving prior to 8:00 a.m. should go directly to the cafeteria.

For afternoon pick up, bus riders will be dismissed at the main entrance and car riders at the side entrance at 3:00 p.m.

CHECK IN/ CHECK OUT

If for some reason a student arrives late or must be picked up early, please report to the main office and sign the student in/out. If checking out, the secretary will notify the classroom teacher and the student will meet you in front of the office.

Children may only be picked up by persons you designate in writing at the beginning of the school year. If you send another person who is not on the approved list, you must call the office in advance, and give the person's name to the secretary. This person must have a valid photo ID to show when the child is picked up.

ACCESS TO RECORDS

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their child and consult with teachers concerning their child's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their child during the school day. Students may not be released to the non-custodial parent without written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide to the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

PUPIL PROGRESSION

Students are promoted each year based on meeting Individualized Education Plan (IEP) goals and earning passing grades in each subject area.

REPORTING PERIODS/ ACADEMIC ACKNOWLEDGEMENT

Reporting periods are issued four (4) times per year at nine (9) week intervals. The following academic honors may be earned each nine weeks:

Principal's List: Grades 1-6; All A's

Honor Roll: Grades 1-6; All A's and B's

Outstanding Student: Grades Pre-K and K; Determined by teacher

PROOF OF CUSTODY

Any student enrolled at WTSD whose parents are separated or divorced should submit proof of custody documentation to the office as soon as possible. If there is a change of custody at any point in time, a copy of the new document should be sent to the office. Failure to provide documentation, limits WTSD's ability to prevent contact with individuals who should not see your child. This information is critical to your child's safety.

SCHOOL DELIVERIES

Our school days are reserved for educational instruction. Deliveries to school will be kept in the main office until school dismisses. The state transportation safety booklet states that **NO BALLOONS OR GLASS CONTAINERS ARE ALLOWED ON BUSES** due to safety regulations.

REMIND

Remind is the service used to deliver all important messages regarding deadlines, reminders and inclement weather information. Please be sure that you are enrolled to receive these messages.

INCLEMENT WEATHER

If inclement weather or other emergencies force closing of school, a text message will be sent to the contact numbers on file for each student. It is very important for you to register for the school messenger service, *Remind*, so that you receive these messages. Information will also be broadcast over WBBJ-TV.

VISITORS

All visitors must report to the main office and will be required to sign the log and receive a visitor's pass. Everyone must enter the building through the main entrance.

HANDICAPPED PARKING

WTSD has several parking spaces reserved for handicapped parking near the front door and also near the entrance to the gymnasium.

STUDENT ELIGIBILITY

When a child is referred for evaluation by a local school system, an evaluation team consisting of an audiologist, speech pathologist, classroom teacher and member of the administrative staff complete a battery of tests. Once testing is complete, the team meets to determine if the student would benefit from the programs and curricula available. For those students who do not qualify for placement at WTSD, other outreach services are available to assist their LEA in the development of an appropriate program.

Eligible students must provide the school with copies of the following documents:

- Birth Certificate
- Record of Immunizations
- Social Security Card

Parent or guardian must also complete an Application for Enrollment, as well as a Student Health History.

COMMUNICATION WITH TEACHERS

Any parent that needs to contact a WTSD teacher may do so by email or by calling the main number. When calling the main number, a message will be taken by the school secretary and the teacher will return the call during his/her assigned planning time. Please inform the secretary in the case of an emergency, otherwise she is instructed not to interrupt instructional time.

PARENT KIOSK

With the assistance of Title I funds, we have developed a Parent Kiosk. In this kiosk you will find resources related to hearing loss and a computer with internet access, as well as several other pieces of beneficial information. For help or further information, please see the administrative secretary.

FOOD SERVICE PROGRAM

The cafeteria at West Tennessee School for the Deaf serves a nutritional breakfast and lunch for all of our students. Students are also provided a morning (preschool and pre-k) and/or afternoon snack. There is no charge for meals or snacks served to students attending WTSD. These expenses are covered by the state of Tennessee. In order to do this, parents must complete an application for free and

reduced lunch at the start of each school year. Information contained in the worksheet is not a determining factor, but simply a requirement of the State.

Students may bring lunches from home. Sodas or carbonated drinks may not be consumed during the lunch period. Items in lunch boxes should be sent ready to eat, as students are not allowed to warm food in the microwave. **WTSD IS A NUT FREE SCHOOL.** Please do not send items containing nuts of any kind with students.

Family members and other visitors are welcome to join us for lunch. Each student's teacher can advise you of her assigned lunch time.

PRICE FOR ADULTS OR GUESTS

Breakfast	\$1.50
Lunch	\$2.50
Entrée	\$1.75
Fruit or Vegetable	\$.60
Bread	\$.30
Milk or Juice	\$.40

Any questions or suggestions concerning school breakfast or lunch programs may be directed to Ms. Polly Williams, cafeteria manager of West Tennessee School for the Deaf.

SPECIAL DIETS

All requests for special diets must be submitted to the school cafeteria manager as a prescription, must be issued by the student's physician, and must be signed by that physician.

STUDENT RECORDS

The West Tennessee School for the Deaf is in compliance with the state of Tennessee guidelines (34 C.F.R. Section 300.573). Beginning August 1, 2016, we will destroy student records prior to 2011. We may, however, maintain brief personal information on students enrolled prior to that date as proof of providing necessary educational services.

Parents have full access to information that is collected and maintained regarding their children. Those wishing to view their child's file may arrange to do so by

contacting the principal and making an appointment. If after inspecting the records, the parent believes that information in the records is inaccurate, misleading, or in violation of the child's rights, the parent may request that the information be amended. West Tennessee School for the Deaf shall then consider the request and decide whether to amend the information. A review team composed of the principal, teacher of record and the person(s) who wrote the report(s) in question shall then review the report(s) in question and determine appropriate action. Should the parent be dissatisfied with the decision, the parent has a right to attach an addendum to the report that states their concerns or request a Due Process Hearing.

STUDENT APPEARANCE

School dress and grooming shall be modest, moderate, and decent. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of administrators will prevail. Students who do not present themselves appropriately for class will be referred to the principal's office for further attention. The principal will notify the student's parents in order to have proper attire.

Guidelines:

- Tennis shoes are required for PE every day, so students need to bring them in their backpack daily if they choose to wear other styles such as sandals or boots.
- Clothing that displays vulgar or suggestive words or alcohol/drug advertisements is prohibited. Any sexually suggestive or offensive s not allowed.
- No roller skates attached to sneakers.
- The top wearing apparel must overlap the bottom garment. (No bare midriffs.)
- Holes are not permitted above the kneecaps, even if another garment is worn underneath.
- Hats, bandanas or "do-rags" are not to be worn inside the building at any time.
- No sagging pants.
- Shorts, skirts and dresses must be as long as the tip of the longest finger when the arms and hands are held straight down at the student's side.
- Spaghetti straps may only be worn with a shirt over them that gives full coverage to the shoulders.

ATTENDANCE

The State Board of Education believes that attendance is a key factor in student achievement and therefore, all students are expected to be present each day school is in session. Students are required by law to attend school between the ages of six (6) and seventeen (17), both inclusive. Compulsory attendance applies to students enrolled in kindergarten for at least six weeks. It is understood that children become sick and must stay home. If your child is absent due to illness, a written note from you is required. Any time a child is hospitalized, a release must accompany a child to admit him/her back to school.

Parents are encouraged to schedule medical appointments after school hours, whenever possible. If a student arrives late or leaves early for a medical appointment, a written excuse from the physician should accompany the child when he/she returns to school. A total of three (3) late arrivals and/or early dismissals will equal one (1) day of absence.

School begins at 8:00 a.m. and it is important for students to arrive promptly and be ready to learn. Your child is considered tardy if he/she enters the building after this time. Upon late arrival, please walk your child into the building and sign in at the front desk in the main office.

ABSENCES

Truancy is defined as an absence for an entire day or a major portion of the school day. Students who leave school before 11:31 a.m. will be counted absent for the entire school day.

Absences shall be classified as either excused or unexcused as determined by the principal or her designee. Excused absences may include:

- Personal Illness
- Doctor or Dentist Appointment
- Death in the Student's Immediate Family
- Extreme Weather Conditions
- Religious Observances
- Emergencies Requiring the Student's Presence at Home

Students with excused absences will be allowed to make up all missed work. He/she will be allowed two (2) make-up days for every one (1) day of excused absence. Work turned in beyond this timeline will be scored as "0". Unexcused

absences will result in a zero (0) grade for the class/day missed.

Parents are encouraged to schedule medical appointments after school hours, whenever possible. If a student arrives late or leaves early for a medical appointment, a written excuse from the physician should accompany the child when he/she returns to school. A total of three (3) late arrivals and/or early dismissals will equal one (1) day of absence.

As required by Tennessee Code Annotated, parents will be notified by mail when a student reaches five (5) unexcused absences during an academic year and, subsequently, each time the student accumulates an additional five (5) unexcused absences during that same year. Such absences will also be reported to your child's special education supervisor. The continued accumulation of unexcused absences can be considered a pattern and may result in an IEP meeting being scheduled to determine if WTSD is the appropriate educational placement for the student.

During the administration of state mandated testing, student absences will be excused only with a doctor's note.

PARENT NOTES

The school will accept five (5) parent notes/calls per student per school year. Thereafter, the student must have a doctor's note to excuse any absence for illness.

PARENT CALL-IN

All parents or guardians should call the main office between 7:30 a.m. and 9:00 a.m. on the day of the student's absence. Any parent or guardian that does not call-in will be contacted by the school nurse beginning at 9:00 a.m. daily.

POLICY ON MEDICATION

The following guidelines must be followed by parents regarding prescription medications:

- Child's name must be on the medication.
- Medication must be sent in the original container.
- Prescription must not be expired.
- Parent must fill out medical permission form or send a letter of permission to administer, as well as the time to be administered.

The following guidelines must be followed by parents regarding over the counter

medications:

- Parent must fill out medical permission form which contains a list of over the counter medications that are available for distribution. Dosages will be given per label directions.
- Medication cannot be given for more than five (5) consecutive days unless a doctor sends notice.

COMMUNICABLE DISEASES

When a child is sent home from school for reason of communicable disease, the child will be allowed re-admittance with documentation from treating physician, stating that the student is no longer contagious.

If a child comes back with statement, is rechecked for head lice and is noted with living lice, then he or she will be sent back home, no exceptions. A communicable disease should be classified as one that is contagious to other persons by reason of contact.

NURSING OFFICE

The school nurse is available during school hours to assess students who become ill or injured at school. She will determine whether the student should remain at school or if he/she must go home. This is for your child's safety and well-being, as well as that of their classmates.

Reasons the Nurse Might Call a Parent During the School Day:

- Temperature of 99.5 or above
- Diarrhea or 2 or more loose, watery stools
- Witnessed vomiting
- Soiled clothing when suitable replacements are not available
- Suspicious unidentified rash
- Uncontrolled coughing
- Injury which might require further evaluation or treatment
- Signs and symptoms of communicable disease such as: scabies, staph infection, ringworm, pink eye, chicken pox, etc. If confirmed, the student **must** begin treatment and be seen by the nurse **before** being allowed back to class.
- Active head lice infestation- Proof of treatment and a recheck must be performed on the day of return
- Any unusual change that is out of character for the child (increased irritability, lethargy, acute pain, etc.)

****All students must be diarrhea, vomit and/or fever free for 24 hours without the aid of medication before returning to school.***

Mandatory Immunizations:

According to Tennessee State Law, specific immunizations are required for children entering pre-Kindergarten, Kindergarten, and for any children in other grades enrolling in a Tennessee school for the first time. These must be recorded on the official Tennessee Certificate of Immunization and it must be signed by the health care provider. For a list of required immunizations, visit

<http://tn.gov/health/article/childcare-12th-grade-immunization-requirements>

No child shall be permitted to attend school until proof of immunizations is given with the following exceptions:

- A signed, written statement that such measures conflict with religious tenets
- Due to medical reasons

The child must have a written statement from a physician excusing him/her for medical reasons for such immunizations, confirmed under the penalties of perjury.

GRADING SCALES

Student Report Cards will be issued at the end of each nine (9) week grading period. Progress reports will be sent home every four and a half weeks.

Preschool thru Kindergarten

S-	Satisfactory
SI-	Shows Improvement
NI-	Needs Improvement
U-	Unsatisfactory

1st Grade thru 6th Grade

A=	93-100
B=	85-92
C=	75-84
D=	70-74
F=	Below 69

*Honor Roll privileges are reserved for students earning all A's and B's during a nine (9) week grading period. Students will be recognized during a school assembly at the end of each nine week period.

BIRTHDAY PARTIES

Birthday parties must be scheduled with the student's classroom teacher at least one day prior. Parties will be from 2:30 p.m. until 3:00 p.m. Please check with your child's teacher for any allergies in the classroom. Students will not be allowed to leave with parents until 3:00 p.m., unless the parent checks the student out through the office.

HOMEWORK POLICY

Research indicates that supplemental practice can reinforce objectives taught in the classroom, develop deeper understanding of concepts, and lead to an increase in student achievement. Because homework is an important part of the education process, parents should encourage their children to complete and return all assignments. The student is responsible for writing down all homework assignments in his/her agenda each day. Parents should check the agenda daily. When possible, parents should supervise the completion of homework assignments and offer appropriate assistance when necessary.

WTSD FM SYSTEM

WTSD provides classroom amplification including an FM system for each student. This system provides a clear speech signal through receivers that the student wears that have been specifically programmed for his/her particular hearing loss. The school provides daily maintenance checks and back-up equipment in the event that the equipment is not working properly. This ensures that each student has access to sound regardless of the status of their personal amplification.

PERSONAL HEARING AIDS

Maintenance of each student's personal hearing aids is provided on a daily basis by WTSD staff. If you would like to take advantage of this service for your child, please send their personal hearing aids to school each day. If a personal hearing aid has been lost, please notify the school audiologist and the process of replacement can be started. If personal hearing aids are not working properly, please notify the classroom teacher or school audiologist and send the hearing aid to school to begin the repair process. Any questions regarding your child's hearing and amplification needs should be directed to the Department of Speech and Hearing Services.

Many of our students have cochlear implants. We have accessories for these devices should they break. If replacement of the device is necessary, we are happy to make those arrangements. Communication with parents is necessary during this process. Please make sure that accurate insurance information and contact information is maintained with WTSD.

TESTING POLICY

The State of Tennessee requires that the TN Ready Assessment be administered to all students in grades 3-8. A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken.

TEACHER QUALIFICATION

At the beginning of each school year, a district that received Title I funds must notify parents that they may request information about the professional qualifications of their child's classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. A Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not fully certified.

CHILD ABUSE AND NEGLECT

West Tennessee School for the Deaf staff is required by law to report any suspicion of abuse or neglect. WTSD will report suspected abuse to the Tennessee Department of Children's Services.

SAFE AND DRUG-FREE SCHOOLS

A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.

AHERA MANAGEMENT PLAN AVAILABILITY

In June, 2009 the West Tennessee School for the Deaf submitted a Management Plan to the Tennessee Department of Finance and Administration. This plan is periodically reviewed by the EPA and the Nashville Department of Education Office. The Management Plan indicates the location of the asbestos containing materials in West Tennessee School for the Deaf and the manner in which these materials are being handled.

The Management Plan will be available to the public for review at the West Tennessee School for the Deaf Business Office. Viewing time will be 9:00 a.m. to 3:00 p.m. (local time) Monday through Friday.

The Management Plan will be reviewed every six (6) months beginning May, 2010, with progress reports being submitted to the state as requested.

BULLYING

Bullying involves the abuse of power over others. The bully deliberately causes physical and/or emotional distress to another child through words and/or actions. The result may be injury, embarrassment, exclusion, or a sense of being threatened. Bullies are often enabled when others actively or passively permit the bully to intimidate or hurt another child. The focus of this policy is to make teachers, support staff and students aware of the nature of bullying and to prevent or stop bullying behaviors. One key is the building of positive teacher-student and student-student relationships.

Members of our staff have developed effective interventions to minimize opportunities for bullying behaviors and informed students and parents that such behavior cannot be tolerated.

The staff at WTSD is responsible for maintaining a safe environment and providing a climate for students to report bullying so that teachers and support staff can intervene effectively.

SCHOOL FUNDING

The primary funding source for West Tennessee School for the Deaf is through state revenues. The school does receive direct and indirect funding through several federal sources. These sources include the Individuals with Disabilities Education Act (IDEA) and Preschool grants. Additionally, funds are received from the Every

Student Succeeds Act (ESSA). These grants include: Title I A, Improving Basic Programs and Title II A, Teacher and Principal Training and Recruitment. The school fully complies with all provisions and regulations of these acts.

NONDISCRIMINATION

It is the policy of the West Tennessee School for the Deaf not to discriminate on the basis of sex, race, national origin, creed, age, familial status, or disability in its educational programs, activities or employment policies as required by the Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this school that the curriculum materials utilized in this school reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life-styles open to women, as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

UNSAFE SCHOOLS

Our school has NOT been designated as an “unsafe school”; however, the No Child Left Behind Act requires this notice.

PURPOSE: To provide parent(s)/guardian(s) the right to insure that their child attends a “safe school.” It is our belief that the West Tennessee School for the Deaf provides a safe learning environment for all students.

POLICY: It shall be the policy of the West Tennessee School for the Deaf that parent(s)/guardian(s) have the right to remove their child from the West Tennessee School for the Deaf if the child is a victim of a violent crime.

PROCEDURE: The procedure for accomplishing this action will be through an IEP Team meeting. The purpose of the meeting will be to consider the appropriateness of the student’s placement at the West Tennessee School for the Deaf. The process can be expedited if parent(s)/guardian(s) agree to waive their right to a ten day notification of the meeting. At the request of the

parent(s)/guardian(s) the team may return the student to their Local Education Agency.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the West Tennessee School for the Deaf, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, the West Tennessee School for the Deaf may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the West Tennessee School for the Deaf to include this type of information from your child's education records in certain school publications.

A complete notice of rights available under FERPA is available:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index/html>

SEXUAL HARASSMENT

Sexual harassment is unwelcome behavior of a sexual nature. It is a violation of federal law Part 1604.11-Section 703 of Title VII of the Civil Rights Act of 1964, as amended in 1972. The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces Title VII. Title VII applies to the work environment.

Student to student Sexual Harassment is covered under Title IX of Federal Law, and has been addressed by the U.S. Department of Education's Office for Civil Rights (OCR), the NEA and others. Schools, colleges, and universities that do not act immediately to stop this form of harassment can be sued for substantial monetary damages. This applies to all schools, elementary through college, that receive federal funding. It includes athletics, field trips, extracurricular programs, bus and plane transportation and all regular classroom activities. It protects both male and female students (and school employees) from sex discrimination. It prohibits sexual harassment even when the harasser and person harassed are the same sex.

Definitions

Sexual harassment is "unwelcome sexual advances, requests for sexual favors, and

other verbal or physical conduct of a sexual nature when:

- Submission to the advances are made a term or condition of a student's participation in school activities.
- Submission is used as the basis for educational decisions affecting the individual.
- Such conduct interferes with an individual's school performance, or creates an intimidating, hostile or offensive learning environment." Title IX prohibits the same areas of sexual harassment as Title VII.

Conditions

Quid pro quo – When a school employee conditions a student's participation in an education program or school activity, or bases an educational decision (grades) on the student's submission to unwelcome sexual conduct. Quid pro quo is illegal regardless of the student's decision. According to policy guidance, a school or college "will always be liable for even one instance of quid pro quo harassment by school employees in a position of authority, even if the school or college didn't know about the harassment."

Hostile Environment – includes conduct of a sexual nature that is sufficiently severe, persistent, or pervasive and unwelcome. It can be created by a school employee, another student or a school visitor (student or adult).

The environment is considered hostile when the student views it as hostile and it is reasonable for the student to view it as hostile. It is usually created by a series of incidents, but can be created by a single incident, such as rape or sexual assault.

School's Responsibility

In an effort to prevent the occurrence of sexual harassment, students are counseled about appropriate behavior. Counselors as well as staff and faculty in all departments must focus on appropriate behavior. Teachers have been given information on this subject to be passed on to the students, appropriate to their age level.

When an incident occurs, the school will take prompt and appropriate steps to stop and remedy the sexual harassment. Once observed, or told, immediate reporting to the supervisor of that department must occur. The supervisor is then required to inform the Superintendent and team members involved. All information is to be dealt with confidentially, and according to guidelines. To have the information and

withhold it is to place the staff and school in a liable situation. In addition to reporting to the supervisor and superintendent, the social worker is also notified, as they make a determination as to whether the incident should be reported to Department of Children Services (DCS) and/or local police.

School Policy

The Student Handbook is followed in determining the level and duration of punishment for the offense. Classroom teachers have been provided material and information to use in advising students on proper prevention of sexual harassment. Students sent to In-School Restriction (ISR) for this offense are further instructed by the teacher there and on occasion by the team member responsible for Title IX. Parents are informed. If a student brings a complaint of sexual harassment by a staff member the appropriate response would be:

Report the facts to the Title IX Coordinator immediately. Document the student's complaint and your observations of the student's demeanor. Submit this summary in writing to the supervisor at the time of the incident as well as the team member over that department and the superintendent.

Specific Examples of Sexual Harassment

Some activities or actions that would be considered conduct of a sexual nature are:

- Sexual advances or pressures for sexual activity
- Sexual touching
- Sexual graffiti
- Displaying or distributing sexually explicit drawings, pictures and written materials
- Sexual gestures
- Sexual or "dirty" jokes
- Touching oneself sexually
- Talking about one's sexual activity or performance
- Repeated sexual teasing
- Suggestive sounds, howling, whistling, or catcalls
- Offensive messages on shirts, pants, or pins
- Students "making out" – Public Displays of Affection (PDA)
- Grabbing or pinching
- Cornering or blocking an individual's movements
- Following or stalking
- Lifting, pulling, or removing clothing or undergarments
- Attempted and/or actual kissing or fondling

- Commenting on the physical appearance of students passing in the hallways
- Explicit pictures, posters, calendars in class, lockers, or on notebooks
- Pulling clothes, bra snapping
- “Hazing” of students
- Name calling, verbal or written, of a sexual nature
- Sexual threats
- Sexual bumping, grabbing, or brushing
- Passing of sexual notes, cartoons, jokes, pictures or pornographic material
- Homophobic sexual harassment
- Derogatory names
- Dismembering by making reference to body parts
- Harassment of a pregnant student, or those who have a child
- Poking, pinching, patting
- Sexual/racial comments
- Circulating “slam books” about a student
- Teasing about body development, either over/under or early/late • Making jokes about rape
- Males or females bragging about the size of their body parts

Basis for Reporting to DCS and/or Police

- a. Age, size, and mental ability of the students.
- b. Age difference.
- c. Nature of the offense (physical or verbal).

The information is also provided the team member responsible for Title IX, who, with the superintendent, evaluates the incident and action taken by the school.

DRUG AND ALCOHOL POLICY

It is the policy of the West Tennessee School for the Deaf that students will not possess, consume, or distribute drugs or alcohol, or possess drug paraphernalia while on campus, or during school sponsored activities. If drugs or contraband are discovered the police must be notified.

This policy includes any and all legally controlled substances.

- Prescription medications and over-the-counter medications sold or passed off as a drug look-a-like are also forbidden. A student who keeps prescription drugs and/or over-the-counter medications in his/her possession during the school day is in violation of this policy. All prescription drugs

and over-the-counter medications are to be kept and monitored by the school nurse.

- The use of common off-the-shelf products as inhalants for the purpose of getting “high” is a violation of this policy.

Students who knowingly ignore or fail to divulge that another student is in violation of this policy may also receive consequences for their failure to report this information to the appropriate staff member.

Drug Search and Testing

It is the policy of the West Tennessee School for the Deaf that students have a safe and secure environment. In order to achieve this goal, a student may be subject to physical search if there is reasonable suspicion of illegal drugs/activity. A student’s pockets may be searched. Their purse and/or backpack will be confiscated and then searched by a staff member.

A student may be subject to drug/alcohol testing if there are reasonable indications that the student is under the influence or may have used drugs/alcohol.

A student suspected of being under the influence of drugs/alcohol or having used drugs/alcohol will be reported to the Principal.

The student may then be referred to the School Nurse for a determination of the need for drug/alcohol testing.

The parents and WTSD Superintendent or her designee will be notified before any testing occurs. All cost for the testing will be the responsibility of WTSD.

Students are deemed to have given consent for the testing for the purpose of determining drug/alcohol content of the student’s blood. Such testing will be administered at the direction of the Superintendent or her designee upon having reasonable grounds to believe the student is under the influence of drugs/alcohol.

A student may refuse drug/alcohol testing. A student refusing to undergo a drug/alcohol test will be presumed to be under the influence and the discipline policy of the school will be followed.

Students who have committed or are committing any violation of state law

Will be reported to local law enforcement officers.

Search of Persons, Containers, Etc.

In accordance with TCA 49-6-4205 representatives of the West Tennessee School for the Deaf with reasonable suspicion have the right to conduct a personal search, search containers, and packages brought onto campus.

A notice is posted in each school building indicating that storage areas, containers, and packages brought into school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or any property which is not properly in the possession of the student or the visitor.

Private vehicles may be searched if there is reasonable suspicion that WTSD rules or state and local laws are being violated.

A student may be subject to a personal search because of information received from a teacher, staff member, student, or other person if such action is reasonable to the principal.

All the following standards of reasonableness shall be met:

- A particular student has violated school policy.
- The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia, or drug.
- The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students.

STUDENTS CHARGED WITH A FELONY

Any student who engages in off-campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process, shall be suspended from attendance at school. (TCA 49-6-3401 (14))

ITEMS NOT ALLOWED IN SCHOOL

To ensure safety and to reduce disruption to learning, students may not bring certain items to school. The list below is a brief inventory of banned articles but

can be expanded to include items not listed. Students shall not bring the following items to school: unauthorized laptop computers, jump drives or other types of data storage devices, scooters, shoe skates, roller blades, matches, lighters, tobacco or tobacco products, alcohol, medicines, canned or bottled drinks (except water), guns, drugs, knives of any kind, box cutters, laser pointers, toys, games/electronic games, fireworks, or items of considerable value.

In matters of opinion, the school faculty, staff, or administration representative shall have the final determination of appropriateness of any item brought to school.

Food and Drinks

Students may not bring food, candy, or drinks to school or in the classroom. Food, candy, or drinks cannot be sold or purchased during school hours between 8:00 AM and 3:00 PM.

DISCIPLINE POLICY

GOAL: To insure appropriate behavior at all times among WTSD students, in order to create an optimal learning environment in the classroom, in activities on or off the school campus, or in the residential setting.

PURPOSE: The purpose of discipline is to teach appropriate behavior rather than to punish. The intent is not just to stop students from misbehaving but also to foster self-control.

GENERAL POLICY: Discipline is the responsibility of all staff members at all times. Students at the West Tennessee School for the Deaf are expected to conduct themselves appropriately and responsibly both on and off campus and to conform to the guidelines established by the discipline committee at WTSD. The rules and regulations at WTSD are meant not to punish, but to instruct. If followed, the students will learn how to become productive members of the school community and how to make the most of the educational opportunities available at WTSD.

Level 1 Offenses

Misconduct at this level includes behaviors that interfere with orderly classroom or school operation, but can be handled by an individual staff member and/or by a classroom discipline plan. Level 1 Offenses will be handled where and when they occur by the adult who is supervising.

NO FORMAL INCIDENT REPORT IS NECESSARY.

- Blaming
- Picking on each other
- Teasing
- Not paying attention
- Walking around without permission
- Bothering
- Touching/ tapping to get attention or bother
- Not following directions
- Horse Play
- Tossing things
- Non-defiant behavior
- Bringing CDs, video games, cell phones, or I-pods

Level 1 Classroom Recommendations

- Role Play Appropriate Behavior vs. Inappropriate Behavior
- Recognize positive behaviors of the student and/or classmates as outlined in each classroom positive behavior plan
- Student/ Teacher discussion or “conference” in private setting
- Explain the school rules again and re-teach expectations
- Separate students, if more than one is involved
- Seek advice and support from other teachers and support personnel
- Use data collection to determine antecedents to the behavior and what the desired effect is that the student is getting and use explicit instruction on how to obtain the desired effect in an appropriate manner.
- Warn a student who is showing other people CDs, video games, cell phones, or I-pods that next time the item is taken out of the backpack, it will be taken up and mailed home or picked up by the parent.
- Time-out in the classroom or with another teacher within view of a teacher at all times.

Level 2 Offenses

Misconduct at this level is disruptive to the learning environment and will not be allowed to continue. While these offenses pose no threat to the safety of others, they have dire implications for the educational process.

ALL OFFENSES REQUIRE A WARNING IN THE CLASSROOM. WHEN THE BEHAVIOR REOCCURS, AN INCIDENT REPORT IS COMPLETED.

- Rude, vulgar, or offensive language
- Rude, vulgar or offensive behavior
- Cheating
- Lying to an adult about serious matters
- Abusive, defiant language or verbal refusal to accept consequences
- Verbal and emotional bullying
- Inappropriate consensual physical contact
- Gesture oriented, verbal or written sexual misconduct

Level 2 Procedures

1. After the initial warning, use the recommendations listed for Level 1. (The warning provides a time for instruction.)
2. Document the interventions and keep a record of instruction.

3. For reoccurrences, complete the first Incident Report and provide copies to parents and principal.
4. Complete the 2nd Incident Report and provide copies to parents and principal.
5. Student/ Teacher/ Principal discussion after 2nd report.
6. Complete the 3rd Incident Report and provide copies to parents and principal.
7. Call a Discipline Meeting with the committee.

Level 3 Offenses

Misconduct at this level is intentionally directed against persons or property but does not significantly endanger the health and safety of others.

AN INCIDENT REPORT IS IMMEDIATELY COMPLETED AND ADMINISTRATIVE SUPPORT IS IMMEDIATE.

- Intentionally breaking school property or others' personal property.
- Intentionally damaging school property or others' personal property.

Level 3 Procedures

1. Notification of Parents and discipline committee with Incident Report
2. Disciplinary Committee will meet to determine appropriate action.
3. Disciplinary meeting will be held with all members of the committee and parent(s).
4. Restitution in cases of vandalism or theft may include restitution made by the student as determined by the committee.
5. Restitution in cases of vandalism or theft may include restitution made by the parents as determined by the committee.

Level 4 Offenses

Misconduct at this level poses a direct threat to the safety and well being of others.

AN INCIDENT REPORT IS IMMEDIATELY COMPLETED AND ADMINISTRATIVE SUPPORT IS IMMEDIATE.

- Physical bullying
- Physical assault of an individual
- Threatening, intimidation of, or verbal assault on an individual

- Non-consensual physical sexual misconduct
- Verbal or physical harassment
- Leaving campus or supervised off campus activities

Level 4 Procedures

1. Immediate removal and escort of the student from the classroom or school activity to the Principal's Office.
2. Notification of Parents and discipline committee with Incident Report
3. Disciplinary Committee will meet to determine appropriate action.
4. Disciplinary meeting will be held with all members of the committee and parent(s).
5. Student/ Teacher/ Principal interview prior to student's return to classroom.
6. One-on-one counseling may be implemented for a given time period, as determined by the discipline committee.
7. A Functional Behavior Assessment and/or Plan may need to be developed in an IEP meeting and included in the IEP.

Level 5 Offenses

Misconduct at this level includes not only acts which pose a direct threat to the safety and well being of others, but also those acts which result in violence to another person or property. Misconduct at this level violates both WTSD's rules and the laws of the community. These infractions constitute criminal acts; the student will be immediately removed from the classroom and as soon as possible removed from the school. The length of time away from school will be determined by WTSD authorities and/or an IEP team.

IN MOST CASES OF LEVEL 5 MISCONDUCT LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED.

- Threats of assault to a school employee or student
- Physical assault of school employee or student
- Student under the influence of a drug
- Possession of drugs, drug paraphernalia or a dangerous weapon on school property or while attending any school event

Level 5 Procedures

1. Immediate removal and escort of the student from the classroom or school activity to the principal's office and confiscation of the weapon, drug or drug paraphernalia.
2. Misconduct will promptly be reported to appropriate law enforcement authorities.
3. Notification of students' parents and LEA.
4. IEP meeting following suspension of student to determine the case.
5. IEP team must follow the Federal laws instructed by IDEA.

For the purposes of confidentiality, the superintendent is designated as the spokesperson to any media or outside persons at WTSD.

CORPORAL PUNISHMENT WILL NOT BE USED AT WTSD - NO EXCEPTIONS.

English Language Learner/English as a Second Language

West Tennessee School for the Deaf (WTSD) is a State Special school serving as a school district located in Jackson, Tennessee. Our service area includes all west Tennessee counties lying between the Tennessee and Mississippi rivers. All of our students are deaf or hard of hearing and WTSD has been determined to be their Least Restrictive Environment (LRE). We serve children beginning at age two (2) through sixth grade. It has been determined that students with hearing loss are not classified as English Learners (EL). The following general principles recommended by the Northwest Regional Educational Laboratory (NWREL) for EL students are integral for students who are deaf/hard of hearing. They include the following:

- **Increase Comprehensibility**: This principle includes the use of pictures, concrete objects, demonstrations, gestures, and intonational cues. Deaf educators employ all of these, as well as manual communication, and speech reading. These two strategies increase comprehensibility as well.
- **Increase Interaction**: The strategies included in this concept are cooperative learning, project-based learning, and one-to-one teacher/student interactions. Our classes are small, typically with a teacher/student ratio of not larger than 1:8. Teachers and paraprofessionals provide consistent attention to students' learning.
- **Increase Thinking/Study Skills**: These strategies are used to build basic and advance thinking skills. WTSD utilizes components such as Write from the Beginning and the Teacher Assessment of Spoken Language to foster vocabulary and concept development in oral and written language. Teachers model "thinking language" and guide student's questions and responses. Additionally, language experience stories, based upon actual shared experiences, are used daily.
- **Respect the student's native language (Native Language Support)**: We seek interpreters to connect the school and the classroom teacher to the parents or guardians of ELL students. One communication advantage is our use of sign language. Many signs have a universal quality that crosses national language lines.
- **Cooperative Learning**: Our classes are small, and most have at least a modified cooperative learning pattern. Each class has a paraprofessional to provide individual support to all students.
- **Language Experience Approach**: We utilize this method throughout the school day. This strategy is a "mainstay" of deaf education and provides interactive support for ELL students.

- **Academic Scaffolding**: Many examples of scaffolding are integral to all classes. They are implemented throughout the school day.
- **Assessing Prior Knowledge**: This strategy is also an integral part of learning at WTSD. Reteaching skills learned from previous lessons reinforces the language that was presented during the lesson.

Policy on English Learners (EL)

All students at WTSD have been identified as deaf or hard of hearing. A child who is classified as an English Learner and has deafness listed as his/her primary disability is eligible to be considered for placement at WTSD, as long as it is determined to be the least restrictive environment. The following basic provisions apply to these students:

- *WTSD will connect parents with their child's LEA so they can begin assessments and other testing procedures to determine a plan of action.*
- *The child's LEA will analyze the results from their assessment and share the results with the administration at WTSD if the child is a full-time student at WTSD.*

HOMELESS CHILDREN POLICY AND PROCEDURES

West Tennessee School for the Deaf (WTSD) is a State Special School serving as a school district located in Jackson, Tennessee. Our service area includes all west Tennessee counties lying between the Tennessee and Mississippi rivers. All of our students have hearing-impairments and WTSD has been determined to be their Least Restrictive Environment (LRE). We serve children between the ages of 2 and 13 years of age.

The Homeless Liaison for the West Tennessee School for the Deaf is Mrs. Kristi Lindsey, Principal. In the event a current student or future student at WTSD is classified as homeless under the McKinney-Vento Act, Mrs. Lindsey will contact the Homeless Liaison of the student's LEA to inform them of the matter. Mrs. Lindsey and the administration at WTSD will assist the LEA to ensure the student is provided transportation, temporary housing, if needed, full enrollment in school and implementation the student's IEP. The LEA is responsible for gathering personal information about the student and his/her family and sharing that information with WTSD administration.

The West Tennessee School for the Deaf does not receive any Title X funds for homeless education. The LEA of the student will provide all funding necessary to assist a homeless student and his/her family. In the event that we are called upon to help offset accommodations financially, we will use funds from our general budget, federal budgets, Title I-A, and may request assistance from Friends of WTSD. Friends of WTSD, a student centered 501(c)3 organization, may provide initial, modest financial support to the student and his/her family. Our primary roles will include helping identify homeless students, contacting the LEA Homeless Liaison, implementation of the student's IEP and providing assistance the LEA when needed.

Definition of Homeless:

Homeless students are defined as children who:

- are displaced temporarily due to the loss of housing, economic hardship or similar reason – they may be living in hotels, motels, trailer parks, camp grounds, public parks, transitional or emergency shelters; they may have been abandoned or awaiting foster care placement.
- have a primary nighttime residence that is a public or private place not designated or ordinarily used as a regular sleeping accommodation for human beings.

- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus/train stations or similar settings.
- are migratory students who meet one of the above circumstances.

Compliance Indicators:

WTSD provides the following services to students who are designated as Homeless.

Students:

- will be provided with a liaison to ensure that they are enrolled and receive all educational services appropriate to their hearing loss and instructional needs.
- will not be segregated nor stigmatized by their temporary condition. They will be an integral part of any or all classes and programs that are appropriate to their educational needs.
- will have transportation arranged through the school district in which the student resides.
- will be monitored and attendance will reported to the school district in which the student resides.
- will not be embarrassed by their living arrangements.
- will not need a permanent address to be enrolled.
- will not be denied enrollment due to missing school records or additional enrollment documentation is not immediately available.
- will have access to all components of the school program.
- will receive breakfast and lunch without cost.
- will receive all school supplies without cost.
- will provide residential options as needed or requested for students throughout the school year.
- will provide interpreter services for deaf/hard of hearing parents or for parents who are Spanish speaking. Their educational rights are explained, and they are given printed copies of those rights.
- will connect families to a variety of federally supported or faith-based program to provide food, clothing, shelter, and/or medical assistance throughout the calendar year.

Note: This policy is aligned with the provisions of the McKinney-Vento Act.

PARENT/FAMILY INVOLVEMENT POLICY

The Tennessee State Board of Education and West Tennessee School for the Deaf recognize that a child's education is a responsibility shared by the school and family during the entire period the child spends in school.

Hearing impairment brings with it a unique set of educational challenges which can best be met by informed parents and a school setting that is on the cutting edge of special education. Collaboration between schools and parents is essential support student learning. Programs must reflect the specific needs of the students and the families of our state-wide community.

To this end, this policy supports the development, implementation, and regular evaluation of a parent involvement program in our school. The parents and families of our students live in counties throughout West Tennessee; therefore, innovative methods must be used to maintain two-way communication. With that in mind, and consistent with the standards set forth in the No Child Left Behind Act and the National PTA Standards for Parent/Family Involvement Programs, a successful parent involvement program at WTSD will include, but not be limited to, the following components:

- Communication between home and school is regular, two-way, and meaningful;
- Family workshops are scheduled at regular intervals throughout the year under the direction of WTSD personnel;
- Parents are welcome in the school; their support and assistance are sought;
- Responsible parenting is promoted and supported;
- Parents play an integral role in assisting student learning;
- Parent kiosk is available and is equipped with a computer and internet access, as well as periodicals related to deafness;
- Parents are partners in the decisions that affect children and families;
- Parents are made aware of community resources available to help them provide services to their special needs student;
- Parent surveys are distributed at least annually related to development of school programs, activities and school-wide improvement and planning;
- Parents are invited to attend staff professional development sessions throughout the school year.

Parents of a child who is suspected to need or identified as needing special education are made aware of their rights guaranteed by state and federal law; and

The school sets expectations and creates a climate conducive to parental participation.

Engaging parents and families is essential to improved student achievement. West Tennessee School for the Deaf will foster and support active parent/family involvement.

PARENT-SCHOOL COMPACT

West Tennessee School for the Deaf is a community of students, parents, staff and community members collaborating for the purpose of improved student academic achievement. This compact outlines the shared responsibilities of all stakeholders to assure student success, which requires a strong partnership among all parties involved.

PARENT/GUARDIAN AGREEMENT:

We as parents will support our child's learning by doing the following:

- Send my child to school daily and on time.
- Support the school in its efforts to maintain discipline.
- Provide a quiet and safe place to study and complete homework.
- Monitor and review homework to ensure that it is legible, accurate and complete.
- Read with my child daily.
- Establish and maintain communication with my child's teachers, including attending parent/teacher conferences and other school sponsored events.

STUDENT AGREEMENT:

I will arrive at school and work to the best of my ability by doing the following:

- Attend school daily with a positive attitude.
- Complete daily work and homework to the best of my ability.
- Respect others and myself while displaying a positive attitude.
- Follow the rules of student conduct.

STAFF AGREEMENT:

I will help students achieve by doing the following:

- Establish daily communication with parents.
- Believe that all students can learn and accommodate instruction to meet their needs.
- Frequently report progress to parents.
- Treat students with love, respect and encouragement.
- Promote a warm and inviting classroom to parents and students.
- Provide high quality instructional lessons each day that engage the learner.

It is the goal of the West Tennessee School for the Deaf to provide a positive, cooperative and welcoming environment in which all stakeholders can collaborate to ensure high levels of academic success for all students.

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

The West Tennessee School for the Deaf offers an individualized and comprehensive educational program. The school provides a total learning environment that utilizes state of the art curricula, materials, and methods for the purpose of preparing students for adult life. Students are equipped academically, vocationally, physically, emotionally and morally to meet the daily challenges presented by society.

Acceptable Use

School technology and Internet access are provided as a privilege to enhance learning and teaching at the West Tennessee School for the Deaf (WTSD). All users are expected to exhibit responsible, respectful, and safe behavior, following all school, local, state, and federal rules, policies, and laws. General school rules for behavior and communication apply to technology as well.

TECHNOLOGY POLICY

Training

1. Students will be instructed in the terms of this Acceptable Use policy, Internet Safety, Cyberbullying, and Digital Citizenship each year, prior to using school technology.
2. Staff may attend training in a variety of technology areas offered by the school as approved by their supervisor.

Privacy

1. Users should have no expectation of privacy for any information stored or transmitted using any part of the school network, including computing devices, network resources, and internet traffic, even if using a personally-owned device.
2. WTSD reserves the right to install and use monitoring and filtering software on state-owned devices in order to maintain user safety and network security.
3. WTSD is a state government institution. Any information stored or transmitted using school technology, including email, can be considered public record and so subject to public inspection.

Computing Devices (Desktops, laptops, tablets, etc.)

1. Students must be under the direct supervision (in the room and actively watching monitors) of a full-time WTSD employee while working on any technology. Substitute teachers who are not full-time employees of WTSD may be authorized to supervise students using technology after completing school-approved training.
2. Users should make regular back-ups of their work and files. It is recommended that you back up your important files at least once a week to a durable media (i.e., DVD, external hard drive). Jump drives/thumb drives are NOT a durable media.
3. Software and security updates should be installed in a timely fashion. Most updates occur automatically. Staff users are responsible to perform updates when available.
4. Anti-virus programs should be allowed to update and run a scan daily. A full scan should be performed at least monthly.
5. Use only the devices, accounts, and passwords you are authorized to use. Report any unauthorized access to your account or computer to the Technology Department immediately.
6. Adhere to software licensing provisions including installation, use, copying, etc. Students should not be allowed to download or install any software, add-ins, or apps.
7. IP addresses are a vital part of network communication. IP addresses should not be changed on a computer for any reason. Report any IP address conflicts to the Technology Department.

Email, Gaggle, and Web Applications

WTSD provides access to a variety of educationally-based web applications. WTSD e-mail accounts are provided educational and business purposes rather than as a personal email address.

1. All staff and students will have access to a school email account. Training is available for staff members and is required for students before receiving their account information. Students will only use their school assigned email account.

2. All account names and passwords are private and should not be shared. Individuals will be responsible for all information on their account.
3. All communication online should be respectful, contain appropriate language, and adhere to netiquette principles.
4. Staff and students should maintain appropriate, professional relationships online. Harassment; bullying; and soliciting, committing, or encouraging inappropriate acts, including language, photos, behaviors, and relationships are prohibited.
5. Safeguard all sensitive information, including student and family names, social security numbers, credit card numbers, computer passwords, dates of birth, driver license numbers, and other private information. When possible, avoid sending this information in an email, otherwise encrypt or otherwise secure the email when sending.
6. Forwarding of mass emails, chain emails, viruses, or other spam is prohibited.
7. Email signatures may only contain your name, title, contact information, and a statement regarding confidentiality and/or procedures for emails sent in error. "Tag line" quotes, statements, and images are prohibited.

Personally-Owned Technology Devices

While staff and students are required to use school-issued technology equipment, WTSD recognizes that certain exceptions apply in specific situations. Therefore:

1. Student Devices (see Student-Owned Devices Policy)
 - a. Students will not be allowed to possess or use personal technology devices during school hours or during activities or events that are under the direct supervision of the Instructional Program.
2. Personally-owned technology devices, including laptops, tablets, e-readers, cell phones, etc., can be approved for school network connectivity for educational purposes only.
3. Obtain and complete an Authorization for Use of Personal Device on WTSD Network form from your supervisor.
4. Maintain the device in good working order, including performing anti-virus

updates and scans as well as software and security updates.

5. There should be no expectation of privacy for personal devices used on campus. Any equipment used on the campus networks is subject to inspection and may be part of the public record.
6. Use of a personal device on campus is at your own risk. WTSD is not responsible for loss, theft, or damage to the device while on or off campus.
7. The Technology Department can assist with connection of a personal device to the school network, but cannot perform any further troubleshooting of personal devices for liability and resource reasons.
8. Unauthorized use of personal technology devices may result in suspension and/or loss of technology privileges. These uses include, but are not limited to:
 - a. Using personal devices to gain an advantage in a testing situation.
 - b. Using personal devices that are not approved by the tech department.
 - c. Using personal devices to bypass filtering or circumvent network security.
 - d. Using personal devices for violations related to cyberbullying and harassment.

Use of School Technology Off-Campus

1. All rules and expectations for use of technology on campus apply when using school technology off-campus.
2. Devices and services are provided for educational purposes only.
3. Devices and services are provided for the assigned student or staff person only.
4. Devices should be returned to campus each school or work day. All users must be able to produce their school device if requested.
5. Any behavior that impacts the learning environment or orderly operation of the school in a detrimental way, regardless of whether it occurs on campus

or off-campus, during school hours or outside of school hours, may be subject to disciplinary action.

6. Failure to adhere to off-campus technology expectations may result in loss of off-campus technology privileges.

Copyright & Plagiarism

Copyright protection provides the creator of works of art, literature, drama, music, and other intellectual works exclusive rights over their product. Copying, downloading, and using or distributing text, images, movies, audio files, software or other copyright materials without the written permission of the copyright owner is illegal. Duplication and distribution for educational purposes, following the guidelines of the Fair Use Doctrine including appropriate citations, is permissible.

Unacceptable Use

Users will not engage in unacceptable or illegal activities, such as, but not limited to:

1. plagiarism or copyright infringement;
2. discrimination, defamation, harassment, sexting, hate mail, or cyberbullying (see Sexting Policy and Cyberbullying Policy);
3. accessing, creating, or sending sexually explicit or obscene materials;
4. manufacturing and distributing viruses, worms, trojan horses, or other malware;
5. hacking the network or altering restrictions, filters, or protections on school equipment or using school equipment;
6. trespassing in another person's accounts, emails, files, etc.;
7. copying or using materials (software, music, videos, etc.) beyond licensing terms;
8. attaching unauthorized computing devices to school equipment or networks;
9. physically damaging or vandalizing school equipment;
10. impersonating another person on the network or online;
11. posting or uploading another person's personal information, image, or video without their consent;
12. making personal transactions online.

CONSEQUENCES

A violation of the rules stated in the WTSD Acceptable Use Policy may result in disciplinary action depending on the severity of the offense.

School administrators may follow SWPBS procedures and/or issue one or more of the following penalties to students:

1. Verbal reprimand
2. Phone call and/or meeting with a parent or guardian
3. Loss of credit for the work assigned that resulted in a violation
4. Loss of device for one or more days
5. Loss of access to offline and/or online resources
6. Loss of all technology related privileges
7. Repayment of charges to repair and/or replace equipment and/or software
8. In-School Restriction for one or more days
9. Suspension from school for one or more days
10. Alternative setting and/or expulsion from school
11. Referral to Local, State and/or Federal law agencies

Staff members who violate the WTSD Acceptable Use Policy may be subject to disciplinary action commensurate with the nature and severity of the offense, up to and including possible suspension, termination of employment, and/or revocation of certification by the state superintendent.

Staff and students who do not have a completed and signed Acceptable Use Policy Signature Page on file cannot access school technology, the school network, and the Internet. Such persons are in violation of this policy and may have their privilege permanently revoked.

CHILDREN’S INTERNET PROTECTION ACT (CIPA)

“The Children’s Internet Protection Act (“CIPA”), enacted December 21, 2000, requires recipients of federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood Children’s Internet Protection Act (“NCIPA”) which addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities. The Protecting Children in the 21st Century Act, enacted October 10, 2008, adds an additional Internet Safety Policy requirement² covering the education of minors about appropriate online behavior.”

-http://www.e-ratecentral.com/CIPA/cipa_policy_primer.pdf

1. Internet filtering, using a “technology protection measure” is required to block material deemed inappropriate or harmful for minors.
2. An Internet Safety Policy, including the filtering measure and monitoring of student online activities is required. In addition, it must address the safety of students while using electronic communication, prevention of unauthorized access and hacking, and disclosure and distribution of personal identification information.
3. Student instruction of appropriate online behavior, such as digital citizenship, internet safety, and cyberbullying.
4. Failure to adhere to these requirements puts the school network and Internet access in jeopardy.

INTERNET SAFETY POLICY

Internet access is available to the students of the West Tennessee School for the Deaf. We are pleased to be able to provide this tool for education, innovation, and communication through the Internet. Internet access and email at WTSD is not a right, but a privilege to each user at WTSD.

The Internet is a system of networks that connects millions of computers across the world. It can be potentially dangerous and should be used with caution. To eliminate part of this danger, we are CIPA (Children's Internet Protection Act) certified using a web filtering system to block certain Internet sites. This service is provided by AT&T to all schools across the state on the K-12 network.

Using content filtering technologies and network security measures designed for Tennessee K-12 schools, AT&T provides safe Internet access. Educators and parents know that their students and children are protected from online pornography, hate, violence, and predatory individuals. This solution provides WTSD compliance with CIPA's definition of a "technology protection measure" required to protect students. Faculty and staff must also report any improper student use of the Internet, email, or network to school administration.

Students will be taught Internet Safety at the beginning of the school year, and it will be addressed throughout the year in all classes. Our students must also sign an Acceptable Use Policy which directs them on appropriate behavior while using the computer, Internet, and other technology devices. If the student breaks any of the rules or policies, their computer privileges will be limited or revoked and school discipline procedures will be taken.

Teachers and staff at the West Tennessee School for the Deaf participate in professional development for technology throughout the year. Teachers are instructed on methods to incorporate technology in their classrooms and best use of available technologies. The professional development that we offer for teachers and staff helps them educate students on the technologies and policies.

Parent/guardian technology education is also important. This document summarizes our student policy, definitions, and procedures on Internet use and safety. Parents are encouraged to ask any questions that they may have regarding the Internet, computers, devices, or technology policies.

The West Tennessee School for the Deaf Internet Safety Policies will be reviewed and updated each year by the administrative team and approved by the Principal.

SEXTING POLICY

Sexting is defined as the act of sending, receiving, viewing, or reading any sexually explicit text messages, photo messages, video messages, or voice messages often done via cell phones or any other communication devices including but not limited to computer and videophones. Sexting is considered inappropriate for the school setting at the West Tennessee School for the Deaf and therefore prohibited on school grounds or at school events. Sexting is sexual harassment or bullying. Sexting is unacceptable behavior for the West Tennessee School for the Deaf student.

Consequences

Depending on the severity of the situation, appropriate authorities (e.g., Department of Children Services, local police department) may or may not be contacted.

1st Offense: Device(s) will be confiscated and sent to parents for a **minimum of 30 school days**.

2nd Offense: Device(s) will be confiscated and sent to parents for a **minimum of 60 school days**.

3rd Offense: Device(s) will be confiscated and sent to parents for the **remainder of the school year**.

Personnel at the West Tennessee School for the Deaf will evaluate the situation on a case by case basis and determination of consequences may exceed the above minimum guidelines leading to and including suspension.

Upon confiscation, all communication devices are subject to searches by appropriate WTSD personnel if there is reasonable suspicion of inappropriate content.

CYBERBULLYING POLICY

“Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.”

From: http://www.tn.gov/education/safe_schls/safety_cntr/bullying.shtml

1. Cyberbullying will not be tolerated at West Tennessee School for the Deaf. School policies for bullying and harassment will apply to bullying occurring through electronic technology, including investigations, interviews, reporting, and consequences. Guidelines are available through SWBPS procedures.
2. Students and staff will be instructed in identifying, dealing with, and reporting cyberbullying.
3. Cyberbullying that occurs off-campus, but impacts the school environment will be subject to disciplinary action.
4. All adults are required to report instances of bullying when they are identified, including cyberbullying.

STUDENT-OWNED DEVICES POLICY

Students at the West Tennessee School for the Deaf are permitted to bring student-owned technology devices to campus, including cell phones, pagers, tablets, etc. In order to maintain the privilege of keeping and using a student-owned device on campus the student must adhere to all the rules and expectations outlined here. Prior to bringing such devices to school, parents and students must sign and complete the requirements of the Student-Owned Devices Policy.

1. Parents are requested to follow the current procedure of calling the principal's office to relay information to the student during the academic day as the student will not be permitted to carry their device during school hours.
2. While sharing is acceptable, lending and borrowing communication devices is not permitted. Students who lend their device to another student will be held responsible for the actions of the borrower if the borrower violates school policy.
3. Students are not permitted to possess a communication device during the academic day. The device must be left in the principal's office or designated location during school hours. This includes students who are off campus during the academic day.
4. The student will complete a class on appropriate use of personal devices before they may use any device on campus.
5. All Technology Policy expectations apply to student-owned devices on campus, during school-sanctioned activities, and off campus when it interferes with the educational environment and learning.
6. The student understands that their device is not private on the WTSD campus or during school-sanctioned activities. WTSD faculty, staff, and administration have the right to monitor their device. What the student texts or communicates on their device can be read and viewed by others.
7. The student will communicate with the appropriate WTSD faculty, staff, or administrator immediately if they receive any type of threatening message from any place, on or off campus.
8. The student will not send or receive pornographic, suggestive, or violent images on their wireless device.

9. The student will not give out their phone number or electronic address to strangers.
10. Faculty and staff have the right to limit or prohibit use of communication devices during special activities.
11. In an emergency situation, the principal may modify this policy on a case-by-case basis.
12. The West Tennessee School for the Deaf is not responsible for the lost/theft/damage of any wireless device that students bring to campus.
13. If WTSD suspects that state or federal laws have been broken while using a student-owned device on campus or during a school-sanctioned event, the police will be notified as well as other agencies as required.

iPAD POLICY

Student iPads are provided for academic use during the school day. Teacher iPads are provided for general academic use. The following policies apply specifically to iPad use:

1. Students may only use the iPad for educational purposes under the supervision of a full time WTSD employee or other trained and approved adult.
2. iPads issued to instructional staff are to be used for educational and professional purposes.
3. Student iPads may only be used during school hours. The staff person is responsible for the equipment while it is checked-out to them, for returning the equipment to the cart at the end of the reserved time, and for locking the cart after use.
4. Students may only browse or connect to sites as directed by a staff person.
5. All sites and apps must be educational, linked to Common Core, subject, grade, and classroom content, at the time of use.
6. There are certain procedures for downloading school-purchased apps onto the iPads. Students may not download apps or other content to the iPads. Staff members must send app requests to the IT Coordinator for approval. The IT Coordinator will download the apps to the appropriate iPads.
7. In addition to school-purchased apps, teachers may choose to install personal apps onto their school-issued iPad. They will be responsible to pay for and install appropriate apps using their own Apple ID.
8. If an iPad is lost, stolen, or damaged, inform the IT Coordinator immediately for repair or replacement.

PROCEDURAL SAFEGUARDS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES SUMMARY

The Individuals with Disabilities Education Act (IDEA), the federal law concerning the education of students with disabilities, requires schools to provide parents of a child with a disability with a notice containing a full explanation of the procedural safeguards available under the IDEA, U.S. Department of Education regulations, and Tennessee law and regulations.

A copy of this notice must be given to parents only one (1) time a school year, except that a copy must be given to the parents on the following occasions:

1. Initial referral or parent request for evaluation
2. Receipt of the first State complaint under 34 CFR §§ 300.151 through 300.153 in a school year
3. Receipt of the first due process complaint under § 300.507 in a school year
4. Disciplinary action that constitutes a change of placement
5. Parent request [34 CFR § 300.504(a)]

This procedural safeguards summary is provided for your convenience and is not a replacement for the *Procedural Safeguards Manual for Parents* that provides a full explanation of your rights and responsibilities.

In brief, your child's procedural safeguards under IDEA-Part B are:

- **WRITTEN CONSENT**
 - You must give your written consent before your child is evaluated and/or placed in special education for the first time
- **WRITTEN NOTICE**
 - You must be notified in writing before the school system evaluates your child and/or meets to develop your child's Individualized Education Program.
- **EDUCATIONAL EVALUATION**
 - If you believe that your child has special needs or a disability, you have the procedural safeguard to have your child screened, and, then, if needed, fully evaluated at no cost to you. If your child is eligible for

special education services, that area of disability will be evaluated every three years. This service will be provided, at no cost to you, to see if your child continues to meet the criteria for eligibility. This evaluation can occur more often than three years, if significant changes in development or behavior are noted.

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- **REVIEW ALL SCHOOL RECORDS**

- Your child's records are confidential. They may only be reviewed by you and other authorized employees of the school district, unless you give your written permission.

- **LEAST RESTRICTIVE ENVIRONMENT**

- Children with disabilities are to be educated in an educational setting with non-disabled children to the maximum extent appropriate.

- **DUE PROCESS**

- If you and the school district cannot agree on the evaluation, the identification, the placement, or the provision of a free and appropriate public education for your child, both you and the school system have the procedural safeguard to request a hearing to resolve this difference of opinion.

****Please feel free to contact the school for a full explanation of your child's educational procedural safeguards and the procedural safeguards to you as a parent or guardian. A complete copy of these procedural safeguards can be requested at any time from the office and will be given to you, and explained, at your child's IEP-Team meeting.**

****Tennessee Department of Education Legal Services:**

The Special Education Legal Services staff may be reached by calling (615) 741-2921.

More information on topics contained in the Notice of Procedural Safeguards may be found at the department website: <http://tn.gov/education/topic/special-education-legal-services>

Additional information can be obtained at: <http://www.tn.gov/education/topic/special-education-legal-services#sthash.0aWr9P7O.dpuf>