



ST. STEPHEN'S
LUTHERAN ACADEMY
GLADERUN

a bridge to a brighter future

2008-2009

Student Handbook

St. Stephen's Lutheran Academy

Glade Run Lutheran Services

MISSION STATEMENT OF GLADE RUN LUTHERAN SERVICES

“Linking Faith and Service”

A bridge to a brighter future,

Glade Run Lutheran Services is just that, a bridge from the past to the future, from uncertainty to promise, from failure to success. Individuals, children, adolescents and their families need stability, structure and a therapeutic environment in which to heal and reach their fullest potential. Glade Run Lutheran Services has held firm to these beliefs since its establishment in 1854, and we have evolved into a multi-service organization providing behavioral health, education, spiritual support and social services to the communities we serve. With offices in Beaver Falls, Butler, Pittsburgh and Zelienople, Glade Run is able to offer a continuum of services.

EDUCATIONAL PLATFORM OF ST. STEPHEN’S LUTHERAN ACADEMY

- **Aims of Education**
 - Support children through the learning process, so that they may live fulfilling lives.
 - Encourage the natural affinity towards learning, so that students may learn the skills that will enable them to reach their greatest potential.
 - Support our students in becoming productive members of society by teaching basic skills, advancing their ability to communicate effectively, enhancing their critical thinking skills, and developing their decision-making potential.
- **Social Significance of Student Learning**
 - Support a healthy model of commitment to the learning process.
 - Serve as role models of healthy interpersonal relationships.
 - Help our students to internalize the skills necessary to live productive lives within the constraints of societal norms.
- **Curriculum**
 - The curriculum, as expressed in the vision, mission statement, proficiencies, outcomes, and objectives, allows the focus and direction of the school to become evident.
 - Educators must use the curriculum to reflect on the value or importance of the information taught, to make recommendations for adjustments, and to be more accountable for the results.
 - The curriculum also serves as a vehicle of communication to the parents that we serve of our desired educational goals for our students.
- **Image of the Learner**
 - Create learning environments that cater to the different styles of learners within our classrooms.
 - A teacher who expects the best, because he or she believes that their students have the best in them, will receive the best.
 - Students who meet with learning success perceive themselves as learners.

- **Image of the Teacher**
 - Our teachers are committed to the goal of helping a child to develop his or her greatest potential.
 - Our teachers believe that all children want to learn, but some may experience difficulty within the learning process.
 - Our teachers work hard to supplement their resources to stimulate and enrich the learning atmosphere in the classroom.
 - Our teachers serve as guides facilitating our students' ability to construct knowledge through their interaction with the material utilizing a constructivist model.

- **Teacher-Student Relationships**
 - Our teachers foster learning environments where our students feel safe and free to make mistakes.
 - Children learn best in a stress free atmosphere where they feel cared for and special.
 - Successful communication between teachers and students is the backbone of our learning environment.

- **School and Classroom Climate**
 - Our climate encourages students to embrace the belief that they possess the ability to learn.
 - The purpose of supervision is to allow for the development of a maximum learning environment for our students.
 - The Administration facilitates the development of a school climate that enables all to meet with success.
 - Supervision is an act of selfless service to others, so that they may reach their greatest potential.

SCHOOL CONTACTS

If a student or parent/guardian has any questions regarding your student, please contact a school administrator who will be pleased to help you. You can reach each person by calling (724) 452-4453 followed by the four (4) digit extension after their name.

Executive Director	Dr. Lockwood	Ext. 1100
Principal	Ms. Peggy Ruefle	Ext. 1206
Coordinator of Academic Services	Mr. Chris DeMeio	Ext. 1193
School Counselor	Ms. Linda Cumer	Ext. 1210
Transition Coordinator	Ms. Kelly Wheeler	Ext. 1124
Front Desk	Ms. Karen Hufnagel	Ext. 1171
Health Room	Ms. Janice Weaver	Ext. 1198
Coordinator of Records	Ms. Leslie Welsh	Ext. 1139

POLICIES AND PROCEDURES

STUDENT RIGHTS AND RESPONSIBILITIES

All students have a right to a quality education. However, with this right comes the responsibility to act, dress, study and express oneself in an appropriate manner suitable for maintaining an environment conducive to learning. No student has the right to infringe upon the rights of other students to have a quality education. It is the intent of St. Stephen's Lutheran Academy to protect and preserve the rights of all students in an effort to provide the best education possible.

Each student is responsible for regular school attendance and punctual arrival.

Each student must respect the religious beliefs of other learners.

Each student must try to express him/herself in an appropriate manner and not to disrupt the operation of the school.

Each student is responsible to be aware of and follow school policies and procedures.

Each student is responsible to volunteer information in matters relating to the health, safety and welfare of the school community and protection of school property.

Each student is responsible to assist the staff in operating a safe school.

Each student is responsible to use proper care when using school facilities and equipment.

Each student is responsible to respect the rights of school administrators, teachers, staff, other students, parents, visitors and/or all others who are involved in the educational process.

GRIEVANCES

Informal

Any student and/or parent or legal guardian is encouraged to resolve any grievance, complaint, problem or concern informally with any staff member involved through respectful communication and dialogue. (If a complaint/grievance involves suspected abuse, please refer to the Agency's Child Abuse Reporting Policy.) A student and/or parent or legal guardian with a grievance may request a second staff member (not involved in the grievance process) to be present to hear and assist in the resolution. Staff will follow chain of command and supervision to assist in the process and seek resources to resolve the grievance. Documentation of the process will occur and include:

Nature of the complaint

Resolution

Date

Statement noting that the student and/or parent or legal guardian was informed of the Formal Grievance procedure

Formal

When informal methods of resolving a complaint/grievance have been unsuccessful, the student and/or parent or legal guardian or staff assisting may initiate a formal grievance in writing using the Complaint/Grievance Form. This form will be forwarded to:

Student and/or parent or legal guardian filing the complaint

Assistant Principal

Chairperson of the Student Rights Committee
Student's Record

The Assistant Principal or designee, upon receiving the written Complaint/Grievance Form shall investigate the complaint and make every effort to resolve it. Complaints shall be investigated and decided upon by persons not directly involved in the circumstances leading to the complaint. Based on this investigation, a decision will be given in writing by the Assistant Principal or designee within three (3) school days of receiving the Formal Complaint/Grievance. Complaint Response Form will be completed and forwarded to:

Student and/or parent or legal guardian filing the complaint
Chairperson of the Client Rights Committee
Student's record
Principal

If this process does not result in a resolution of the complaint, he/she may appeal the Assistant Principal's decision.

ATTENDANCE

St. Stephen's believes that regular school attendance can improve student's opportunities for academic and social accomplishment, and help students develop a sense of responsibility, discipline and good work habits. Students are required by law to be in full attendance each school day unless absent for an approved reason. In addition, state law requires that a student's parent or legal guardian send a written excuse for each absence. In the event of an absence, students must bring a written excuse from their parent or/legal guardian or cottage staff. All excuses should contain the following information:

Date the note is written
Name and grade of student
Date of absence or tardiness
Cause of absence or tardiness
Signature of parent or legal guardian or cottage staff

Absences from school are recorded as "excused" and "unexcused". St. Stephen's monitors, records and reports the attendance of all students to the home school district on a weekly basis.

Excused absences include:

Illness
Death in the family
Religious holiday
Quarantine
Home school district snow days for impassable roads
Suspension from school
Pre-approved educational trips and tours
Required court appearances
IEP or other school related meetings

Medically approved therapeutic leaves

Doctor appointments (Please strive to make all doctor appointments for after school hours. If it is necessary for appointments to occur during school hours, please arrange for transportation from school in order to minimize absences.)

Unexcused absences include:

Refusal to come to school

Missing the bus

Following the home school district calendar

Please note that in accordance with the Steps to Success program, a student will not accumulate points for any absence.

Early Dismissals/Tardies/Late Arrivals

We strongly encourage if possible that a student's classroom staff be notified in advance of early dismissals and/or late arrivals. Parents and legal guardians must come to the main school entrance and sign their child in and out when taking them to and from appointments. Students are only permitted to leave school with persons approved on their release form in the student file.

APPOINTMENTS

Please strive to make all doctor appointments for after school hours. If it is necessary for appointments during school, please arrange for transportation from school in order to minimize absences.

It is requested, if possible, that a student's classroom staff be notified in advance of early dismissals for appointments. Parents/guardians must enter the building and sign their child in and out when taking them to appointments or dropping them off. Students are only permitted to leave the school with persons on their release list in the school files.

REPORT CARDS/GRADING POLICY

Report cards are mailed to parents/guardians and school districts at the end of each nine week grading period. Teachers will hold conferences for parents at the end of the first nine week period and distribute reports cards in person. Conferences, IEP meetings, and visits are always encouraged throughout the school year.

Grades are based upon classroom work. Homework is a creative extension of class activities and is a vital part of the learning process. Completion of the work is the student's responsibility. St. Stephen's Academy utilizes the following grading scale and issues credits accordingly: 100-90 A, 89-80 B, 79-70 C, 69-60 D, and 59-50 F.

Students are given grades only for the time that they were enrolled at St. Stephen's. Home school districts maintain permanent files and make grade level assignments.

Arrangements will be made on an individual basis for students with excused absences.

SECURITY

When arriving on campus in the morning, students will enter the dining hall through a metal detector. Staff will monitor this process and may wand students with a hand held metal detector. A metal detector is also located at the front door of the school to help insure the safety of the students and staff of St. Stephen's. All students, staff and visitors are required to enter the school building through the metal detector. When entering the building, staff should be handed all metal objects that may trigger the detector (keys, metal spiral notebooks, trapper keepers, etc.). If the detector goes off, the student will be asked to step aside and the hand-held metal detector will be used. All students are required to respond appropriately to staff directives regarding this procedure.

SEARCHES/INSPECTIONS

In order to ensure the safety and security of our school, all students will be searched via walk-through and hand-held metal detector prior to entering St. Stephen's Academy or the dining hall each morning. Should a student refuse to comply with this policy they will not be permitted to enter St. Stephen's Academy and his/her parents/guardians will be notified and may be excluded from school until searched. Should an out-of-school suspension be warranted, the placing district will be notified.

In conjunction with Glade Run Lutheran Services policies and procedures, all St. Stephen's students are subject to being searched, including without limitation, unclothed searches and searches of their belongings if St. Stephen's staff determines that reasonable suspicion exists to believe a student is in possession of **contraband**. These searches shall be conducted in accordance with St. Stephen's established written procedures:

- If a staff member has reason to believe that a student is in possession of contraband, the Director will immediately be contacted to determine if a search is necessary.
- The student will remain within staff sight and/or reach until a decision is made whether or not to conduct the search.
- In the event a search is recommended, the parent/guardian will be contacted to inform them of this decision. If applicable, a caseworker and/or probation officer will also be notified. If the above legal guardians are unable to be reached prior to the search, attempts will be made to reach these individuals after the search, until contact is made. Failure to reach the guardian, however, will not necessarily prevent the search from proceeding.
- All searches shall be conducted by a staff person of the same gender and observed by a staff witness, preferably of the same gender. These searches shall occur in a private area, away from other students.
- The student will be asked to empty his/her pockets. These items will be checked by staff and confiscated if necessary. Students will also be required to remove their shoes.
- Only one child may be searched at a time, with the exception of a fully clothed pat down, which is conducted by staff using a flat hand to touch all areas of the clothed body.
- The staff responsible for the search shall document the process.

In addition to the above, students are subject to random health and welfare inspections of their person and belongings, including without limitation, unclothed inspections. Students who leave the campus without permission may be subject to an unclothed search before being permitted to re-enter St. Stephen's. These inspections shall be conducted in accordance with established written procedures available from the Director.

FACILITIES SEARCH

All campus facilities, including classrooms, are under the exclusive control and ownership of St. Stephen's. St. Stephen's expressly reserves the right to enter, inspect and search any room or other area and its contents at its sole discretion, without notice to the student who uses the room or other area. The staff of St. Stephen's will conduct periodic, unannounced health and welfare inspections of St. Stephen's facilities for the purpose of insuring and fostering a safe, healthy, educational environment for students and staff.

PHYSICAL INTERVENTIONS/RESTRAINTS

St. Stephen's uses Therapeutic Crisis Intervention physical restraints on students where a client is deemed at risk to hurt himself or others. Glade Run Lutheran Services and St. Stephen's staff are properly trained to perform physical restraints and techniques. The Medical Director of Glade Run is notified of every restraint at St. Stephen's. All students are assessed immediately following the restraint by a member of the nursing staff. The Parent/Guardian will be notified following any restraint. In accordance with the revisions to Chapter 14, parents/guardians will be invited to attend an IEP meeting to discuss appropriateness of student's behavior plan following any restraint.

CONFIDENTIALITY

As a licensed private academic school on the campus of Glade Run, St. Stephen's Lutheran Academy adheres to all privacy and confidentiality regulations including The Family Educational Rights and Privacy Act (FERPA) and The Health Insurance Portability and Accountability Act (HIPAA).

FERPA gives parents certain rights with respect to their children's education records including:

The right to inspect and review their child's education records

The right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent then has the right to a formal hearing. After the hearing, the parent has the right to place a statement with the record setting forth his or her view about the contested information

Generally, school must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest

Other schools to which a student is transferring

Specified officials for audit or evaluation purposes

Appropriate parties in connection with financial aid to a student

Organizations conducting certain studies of or on behalf of the school

Accrediting organizations

To comply with a judicial order or lawfully issued subpoena

Appropriate officials in cases of health and safety emergencies

State and local authorities, within a juvenile justice system, pursuant to specific State law
Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents about the directory information and allow parents a reasonable amount of time to request that the school not disclose directory information about them.

HIPAA establishes a set of standards for the protection of certain health information. In addition, it assures that individual’s health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well being.

GRIEVANCE PROCEDURE

1. INFORMAL PROCEDURE

Any staff member may attempt to resolve grievances, complaints, problems or concerns by students regarding their rights or quality of services at St. Stephen’s Lutheran Academy. If complaint/grievance may involve suspected abuse, refer to the Agency’s Child Abuse Reporting Policy. Upon the request of the student making a grievance/complaint a second staff member (not involved in the grievance process) of the student’s choosing must be present to hear and assist in resolution. These rights/complaints should be resolved informally, if possible, by dialogue between student and staff within a 5-day period. Staff should follow their own chain of command and supervision to assist process and seek resources needed to resolve the problem. The clinical or educational record should include:

- a. Nature of complaint
- b. Resolution
- c. A statement noting that the student was informed of the Formal Complaint/Grievance procedure available

2. FORMAL PROCEDURE

When informal methods of rectifying a complaint/grievance have been unsuccessful, the student or those assisting him/her may initiate a formal complaint/grievance verbally or preferably in writing using the Complaint/Grievance Form. This should be directed immediately to:

- a. Student filing complaint retains a copy
- b. Assistant Principal
- c. Chairperson of the Student Rights Committee
- d. Student’s clinical record

Staff will be available to assist student in obtaining forms, making copies and sending copies.

The Assistant Principal or designee, upon receiving the written complaint/grievance, shall investigate the complaint and make every effort to resolve it. Complaints shall be investigated and decided upon by persons not directly involved in the circumstances leading to the complaint. Based on this investigation, a decision will be given in writing by the Child Care Coordinator, Assistant Principal or his/her designee within three (3) working days of receiving Formal Complaint/Grievance. Complaint Response Form will be completed and forwarded to student filing complaint with copies to:

- a. Chairperson of Client Rights Committee
- b. Student's clinical record
- c. Assistant Principal's file. If this process does not result in a resolution of complaint, he/she may appeal the Assistant Principal decision

TRANSPORTATION

The home school district provides bus transportation for day students. It is the student's responsibility to maintain appropriate, safe behaviors on the bus. Any report of misconduct, harassment, disobedience, or obnoxious behaviors will be reported to the home school district and the parents or legal guardian. Excessive inappropriate behavior may result in the loss of bus/van privileges at the discretion of the home school district. The student's parent or legal guardian will then be responsible for transporting the student to and from school for the period of suspension. For any questions or concerns regarding bus transportation, please contact the home school district or bus garage.

Buses will report to the dining hall in the morning. Students are to remain on the bus/van until the school staff dismisses them beginning at 7:55 am.

Buses will report to the main school building for dismissal at the end of the school day. Students are to remain in their classrooms until their bus is called beginning at 2:30 pm. For safety reasons, any student who is considered unstable at dismissal time will not be permitted to ride the bus/van home. The student's parents will be called to transport the student home. Students must ride their assigned bus/van and are not permitted to ride other buses/vans.

It is the policy of Glade Run and St. Stephen's Lutheran Academy that no student is permitted to drive on campus.

DINING HALL

In order to provide a safe and pleasant environment in the dining hall where each student and staff may eat his/her breakfast and/or lunch, it is necessary that each student act in a respectful and courteous manner. Students are responsible for utilizing appropriate table manners and eat at the table assigned by their teacher. Students must get permission to clear their trays and do so in an orderly fashion. (Please do not stack or push trays in the return area.) Students are to interact with the students at their table. Generally, students are not to interact with students in other classrooms unless given approval by staff members. Student should maintain proper personal boundaries and not engage in hugging

other students or note passing. In addition, students are not permitted to wear coats, jackets or hats in the dining hall.

Students type their social security numbers into a key pad to purchase food in the dining hall.

Forms for free and reduced lunches are available through the finance department

FIRE/DISASTER DRILLS

Fire exits and evacuation route signs are posted throughout the building. If a fire alarm should sound, students are to follow the signs and directions of your classroom teacher. While exiting the building, proceed to the area designated by your teacher. Please exit quickly and quietly. Staff and students may return to their classrooms once attendance has been taken and an administrator ends the drill.

CLASSROOM SAFETY/BEHAVIOR MANAGEMENT

St. Stephen's Academy endorses a practice of positive behavior support and progressive discipline in its classrooms. Behavior plans will be reviewed and modified as necessary throughout the process. The Principal and/or Assistant Principal of St. Stephen's Academy, with consult from the placing district, will assess and determine the seriousness of each incident. St. Stephen's Academy strives to provide safety and security to students and staff. As such, additional consequences may be assigned including, but not limited to, after school detention, in-school suspension, out-of-school suspension, and possible charges filed with Zelenople Police Department.

PHYSICAL AGGRESSION

When a student is involved in an act of physical aggression toward staff, other students, or against personal property, the LEA will be notified and protocol followed.

HOMICIDAL THREATS AND IDEATIONS

Threats made by students to kill or harm staff or other students will be taken seriously. Statements are considered the same as intent. Threats will not be tolerated and will be dealt with immediately.

AWOL

Should a student leave the campus of Glade Run Lutheran Services, the Zelenople Police Department will be contacted for the return of the student.

DRESS CODE

All students are expected to exhibit a neat, well-groomed appearance and contribute to a safe school environment. Therefore, the following items are prohibited because they interfere with the learning process and may be a hazard to the student:

Clothing, apparel or jewelry that promotes sexual activity, violence, death, suicide, the use of alcohol or drugs, or that demeans persons of another race, gender, religious persuasion, national origin, disability, or gang membership

Clothing or apparel that reveals or exposes the midriff/lower back or sides of the upper body, torso, cleavage or undergarments. This includes tank tops, spaghetti strap tops, halter tops, and muscle shirts.

Clothing or apparel that is excessively tight, transparent, and/or see-through.

Sunglasses

Hats and bandanas

Sandals or any sandal type footwear with open toe shoes (Shoes must be worn at all times.)

Steel toed shoes and boots

Spiked jewelry, dog chains, chokers, ball bearing chains

Jackets, top coats and outerwear during class, transitioning within the school and in the dining hall

Shorts, skirts, skorts in November, December, January, February, March (Students are permitted to wear these in August, September, October, April, May, and June.)

Hoop earrings that hang below the earlobe

Any attire that is determined by administration to be unsafe, disruptive or distracting to the educational process

Any student that comes to school in clothing that does not meet the above requirements will be loaned appropriate clothing for the school day if available. If clothing is not available, the parent or legal guardian will be called to bring appropriate clothing to school or, take the student home if he/she is non compliant. (This will be considered an unexcused absence.) If the parent or legal guardian is unable to bring clothes or take the student home, he/she will serve in-school suspension for that day. Continuous violations of the dress code will result in notification of the home school district and may result in disciplinary action.

SUBSTANCE USE/ABUSE

St. Stephen's Academy recognizes that substance use/abuse and dependency seriously impairs the ability of individuals to develop their full academic and social potential and adversely impacts the educational environment. St. Stephen's Academy endeavors to utilize curriculum, programming, administrative and faculty efforts and disciplinary procedures to prevent and intervene in the misuse or abuse of drugs/alcohol substances by its students. Incidents of possession, distribution, sale, or use of controlled substances, including alcohol, by any person on school property shall be reported to the placing district for council. In addition to St. Stephen's Discipline Policy, the following action will be taken immediately by St. Stephen's Academy concerning incidents of possession, distribution, sale, or use of controlled substances, including alcohol, by any person on school property:

The student shall receive an out-of-school suspension for a period of three (3) school days during which the child's placing district will be notified and a meeting scheduled with the child, parent/guardian, district, and St. Stephen's Administration to consider further action and responses.

CONTRABAND

1. Possession and/or use of the following items, by students, is strictly prohibited anywhere at St. Stephen's Lutheran Academy: (Items A-I are referred to collectively as "Contraband")

A. Weapons and Dangerous Instruments: "Weapons and Dangerous Instruments" means any device, instrument, material or substance, animate or inanimate capable of inflicting serious bodily injury.

"Weapons and Dangerous Instruments" shall include, but not limited to, firearms, including ammunition, shot guns, rifles, knives, cutting instruments, cutting tools, nunchaks (karate sticks), metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other objects that by the manner in which it is used or is intended to be used, is capable of inflicting serious bodily injury or items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

B. Weapon Facsimiles: Toy guns, toy knives, squirt guns, etc.

C. Tobacco Products: To include, without limitation, cigarettes, cigars, pipes, chewing tobacco, snuff, etc. Smoking is prohibited. No matches or lighters may be possessed or used. *See also Substance abuse policy for subjects C, D, E, and F*

D. Drugs: All controlled substances unless distributed and possessed by a doctor's prescription including, without limitation, marijuana, cocaine base (commonly known as crack), amphetamines (commonly known as speed), LSD (acid), heroin, ecstasy, model glue, etc.

E. Drug Paraphernalia: Including, without limitation, rolling papers, baggie corners, balloons, roach clips, pipes, bongs, syringes, etc.

F. Alcohol: Including, without limitation, beer, wine, liquor, wine coolers, etc.

G. Paint: Permanent magic markers, spray paint, brush on paint, nail polish, nail polish remover, any aerosol sprays, etc.

H. Adult Magazines: Magazines, calendars or books and similar items that depict photographs or images of naked women and/or men.

I. Any item(s) determined to have a detrimental affect on the health and welfare of the student, resident, other students or residents, or the staff.

2. Violations of these guidelines will be reported to the student's parent/guardian and home school district. The Zelenople Police Department will be notified and intervention requested as appropriate. Consequences for any drug violations will be

outlined and followed according to each home school district's drug and alcohol policy and St. Stephen's Academy Discipline Policy. The student may also be required to undergo a mental health assessment and, if indicated, individual counseling.

3. Items Prohibited in the Classroom:

In addition to the above, the following items are not permitted in St. Stephen's classrooms due to the potential to cause disruptions:

- A. All non-school related electronic devices including Walkmans, radios, CDs, cassette tapes, cameras, I-Pods, MP3 players ect...
- B. Video games
- C. Pagers, cellular phones
- D. Money
- E. Toys, stuffed animals, any type of cards, magazines
- F. Any type of candy or gum
- G. Food, beverages, water bottles and other containers
- H. Non-prescription medications
- I. Aerosols, cologne, perfume, make-up, hairbrushes, combs
- J. Book bags, back packs, purses and large binders (Velcro and zipper)
- K. Laser pointers
- L. Any objects or substances that are not school related and are distracting from the educational process may be determined to be contraband by St. Stephen's staff.

1st offense: Item will be confiscated until the end of the week.

2nd offense: Item will be confiscated until the end of the nine week period.

3rd offense: Item will be confiscated until the end of the school year or until the student is discharged from St. Stephen's and referral to St. Stephen's Discipline Policy.

** At the discretion of the school and staff, anything determined to be dangerous, harmful, or inappropriate will not be returned **

* Parents will be notified of all offenses *

SEXUAL HARASSMENT

St. Stephen's Lutheran Academy will not tolerate sexual harassment of its students.

Sexual harassment is when someone touches you without your permission, makes sexual comments to you or suggests that you do activities of a private nature that make you feel uncomfortable or interferes with your studies because you are a boy or a girl. Pranks or jokes that have a sexual meaning or content can also be sexual harassment.

Sexual harassment can take place between staff (teachers and supervisors), between staff and students, or between students.

As a student at St. Stephen's Lutheran Academy, you have the right to be free from sexual harassment. If sexual harassment has been happening to you, we want to make sure it stops. However, we cannot help you or stop it from occurring unless we know about it. If you feel sexual harassment has been happening to you, please follow the following steps:

- Talk to your teacher about it. If you do not feel comfortable talking to your teacher, you may talk to any other available school staff member.
- When you talk to someone, you will be asked what happened to you so he or she can investigate what happened. He or she will also explain what you can do if you are not happy with how your complaint was handled and can work with you to complete a Complaint/Grievance form.
- Cooperate with staff members while the investigation is being done. This will help him or her to get the facts.
- All complaints of sexual harassment will be resolved within 72 hours or three (3) working days (whichever is later) of the time they are reported.
- If you are not satisfied with how your complaint is handled, you can report it to the Executive Director of Glade Run Lutheran Services.

This policy is meant to help you. Please remember that you will not be disciplined or punished for making a complaint.

302 PETITION

In the event school professionals determine a student's behavior warrants psychological assessment, the Director of Education, school counselor, and/or nurse may initiate a 302 petition to involuntarily hospitalize the student. The typical procedure is to contact Butler County Crisis for their evaluation and recommendations. The mobile crisis unit will come to the school and evaluate the need for hospitalization. Parents/ guardian will be contacted at that time.

PROGRAMS AND SERVICES

STEPS TO SUCCESS PROGRAM

All students at St. Stephen's Lutheran Academy participate in the Steps to Success behavioral program. The long-term goal of every student may be to transition to a less restrictive educational setting. The Steps to Success Program measures success through positive behaviors and attainment of higher steps. This system is used to monitor progress and prepare students for transition.

The Steps to Success Program incorporates the 4 R's into every day learning. Students earn points in every class for meeting the goals of the 4 R's and one individual goal. The 4 R's are: Be Ready, Be Responsible, Be Respectful, and Follow the Rules. Points are cumulative and are added up every day. The individual goal is usually taken from the student's IEP. As students accumulate points, they move up in steps and consequently earn more privileges within the school. Step cards are sent home every day so parents and families are aware of student's progress.

Students can earn from 0-2 points for each goal per class period with a possible of 80 points per day. Points are given each class period to give immediate and positive feedback to the student. Points are not earned when a student is not in school. For students who leave class for appointments and therapy, points are not earned during this time. Classroom staff will mark the cards as N/A during the time the student was out of class.

Step 1 students participate in a normal school day. They remain with the class and teacher during all transitions and during classes. All students on Step 1 will participate in a bi-weekly orientation group and team building group. Step 1 students will also participate in a bi-weekly activity period with their class.

Step 2 students are eligible for participation in the bi-weekly activity period with their class. They can also participate in Step 2 level clubs on a bi-weekly basis. They may serve as Student Council representative. They will begin to earn money for the school store (which will be based on their weekly point total). They can attend assemblies with their classroom or special classroom incentives.

Step 3 students are eligible for all Step 2 privileges as well as some additional ones. They may choose a Step 3 club, which may be co-ed and have more individual freedoms during club time. They can go off campus on field trips with their class and teacher. They can attend special school assemblies or events individually.

Step 4 students will have all Step 3 privileges as well as some additional ones. They may serve as supervised volunteers (gym aides, art aide, horsebarn, horticulture). They are able to eat at a student lunch table with other age appropriate Step 4 students. They are able to run errands for their teacher within their buildings (attendance, front desk, other classrooms). When a student reaches Step 4, the home school district will be notified of progress and options for transition will be discussed.

Step 5 is a teacher recommendation level only. Teachers will recommend Step 4 students to move up to Step 5. This recommendation will be presented to the administration team and approval may be given. Once a student is approved for Step 5 privileges, he or she will be eligible to use a student hall pass to use the water fountain, the bathroom, run errands to other buildings, etc. Step 5 students can serve as an unsupervised volunteer or

worker (school store employee, core teacher assistant, etc). They can serve as an individual peer mentor or tutor. They may transition to classes (specials or lunch) individually if necessary.

Points are only deducted for the following reasons.

AWOL	-40 point maximum
Aggression	-80 point maximum
Theft/Destruction of property	-40 point maximum

Students will not move down in Steps, however teachers and staff have the right to suspend Step privileges if warranted. This information will be communicated to the administrative team and a possible meeting will be scheduled for that student if it is a long term problem

CLUBS AND ACTIVITY PERIOD

Clubs will be held on a bi-weekly basis. Clubs are offered on a nine week rotating basis. Not all clubs are offered each nine weeks. Some clubs may be listed as Step 2 clubs, while others will be Step 3 clubs, which may be co-ed and have fewer restrictions. Students will sign up for new clubs each nine weeks. Once a student is assigned to a club, he/she is not able to change clubs unless they move up to a Step 3 club during the nine week period.

Some examples of clubs that may be offered are:

Art Club	Basketball	Girls Club
Cooking Club	Computers	Creative Cooking
Games (Chess/Checkers)	Drama	Track
Horse barn	Crafts	Book Club
Football	Fitness Club	Music
Horticulture	Softball	

An Activity period will be held every other week opposite of clubs. These activity periods are planned by the classroom staff. They may include intramural activities, workshops, game tournaments, classroom incentives, etc. Classes may combine for these activity periods and all students will participate regardless of Step level.

VOLUNTEER EXPERIENCE

Volunteer experiences provide the students with an opportunity to learn responsibility, gain trust, and experience a position of interest to them. The criteria for obtaining these positions are similar to real job experiences. Positions will be filled based on teacher recommendation, applications, and an interview process if needed. Some of the positions available may include:

Art Assistant	Physical Education Aide
Nurse's Aide	Library Assistant
Morning Announcer	Horse barn Volunteer
School Store volunteer	Horticulture volunteer
Teacher's Aide	Core teacher assistant

SCHOOL STORE

The school store is offered as a part of the Steps to Success Program. The school store is filled with items, such as school supplies, games, toys, electronics, stuffed animals, beauty products, etc and has items for all ages. All items are assigned a price.

Once a student reaches Step 2, he/she is given a St. Stephen's School Store Credit Card. The student earns school store dollars based on the number of points they earn weekly. The student and teacher record the amount of money earned each week on the back of the credit card. School store staff will deduct the amount of money that is spent in the store and keep a running balance. Students will continue to earn money on all higher steps.

The maximum number of points that a student can earn in one week is 400. Based on this number, the amount of money that can be earned each week is as follows:

200-275 points/week	\$1 earned
276-325 points/week	\$2 earned
326-400 points/week	\$3 earned

Students on Step 2 and above must continue to earn at least 200 points a week in order to earn money for the school store. If a student is not meeting the expectations of the goals, he/she will not earn enough points to earn this money.

Students do not have to spend their money each week and may continue to "bank" their money to earn what they want. The student must present their card each time they make a purchase. If a student loses their card, they will be provided with another one, however they will start over with a zero balance.

STUDENT COUNCIL

The goals of Student Council at St. Stephen's are to organize activities, plan student events, conduct student orientation, and help solve problems at the school. More importantly, the Student Council provides student leadership development and is a process of involving students in meaningful ways both in and beyond the classroom. It provides opportunities for students to demonstrate their talents, abilities and interests while continuing to develop new skills. It is also a way to give students more ownership in the school. The Student Council is important because student input can improve and strengthen the school in ways that the principal, school administrators, teachers, and staff cannot do alone. Students bring new energy and ideas to the school. In addition, student leadership provides opportunities for students to get involved and to learn skills that can be transferable to the workplace or community.

HEALTH ROOM

State Regulation

St. Stephen's Lutheran Academy has two nursing staff on duty each day of school. All PA State Regulations are followed. Screening for vision, scoliosis, height and weight are done. Hearing and speech screening are serviced by outside agencies. Physical and

dental examinations are to be completed by the student's family physician. Parents also have the option to contact their home school district to set up appointments to have physicals done by the school doctors. Forms for dental and physical examination can be obtained at St. Stephen's Academy. A letter of reminder will be sent out to each student who is required to have a dental or physical examination completed.

Illness and Accidents

The nursing staff assess all physical illnesses and accidents. The parent/guardian will be contacted. Minor illnesses often can be treated and therefore do not necessitate a student losing valuable school time. If a student is too ill to be in school, the school nurse will call to have the parent pick up the student up from school as soon as possible.

Transportation is the responsibility of the parent.

In the event of an accident of illness requiring medical attention, the parent will be called and is expected to make arrangements for such treatment. However, in the case of an emergency requiring immediate hospital care, the student would be transported to the nearest hospital by ambulance. Parents will be notified of this action in such circumstances. Payment for ambulance service will be the responsibility of the parents.

In case of an emergency, it is vital that St. Stephen's Lutheran Academy has current phone numbers to reach the parents. Home and work numbers are required. It is most important to notify school of any address or phone number changes. Two emergency contacts are required in the event the parents cannot be reached. These contacts **must** have access to a vehicle.

A state required Emergency and Health Information form is to be completed by the parent or guardian upon enrollment in St. Stephen's Lutheran Academy. This form is completed annually.

Prescribed Medication/Over the Counter Drugs

The nursing staff will dispense all medication **only** with a physician's order. This includes prescribed and over-the-counter drugs. Under no circumstances are the **students** to bring into the school either prescribed or over the counter medication. Students will be asked their social security number as a security measure prior to administering any medication.

Parents, or a responsible adult whom the parent has entrusted, are to deliver a student's medication to the nurse. Any violation of the procedure can result in parents being liable for any misuse, sale, or death should your child or another student misuse medication that you have permitted them to bring to school in violation of this policy.

COUNSELING SERVICES

A master's level clinician is available to provide both individual and group therapy services for our students. These services are geared toward supporting the educational process by assisting the student to experience success in the classroom setting and should not take the place of the student's community mental health services. Referrals for counseling services can be made by the student, parent, legal guardian, home school

district, or any professional staff at St Stephen's. Students have the right to confidentiality regarding content of their sessions. This right will be respected unless the intent to harm oneself or another is reported, a crisis warrants disclosure or in the event of an allegation of child abuse.

TITLE ONE

Remedial Reading, Math and Computer assistance is available for students in grades 1-8 who qualify for extra support in these academic areas. All students receive a pre-screening.

PARENT CONNECTION

Parents and guardians will be mailed a newsletter at determined intervals. "The Parent Connection" will focus on activities that will be taking place in each classroom, as well as ways for parents/guardians to be involved in their child's education. The newsletter will keep parents/guardians informed of specific subjects that are being studied in class and will give ideas of ways to extend these subjects into the home.

OUTDOOR EDUCATION

Environmental education occurs as an integral part of the science curriculum. Students will have the opportunity to utilize Glade Run's 325-acre campus during their science classes. Students will participate in a variety of outdoor learning opportunities, such as maple syrup tapping, raising and releasing bob-white quail, and an overnight tent experience for middle school students. Students will receive instruction outside throughout the entire school year, so please be advised to dress appropriately for the weather. Boots are provided, however coats, hats and gloves must be worn when needed.

SENIOR PROJECTS

In accordance with the requirements of the state of Pennsylvania, all students must complete a senior project in order to graduate from high school.

All seniors at St. Stephen's Lutheran Academy will complete a year-long senior project, which will consist of a philanthropic service to the community and a written report. Each student must also conduct an information search for post secondary aspirations or other options, such as entry into the work force via trade schools, military or on the job training. The student will then present their project to a panel of staff and administrators at St. Stephen's Lutheran Academy.

*Please refer to the Senior Project Handbook for additional and specific information relating to the St. Stephen's Lutheran Academy Senior Project.