



## Washington State School for the Blind

2214 East 13th Street  
Vancouver WA 98661-4120  
(360) 696-6321  
(360) 737-2120 (fax)  
[www.wssb.wa.gov](http://www.wssb.wa.gov)

# Student/Parent Handbook

2008-2010

Dean O. Stenehjem, Ed.D., Superintendent  
Craig Meador, Director of On-Campus Programs  
Dee Amundsen, Director of Outreach Services  
Mary Sarate, Business Manager  
Jessica Sydnor, Human Resources Manager  
Rob Tracey, Plant Manager

*Accredited by  
Office of Public Instruction  
Northwest Association of Schools and Colleges*

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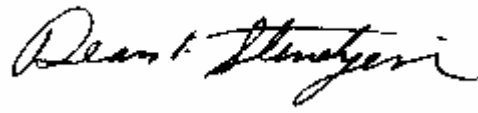
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# INTRODUCTION

The Washington State School for the Blind (WSSB) takes great pride in providing the highest quality services possible to blind and visually impaired (BVI) students. This handbook is one more tool in helping provide parents, students and staff with useful information to assist in improving services and programs. The content in this handbook includes information needed to help guide students and parents along a process of educational skill advancement. Additional information about WSSB can be found on the school's website at [www.wssb.wa.gov](http://www.wssb.wa.gov).

Should you have any questions or suggestions for additional information that would be helpful in the school's handbook, please contact Janet Merz at (360) 696-6321, ext. 120, or via e-mail at [janet.merz@wssb.wa.gov](mailto:janet.merz@wssb.wa.gov).



Dean O. Stenehjøm, Ed.D.  
Superintendent

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## Directions to WSSB:

### Directions from Interstate 5:

1. From the North or South, take exit 1C, Mill Plain Blvd.
2. Follow Mill Plain Blvd. to the east
3. Turn left at the traffic light on E. Reserve
4. Turn right on 13<sup>th</sup> Street for the Old Main Entrance
5. Follow approximately 1 block to the entrance marked by signs

### Directions from Highway #205

1. From the north or south take City Center/Highway #14 exit
2. Go west on Highway #14 and take Columbia House Way exit
3. Continue west on Columbia House Way and take Grand Blvd. Exit
4. Go north on Grand Blvd.
5. After the second traffic signal, turn left onto East 13<sup>th</sup>



## STAFF DIRECTORY

### **ADMINISTRATIVE STAFF**

	<b>Ext.</b>	<b>E-mail</b>
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### Board of Trustees - 2008-2009

Voting Member	Address	Dist.	Home Phone Work Phone	E-Mail
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ADAMSON, Kay	14727 180 <sup>th</sup> Ave., SE Renton, WA 98059	8	(425) 226-3389	<a href="mailto:katznbookz@mindspring.com">katznbookz@mindspring.com</a>
COLLEY, Denise Chair	2305 Maxine Street SE Lacey, WA 98503	9	(360) 438-0072 (360) 438-4125	<a href="mailto:dmc0124@comcast.net">dmc0124@comcast.net</a>

## Upcoming Events 2008-2009

<b>August</b>	New Employee Orientation	August 25
	Ed Reform Workshop (teachers only)	August 27
	Safety Training/Fall Workshops	August 28-29
<b>September</b>	Labor Day	September 1
	Student Registration (no transp.) (Parent option 1)	September 2
	First Day of School	September 3
	Student Registration (Parent option 2)	September 7
	Welcome Students Ice Cream Social	September 9 (2:30 pm)
	Board of Trustees Meeting	September 19-20
<b>October</b>	National White Cane Awareness Day	October 15
	Open House	October 16 (6:30-8:30 pm)
	Washington Council of the Blind Convention	October 23-25
	End of 1 <sup>st</sup> Quarter	October 31
	National Federation of the Blind Convention	October 31-November 2
<b>November</b>	Veterans Day Holiday (observed)	November 10-11
	Board of Trustees Meeting	November 14-15
	Thanksgiving Holiday	November 27-28
<b>December</b>	Tree Decorating	December 2
	Winter Holiday Program	December 18
	Winter Holiday	December 22-Jan. 2
<b>January</b>	Students returning by bus/air	January 4
	Board of Trustees Conference Call	January 13
	M.L. King's Birthday	January 19
	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester	January 23
	PAYDAY Assembly	January 25
	Lions Swim Meet	Postponed to 2010
	Career Fair	TBD
<b>February</b>	Braille Challenge	TBD
	President's Day	February 16
<b>March</b>	Board of Trustees Meeting	March 13-14
	State In-Service Day (AER Conference)	March 13
	WSSB/WSD Lions Carnival	March 26
	End of 3 <sup>rd</sup> Quarter	March 27
	Spring Break	March 30-April 3
<b>April</b>	Northwest Environmental Science Camp (Magruder)	April 27-30
<b>May</b>	Board of Trustees Conference Call	May 7
	Lions Track Meet	May 21
	Memorial Day	May 25
	Music Department-Program/Volunteer Recognition	May 28
<b>June</b>	Annual Picnic/Awards/Open House	June 11
	Board of Trustees Meetings	June 12
	Commencement	June 12
	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester	June 12
	Final Day of School (no transportation)	June 12
	Alumni Convention	June 19-21
<b>July</b>	YES Program	July 5-16
	Summer School ( <b>Grades 3-8</b> )	July 5-10
	Sports Camp	July 12-17
	WSSB Summer Institute	TBD

## **SCHOOL'S MISSION**

The mission of WSSB is to provide specialized 24-hour quality educational services to visually impaired youths ages 0-21 within the state of Washington.

The school serves as a statewide demonstration and resource center providing direct and indirect services to students both on campus and in the children's local communities. Services are provided to families, educators, and others interested in assisting visually impaired youths to become independent contributing citizens.

## **CAMPUS ENVIRONMENT**

WSSB values a safe learning environment and maintains a drug, tobacco, alcohol, and weapons free campus. (RCW 9.41.280, RCW 28A.210.310, RCW 66.44.100, RCW 69.50.435)

## **STUDENT REGISTRATION**

Parents are required to complete all registration materials before their child enters WSSB and on an annual basis. These will include travel and various permission forms. The permission forms are used as guidelines as circumstances require. Please be aware that your child's medical history, your family physician's name, address, and phone number, any recurrent or chronic medical problems, any special diets or allergies, and current immunizations record must be on file each year. To ensure the best medical care for your child, we must have this information.

Communication is key to good relations between home and school, therefore WSSB staff members make frequent calls to students' homes. It is imperative that parents inform the school of any change in general information (address, telephone number, e-mail, student permissions, etc.). To notify the school of changes, call 360-696-6321, extension 141.

## **STUDENT FILES**

Student files are maintained in the Irwin building. The custodian of the files may release information from the records only with: written consent of parent, guardian or adult student; upon order of a court; or as required by the Superintendent, Director of On-Campus Programs, Associate Principal of After-School/Evening Programs, or their designee. Requests for records should be addressed to: Administrative School Secretary, WSSB, 2214 East 13<sup>th</sup> St., Vancouver, WA 98661

## **PHOTOGRAPH RELEASE**

Photographs are often valuable in sharing information with parents, governing boards, officials, and the general public. They can be used to inform others of available services as well as to help teachers plan instruction or evaluate progress. Because they can be used so effectively to provide information, photographs are important to our program. We request permission to photograph your child with our assurance that the photographs will be used only for official school purposes. A photograph release permission form is included in the registration packet. Your signature on this form will permit us to photograph your child and publish or otherwise use the photographs, and to release the photographs to interested parties when in the best interest of the school and/or your child. An example of this might be press coverage of the annual track meet, etc.

## **PETS**

Personal pets of resident/day students are not permitted on campus as some students have allergies, fears, etc. regarding animals. Animals may be permitted on campus with prior approval if the animals are part of a scheduled activity or program. It is the responsibility of the staff supervising such an activity or program to ensure sanitary conditions of the areas where animals are kept and to make a judgment on need for veterinary examinations. Prior approval of animals on campus rests with the Director of On-Campus Programs or the Associate Principal for After School and Evening Programs.

## **VISITING CAMPUS**

WSSB teachers and administrators acknowledge that it is desirable for parents and relatives to be familiar with the total education program and instructional practices in the school. It further recognizes that frequent and unannounced interruptions to the classroom or cottage can be detrimental to the educational process. To provide parents the opportunity to visit classrooms and cottages with the least interruption to the teaching process, the following guidelines have been established:

- a. All visitors to the school, cottage and/or classroom shall obtain the approval of the building administrator or designee, and if the visit is to a classroom, the time will be arranged only after the building administrator, or designee, has conferred with the staff responsible.
- b. A conference with the teacher or cottage staff will need to be prearranged.
- c. Young visitors will be admitted to classrooms only: (1) when satisfactory arrangements are made with the classroom teacher, (2) when (in the case of preschool youngsters) they are accompanied by an adult who will assume total responsibility for the young visitor.

All visitors must obtain a visitors pass from the office or cottage.

## **FUND DRIVES**

Any on or off-campus selling projects by individual students or classes must be approved in advance by the Director of On-Campus Programs or the Associate Principal for After School and Evening Programs.

## **DISCIPLINE POLICIES**

1. School and cottage rules, and policies and procedures for discipline, will be clearly communicated to staff and students.
  - a. General and special rules (staff expectations) should be listed and posted in each classroom and cottage.
  - b. Rules and lists of expectations, as written, should be reviewed orally and in written form. Students should review and sign a written copy stating they understand the rules.
  - c. Policies and Procedures for Discipline should be posted and reviewed orally with students.
2. Discipline: Routine discipline involving minor infractions of rules or inappropriate conduct which are not serious enough to report to the supervisor can normally be handled by RLC's or faculty. Violation of rules or conduct considered sufficiently serious may result in due process procedures.
3. Policy on Corporal Punishment and Aversive Therapy: Corporal punishment, under any circumstances, is forbidden. No employee shall administer aversive therapy except as provided for under Washington Administrative Codes (WAC) and the IEP process.

## **STUDENT RIGHTS:**

Students have the right to:

- ✚ Expect courtesy, fairness, and respect from members of the school staff and other students.
- ✚ Attend class and pursue their education under competent instructors.
- ✚ Privacy of their personal possessions unless there is reason to believe that the student is possessing or concealing materials prohibited by law or school regulation.
- ✚ Expect and have available to them clear and understandable rules of student conduct.
- ✚ Form and respectfully express their opinions on issues orally, in writing, or other modes of communication without jeopardizing their relations with staff.
- ✚ Appropriate counseling for personal and educational problems. Access to consultation within a reasonable period of time should be assured.
- ✚ Be protected by legal provisions which prohibit the release of personal information to other than legally authorized persons with the consent of the parent, guardian, or eligible students.

## **STUDENT RIGHTS IN REGARD TO SEARCH**

The physical facilities of WSSB are temporarily assigned to students for use by them, but are not and do not become the property of the students. Contents in desks, lockers, and rooms assigned to students are subject to inspection at any time for cleanliness, missing property, contraband, and evidence of vandalism.

Inspection and search can be conducted for the location and discovery of items such as non-prescription drugs, apparatus for the administration of controlled substances, alcoholic beverages, pornographic materials, fireworks, tobacco, weapons, explosives, poisons, and stolen property. Such items should not be brought on campus under any circumstances, and students who bring such items on campus may be subject to disciplinary action.

When a search focuses on a particular student because of a suspected rule violation, school officials will, if circumstances

permit, record reasons for believing a search is justified before making the search.

If possible, student consent will be obtained, and the student will be present when the search is made. In the absence of the student, a witness will be present with the school official.

If a major reason for a search is to seek evidence of a criminal violation, school officials will report the information to law enforcement and allow them to conduct the search subject to standards applicable to police searches. If the police seek permission from school officials to search a student, their property, or their locker to obtain evidence for criminal prosecution, school officials will require the police to obtain a search warrant unless the search falls within one of the exceptions of the Fourth Amendment's search warrant requirements.

The above safeguards will be observed unless, in exceptional cases, they interfere with school officials' affirmative duty to maintain order and discipline in the school and protect the health, safety, and welfare of the students and staff.

**USING SCHOOL EQUIPMENT AT HOME**

Students may wish to use special equipment, books, and/or musical instruments at their homes on major vacations or during summer months. School items of this nature may be checked out by students and/or parents by signing an Equipment, Instrument, and Book Agreement (see example below). A deposit may be charged. If items are lost or damaged, the cost of replacement or repair will be charged to the individual borrowing the item.

**EQUIPMENT, INSTRUMENT, AND BOOK AGREEMENT**

In an attempt to help WSSB students assume more responsibility for their own actions, WSSB is implementing the following agreement:

I, \_\_\_\_\_, agree to the following:  
(student's name)

1. I will assume financial responsibility for any major damage to the equipment/instrument/books checked out to me.
2. I will assume financial responsibility for the replacement value of lost item(s). (Replacement value will be determined by acquiring three estimates on item(s) lost, damaged, or stolen.)

ALL general maintenance of the equipment/instrument/books will be the responsibility of the WSSB.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

NAME AND NUMBER OF ITEM: \_\_\_\_\_

If applicable: Deposit in amount of \_\_\_\_\_ received.  
Staff Initial: \_\_\_\_\_  
Date: \_\_\_\_\_

Deposit returned.  
Student Initial: \_\_\_\_\_  
Date: \_\_\_\_\_

c: Parent/Guardian  
Student File

# EMERGENCY PROCEDURES

To ensure the safety and care of students and employees in the event of an emergency, written procedures have been established. These emergency procedures are a guide for students and employees to follow in an emergency evacuation.

The procedures are reviewed orally with the students and drills are practiced regularly, both during the school day and the evening hours. The emergency procedures are also reviewed annually by the WSSB Safety Committee.

## STUDENT BEHAVIOR IN AN EMERGENCY

In a drill and/or actual emergency, students will follow these procedures:

### Fire:

The fire alarm is an intermittent bell. When you hear the alarm, leave the building at the nearest exit moving at least 100' away from the building, respond to the roll call, move to assembly area when instructed, and remain calm. Do not return to the building you exited until you receive instructions from a WSSB staff member to do so.

If you discover a fire, smoke, or intense heat and the alarm has not been sounded, you may activate the nearest fire alarm by pulling the handle on the fire alarm box in the area, or you may exit the building and report the fire to staff.

### Volcanic Eruption:

In the event an eruption occurs, it is essential that the following procedures be followed to ensure the safety and welfare of students and staff.

- ✚ If an alert is sounded during school hours, each teacher will distribute dust masks to their students (in the event of ash fallout) and escort the students to their assigned cottages.
- ✚ Day students will not be sent home unless parents are contacted and can meet the bus or pick them up.
- ✚ Students will remain in the cottages until the emergency is ended.
- ✚ If an alert is sounded after school hours, residential counselors will ensure that all students remain indoors until the emergency has passed. Students not in their cottages at the time will be escorted back by staff where they will remain until the emergency is over.

Explosion and Bomb Threat: *(follow the same evacuation procedures as outlined for FIRE.)*

### Tornadoes and High Winds:

In most cases, tornadoes and windstorms can be predicted in advance, usually with at least one hour's warning. When weather conditions indicate the possibility of a severe windstorm or tornado, the Superintendent or designee will monitor weather reports. At the first indication that an emergency exists, the Superintendent will direct staff to move the students into the shelter areas where they will remain until the emergency has ended. Persons are not to leave designated shelter areas until "all clear" is indicated by people in authority.

### Procedures Without Advanced Warning:

Since greater danger exists outside the buildings than inside, all students are to remain in the building they are in and be kept away from windows and away from the windward side of the building. Interior hallways are the safest areas in severe windstorms or tornadoes.

If time permits, windows located opposite the direction of the approaching tornado or high winds should be opened to reduce pressure inside the building.

After the immediate danger has passed staff will escort students to the assigned shelter areas where roll call will be taken.

### Earthquake:

Students within buildings at the beginning of an earthquake should "drop, cover and hold", sitting, kneeling or crouching below the level of desks and tables. In the absence of tables and desks, inner walls provide the safest places.

Students outside of buildings at the beginning of an earthquake should immediately move as far away as possible from

buildings and other elevated objects which might fall or scatter debris.

Lockdown Procedure:

In the case of any lockdown procedure, common sense must prevail. In all cases, information will be shared with staff as the situation progresses and all must exercise best judgment in the situation. We have many buildings on campus with many variables. The safety of the students is our first concern.

If the Irwin Main office determines that there is sufficient cause to believe that imminent danger is present, the on-campus supervisor shall call for lockdown of educational buildings (all buildings in which children receive instruction).

Lockdown will be indicated by the continuous ringing of the school bell in excess of 20 seconds.

Lockdown procedure:

- ◆ All staff and students shall immediately go to the nearest classroom or lockable space in the building. All classroom doors shall be closed and locked. Students and staff shall move to the corner of the room that is out of the sightline of the classroom door or window. If feasible, shades should be drawn.
- ◆ Physical Education building: students and staff to pool area or wrestling gym with closed and locked doors.
- ◆ Shop building: to Arts and Crafts area
- ◆ Old Main (if appropriate) proceeds to lockable office area.
- ◆ Staff is responsible for maintaining calm and order in the area.
- ◆ If possible log-in to your e-mail system to allow for updates of information.
- ◆ Do not exit your area until told to do so by a known staff member or an identified police officer.
- ◆ Special information or special needs should be communicated to the police by dialing 9-911.

Cottage procedure:

If an intruder comes into a cottage after the school day is finished and the supervisor determines that there is imminent danger, the RLC will yell "Lockdown"

- ◆ If there is an intruder, students will immediately go to their rooms, close the door, and if possible move into the wardrobe in a sitting position.
- ◆ Students will stay in this position and will be quiet until told to come out by a known staff member or a police officer.
- ◆ If the incident is in the neighborhood, students should gather in the interior hallway away from all windows.

Whether school or residential, in the event of a real lockdown, staff in charge of the students in their immediate vicinity will call and inform parents.

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## WSSB EMERGENCY INFORMATION LINE

Long distance lines are generally the last to be eliminated when an earthquake or similar disaster strikes. If you are unable to reach WSSB in the event of such an emergency, you may call the Idaho School for the Deaf and Blind at (208) 934-4457 for information regarding the status of WSSB and your child. Names of injured children will only be given to their parents/guardians.

# MEDICAL SERVICES

## General Information

The WSSB Student Health Center is committed to providing optimum nursing and health care to promote the physical, emotional, and social well-being of each student enrolled without regard to race, national origin, creed, color, age, sex, ability, or impairment.

Anytime a student has been exposed to a contagious disease while at home, our Health Center must be notified. If the student is exposed while at WSSB, the family will be notified by the nurse.

Individualized health care plans are developed for students in conjunction with other medical providers and parents and are designed to assist students to maintain and achieve their maximum level of health. Personal health care skills are emphasized. Provisions for educating students towards independence is an integral part of the health care plan. WSSB will use a holistic model in dealing with student health issues. Staff members shall work cooperatively so each student learns to consider and to care for all aspects of their own health and well-being as independently as possible.

The responsibility of the family to provide quality and consistent health care is recognized, and cooperative efforts between family and school staff is stressed to achieve the goals of each student's health care plan. Parents are expected to meet with the nurse before each school year. WSSB does not offer dental or general health assessments. A general medical exam is required every 2 years and an eye exam is required every 3 years. We ask that parents schedule routine dental and medical appointments during vacations or on extended weekends. If the parent schedules an appointment for medical services (non-emergency) in the greater Vancouver area, the parent will be required to pay the cost of a driver for the appointment.

The health center is staffed sixteen hours a day by two registered nurses. A consulting pediatrician visits the school twice per week and is also available on call, but is not used as a primary physician.

School nurses and other trained staff take care of normal health care needs, treat minor illnesses and injuries, and also administer medications. WSSB does not have facilities for surgery or for the care of more severe types of illnesses. Students needing the services of a physician will be seen by the pediatrician at the Health Center or taken to the doctor's office. The local hospital will be used for emergencies. When a child becomes too ill to attend classes, or is infected with a contagious disease, parents will be requested to take the child home, at their expense.

Medications are given either by the nurse on duty, or in some instances by other trained staff under the supervision of the Health Center staff. The Health Center uses the "Medication-On-Time" compliance packaging system to administer medication. Medications will be "pre-packaged," labeled and delivered to WSSB by local pharmacy services at a charge. Some students will learn to administer their own medications with training and supervision. Students on a self-medication program will be provided with a lock box for safe storage in the cottage.

It is more efficient to have medications at home as well as at school so that medications will not have to be sent back and forth each weekend. Parents who have children on continuing medications are asked to arrange medication refills in a timely manner.

All actions taken by WSSB to meet students' medical needs will follow the instructions given by the parents/guardians on the student permission form under "Medical".

If your child is diabetic or requires a special diet, WSSB staff will endeavor to follow the prescribed diet as well as teach the child the benefits of proper nutrition. Special diets must be prescribed by your child's physician.

In the classroom or in the cottage, it is not uncommon for a child to contract head lice. WSSB has a no nit policy. This means that if your child has head lice, he/she will be sent home for treatment and removal of all nits. If we have two or more cases of head lice in the same classroom or cottage, parents of other children will be advised of possible exposure.

Cottage staff are trained to care for the children who attend WSSB. This care may include, but may not be limited to, washing scrapes and cuts, applying Band-Aids, applying sunscreen to prevent sunburn, stopping nosebleeds, and taking tempera-

tures of children who appear ill. Staff are able to determine if an illness or injury requires the attention of the school nurse.

Whenever it is determined that your child should be seen by a physician, every effort will be made to inform you. Parents are also informed when their child is seriously ill, has a fever, needs a new medication or has a change of medication, or if an accident requires emergency treatment. If you cannot be reached by the day shift nurse, the evening nurse will continue efforts to make contact. Emergency phone numbers are not used for routine calls or mild illnesses.

If the attending physician prescribes extensive bed rest for your child's condition, nursing staff will immediately begin making arrangements with you for your child to be transported home. If your child has a fever, a contagious illness or other condition not conducive to bus travel, our weekly bus and/or airplane transportation will not be an option.

Parents living within 45 miles or one hour from WSSB are expected to take their child home when ill. Parents living greater distances from WSSB may be expected to take their ill child home also, but in the case of greater distances extenuating circumstances are considered (e.g. severity of illness, weather conditions, etc.).

If your child is obviously ill on Sunday when it is time to return to school, please keep him/her home. Call your child's cottage, call the bus monitor on the cellular phone (360-921-0044) and inform them of your child's impending absence and date of his/her expected return. If you cannot reach anyone, you may call the Health Center (360-696-6321, extension 123) or Renee Corso, Associate Principal for After School and Evening Programs (360-696-6321, extension 121).

If your child has recovered enough to return to school by Monday or Tuesday, WSSB will pay for public transportation or for personal car mileage. This offer is based on an assumption the student will be fully ready and able to attend classes on Wednesday morning at the latest. WSSB must be notified prior to the student's return. Final authorization will be granted after considering the distance, age of student, capabilities to travel independently, weather conditions, etc. Children returning to school following an illness should be seen by the nurse before admittance to cottage or classroom. In the event WSSB is forced to transport an ill student back home, parents will be expected to pick up the cost of transportation.

Children may be excused from classes to return home mid-week for medical appointments at the parents' expense.

Parents need to relay medical information directly to the Health Center. The Health Center staff is available to discuss health care plans, appointments, or health related problems. The Health Center's phone number is (360) 696-6321 ext. 123. After hours, messages may be left on voice mail.

In order for a physician or emergency medical personnel to provide safe professional treatment, it is paramount that the medical forms and information outlined before be readily available. With your ongoing support, the nursing staff and area medical professionals are confident that quality medical attention will be available at all times for your child.

### **MEDICATION:**

Any medications (including over-the-counter medicines) or vitamins received or brought from home must be immediately turned over to the nurse. Students may not keep vitamins, prescription or non-prescription medications in the cottage or elsewhere on campus. Exceptions:

- ◆ Asthma inhalers may be kept in the students possession, under a physician's order
- ◆ Topical acne medication, with approval from the Health Center nurse
- ◆ Certain topical creams or lotions with approval of the Health Center nurse

When the student is in the self-medication program, medication brought to the Health Center must be in the original pharmacy container and properly labeled with correct name and correct directions.

It is the responsibility of parents to notify the Health Center when their child is to be given a new medication. Medications must not be expired when sent to school from home.

### **When a Student is ILL: WSSB Guidelines**

**Questions: Should my child stay home sick? When would my child be sent home from school?**

**Answer:** Our goal is to facilitate a healthy learning environment for all students. If your child has the following symptoms,

please do not send them to school. If your child comes to school with these symptoms, or gets any of these symptoms at school, you will be contacted to pick him or her up. Thank you for your cooperation in keeping our students and staff healthy!

1. Any health condition which is causing the student to be unable to participate in normal school activities (not including P.E. restrictions)
2. Behavioral issues (unusual crankiness, extreme fatigue or aggression)
3. Breathing difficulty, unresolved wheezing
4. Change in normal health status that is significant and/or undiagnosed
5. Chicken Pox
6. Congestion (severe, unresolved, colored nasal drainage)
7. Conjunctivitis (pink eye: tearing, drainage and redness of the eye)
8. Cough, persistent, coarse, or whooping sound
9. Diarrhea and a fever or unresolved diarrhea
10. Earache
11. Emotional issues causing safety concerns and/or inability to function in the school setting
12. Fever over 100 in the last 24 hours
13. Fungal infections (severe) of scalp or feet
14. Head lice
15. Headache (severe, unresolved)
16. Illness/contagious diseases including:
  - a. Giardia Lamblia
  - b. Haemophilus Influenza
  - c. Hepatitis
  - d. Herpes Simplex
  - e. Impetigo
  - f. Measles
  - g. Meningitis
  - h. Mononucleosis
  - i. Mumps
  - j. Salmonella
  - k. Shigella
17. Influenza (the "flu")
18. Pain, uncontrolled and /or unknown cause
19. Skin infections that are contagious or undiagnosed
20. Toothache
21. Vomiting/unable to eat due to nausea

The Department of Health requires that you report to the school immediately if your child has received a diagnosis of a contagious disease, then call the Health Center at (360) 696-6321, extension 123.

Financial responsibility for medical services other than those received from the school doctor or nurse on campus will be the responsibility of the parent. Medical coupons must be sent to the Health Center monthly. Prescriptions will be billed directly to the parents or insurance carrier by our local pharmacy.

Students must be excluded from school attendance for any diarrhea or vomiting **and may not return to school until 48 hours after last episode** per Clark County Health Department norovirus precautions.

Students who become ill on campus must be picked up by their parent/guardian in a timely manner. Public transport including airline travel, train, or charter bus is not an option for students with contagious illnesses. All expenses due to picking up a sick student are responsibility of the parent.

# ***EDUCATIONAL PROGRAM***

Beginning with preschool intervention, parent consultation, and continuing through the enrollment years, totally blind and partially sighted children receive a quality education guided by trained and experienced personnel. Educational programming is provided for students up to the age of 21, or through the age of 21 if the student's birthday occurs after the beginning of the school year. Not all WSSB students are totally blind. Many have sufficient vision to use large print for reading, low vision aids, and other materials in their education.

## **SCHOOL SUPPORT**

WSSB derives the greatest portion of its support from the citizens of the state. Tuition, transportation, board, room, limited medical care, and limited educational materials are provided without cost to parents of every child who is eligible for attendance if the child is a Washington State resident. Parents are required to pay for clothing, personal expenses, medical costs, and some school supplies. Students are responsible for keeping necessary school supplies on hand to adequately meet the needs of their educational programs. These basic school supplies includes: two sets of headphones (to be used with JAWS), pens, pencils, notebooks, and one ream of copy paper. A student's first long cane is provided at no cost. Additional canes or folding canes are provided at cost to the students.

In general, personnel working in the administration, instruction, residence, building and grounds area, and other support services are paid from general operation funds. These funds are appropriated by the state legislature. Other funds which are designated for specific projects may come from private or government grants. Revenue secured from such sources are set in special accounts, and persons working on these projects are paid from such accounts. WSSB encourages parents, teachers, and other interested parties to make suggestions regarding possible programs worthy of funding through alternative grants.

## **SCHOOL YEAR**

WSSB, like other school districts in the state, has 180 school days per year. In order for your child to benefit from our program, it is imperative that your child be in attendance. If the student reaches seven unexcused absences in any month or ten unexcused absences in the current school year, the school is required to file a petition in juvenile court alleging a violation of Washington State's mandatory attendance law. Excessive absenteeism may result in a change of placement back to the student's home district

## **PRESCHOOL PROGRAM**

The preschool program is designed to give 3-5 year old children hands-on learning experiences that will promote early literacy. This play-based approach to learning, provided in an environment that recognizes the unique learning needs of the visually impaired/blind preschooler, supports the development of daily living, self-help, social, and mobility skills.

## **ELEMENTARY PROGRAM**

The elementary program is responsible for K-5 education. A holistic approach is taken with as much experiential education and community-based education as possible. Reading, writing and math are emphasized in all areas of instruction as a primary focus. Braille, daily living skills, mobility study skills, and technology are emphasized.

## **MIDDLE SCHOOL PROGRAM**

The middle school program consists of students in grades 6-8 and focuses on an integrated learning style, with reading, writing, language arts, and math as a focus. Braille, daily living skills, and mobility, study skills and technology are emphasized.

## **SECONDARY ACADEMIC**

The secondary academic program consists of students in grades 9-12 and focuses on an integrated learning style with reading, writing, language arts and math as a focus. Braille, daily living skills, mobility, study skills, and technology are emphasized. This program leads to a fully accredited high school diploma which is recognized by post-secondary schools and colleges. Graduation requirements are listed below.

## **GRADUATION REQUIREMENTS/CLASS STANDING**

Students attending WSSB are required to meet standards for program completion for their prescribed course of study in order to earn a diploma. The prescribed course of study includes a minimum of credits in selected courses and/or evidence that the student's Individualized Education Program (IEP) has satisfactorily met the student's needs and credit requirements.

Graduation from the WSSB with an academic diploma requires 23.0 credits, with the following requirements:

Language Arts/English	4 credits
Social Studies	2 credits
Contemporary World Problems	1 credit
Science	2 credits
Mathematics	3 credits
Physical Education	3 credits
Occupational/Career Education/Work Experience/Goals	1.5 credit
Arts	1 credit
Electives	5 credits
Senior Project (changes 4/23/04)	.5 credit

### **Senior Project**

The senior project is a requirement for graduation. The goal is to integrate the knowledge and skills gained throughout the high school experience with exploration into real life experiences available in the community.

**Components:** 1) Written research paper; 2) Project; 3) Formal presentation.

**Student choice:** Student generated topics allow for real work experiences. Students are encouraged to venture into any area of study where they have an interest, curiosity, or an urge for exploration. Proposals will be submitted for review and approval to insure that the Senior Project is a reasonable and thoughtful choice for the student.

**Community involvement:** Students will have the opportunity to work with members of the community who have consented to serve as mentors for the various projects.

Class standings will be determined as follows: Freshman: 0-6 credits, Sophomore: 6-12 credits, Junior: 12-17 credits, Senior: 17+ credits.

Since the program at WSSB is totally individualized to meet both academic and adaptive needs of the students enrolled, movement from one class standing to another may occur at any time. Also, in order to obtain maximum benefit and skill mastery from the program, students may choose to spend from 3 to 6 years to complete their high school studies.

### **Distance/Digital Learning**

These services (classes) are provided in a digital environment through on-line classes from interactive video to web based learning. The school developed a partnership with the "Digital Learning Commons," based at University of Washington. This partnership has opened up hundreds of additional class options for students.

### **Occupational Studies Program**

The Occupational Studies Program is for students from ages 14 to 21. The team stresses those skills necessary for independent living. Daily living skills, leisure and recreational and vocational skills provide the focus for these students. For those who have academic ability, those capacities become immediately functional with regard to daily activities. Students are involved in motor activities throughout the day whether it be dressing or vocational endeavors. Students in the program are issued a diploma upon graduation based upon completion of IEP goals and objectives. Students will be required to complete a senior project. The project will be designed to meet the individual strengths of the student.

### **LIFTT PROGRAM (Learning Independence for Today and Tomorrow)**

This program teaches skills for adulthood to young adults who are blind/visually impaired. Young adults (generally 18-21 years) who have completed high school graduation requirements but need additional training to successfully transition to post high school life are eligible for this program.

### **HOMEWORK**

1. Education is a joint responsibility of the home and school. Homework plays a significant role in student achievement. In keeping with WSSB's philosophy of mastery learning, teacher will make assignments according to the needs of the pupil. In order for homework to be meaningful, evaluation by the teacher is mandatory. Time suggestions for daily homework are as follows:

Grades 1-2	30 minutes
Grades 3-4	45 minutes
Grades 5-5	1 hour
Grades 7-12	2 hours (all subjects)

2. The following guidelines may be used, keeping in mind the appropriate modalities of learning:
  - a. Secondary Academic: ½-hour assignment per academic class 3 times a week. This may include weekends.
  - b. Upper Elementary: 15-20 minutes, two to three times per week.
  - c. Occupational Studies: As ability allows, one-half hour per day. May include such activities as (a) practice of academic skills; (b) journal writing; (c) information gathering; (d) completion of in-class projects.
3. At the end of each day teachers should notify cottage staff a list of all students who did not complete their work.
4. Students will have access to the library and technology for completing assignments.
5. Secondary academic students should register with Recordings for the Blind and Dyslexic for additional materials.

### **STUDENT PROGRESS REPORTS**

Quarterly progress reports are mailed to parents following the end of each nine-week period. These reports provide parents with information on how their child is progressing and toward meeting their IEP goals. Copies are also mailed to the student's local education agency (LEA) to keep the local school system informed of the student's progress.

Midterm progress reports are sent home when students are in danger of failing a class. Grade recovery plans can be implemented when students are in danger of failing.

### **SUPPLIES AND MATERIALS**

It is expected that each student will provide his/her own school supplies for the completion of assignments and class projects. Suggested supplies for different grade levels can be found on the WSSB web site.

For those items which cannot be purchased locally, WSSB will provide a small supply store to sell such items. This would include braille paper, abaci, slate and stylus, braille rulers, etc. Necessary equipment such as braille writers will be checked out to students in their cottages or at home as needed. Refundable deposits for equipment may be charged to cover the cost of damage and repair.

WSSB will give to each student (as appropriate) his/her first long cane as part of the instructional process. Lost canes will not be replaced free of charge. Folding or specialty canes may be purchased.

It is expected that students will have lockers to keep their materials and personal possessions. A refundable deposit is made for each key given out. Classroom teachers cannot be responsible for lost items on campus.

### **DAILY LIVING SKILLS**

Opportunities for learning specific living skills and personal independence are provided to students through courses in Daily Living Skills and experience in residential cottages. Areas of emphasis include the following:

- ◆ Personal grooming and hygiene, including daily bathing, care of teeth, and proper use of cosmetics and personal items.
- ◆ Clothing care, including folding and hanging clothes, orderliness in drawers and wardrobes, selection of appropriate clothing, laundry, and minor clothing repairs.
- ◆ General room care, including making and changing beds, mopping floors, dusting.
- ◆ Foods and kitchen skills, including shopping and food preparation, menu planning, and personal eating skills.
- ◆ Use and care of personal possessions and school property.
- ◆ Earning and spending money for goods.
- ◆ Eating management, weight control, nutrition.
- ◆ Personal management and organization.

### **INDEPENDENT TRAVEL**

WSSB subscribes to the following statements of Orientation and Mobility (O&M) philosophy. It is of utmost importance that students develop a positive self-image and confidence in their ability to function within their environment. One way to

achieve this is the ability to move within one's environment, thereby increasing the number of experiences and concepts available, as well as the ability to control one's own life and immediate environment.

1. O&M is an integrated part of the educational curriculum and an integrated part of life. It therefore must be taught as such and not as an isolated skill.
2. O&M training should begin during early childhood and preschool years.
3. The long cane is a primary tool for blind and low vision students, which may be supported by other O&M aids.

More specifically,

1. Every student at WSSB shall have an O&M goal on his/her individual education plan (IEP).
  - a. Students will be evaluated on an individual basis to determine need based upon parent, student, and staff input.
  - b. Appropriate mobility aids shall be offered/prescribed for each student. No student shall be denied the opportunity to use any mobility tool.
2. Students shall be encouraged to use the long cane and/or other mobility devices in all areas. No student shall be denied the right to use a cane or other aid in any area.
3. Students for whom it has been determined by an O&M instructor, that they should use a cane, should carry a cane at all times, for traveling on and off campus.
4. Canes or other mobility devices shall not be removed from students except in cases of imminent danger (e.g., use as a weapon).

### **MOBILITY/WALKING PAPERS**

Definition: "Walking Papers" are the permission granted to students who demonstrate proficiency on specific routes leaving from WSSB. Students must demonstrate for their O&M Specialist safe travel to and from desired destinations.

**Parents/guardians** are part of this process: students are to obtain written permission (kept on file in the office) for each route completed.

1. Age requirements:
  - Students must be at least 13 years old to earn walking papers from the cottages;
  - Students under 16 years of age must travel with at least one other student who also has earned his/her walking papers;
  - Students 16 and over can earn "night travel" papers for travel off campus after dark.
2. Signed permission:
  - The Walking Papers (WP) forms are kept in the Irwin school office for each student, initialed by the current O&M instructor when a new route is learned. A copy is sent to the Cottage of residence for each student.
  - Each route should have a signed parental permission slip behind the WP form. Instructors are to contact the parent or guardian to discuss new routes learned and to answer any questions parents might have regarding their child's travel off campus.
3. Annual Renewal:
  - Each fall at registration, staff will have the renewal form for parents and guardians, listing previously learned routes and the date(s) earned. Parents will need to sign and return this form to registration staff which will be kept on file in the school office. A copy will go to the students' cottages.
  - O&M specialists will evaluate students on their previously acquired walking papers at the beginning of each school year to insure safe travel after summer break. RLC's will be informed by O&M instructors when a student is "cleared" to use her/his walking papers again each September.

**Note:** Waterworks Park is off limits for "Walking Papers" due to documented drug usage in the area and poor atmosphere.

# STUDENT CONDUCT

## DISCIPLINE POLICY

WAC 72-120-200 POLICY. WSSB has established standards of conduct for students and the disciplinary process to protect members of the school community, maintain and advance its educational mission, and provide for the orderly conduct of the school's activities. Disciplinary procedures used by the school are considered part of its educational process. In every case of misconduct, the nature and circumstances of the violation will be considered and appropriate disciplinary actions will be administered on a less restrictive alternative basis including but not limited to time out, detention, behavior contracts, restriction of privileges, reprimand, restitution, or suspension.

Every student and parent must sign off on an Account Authorization Form as a condition for using WSSB Network. This compliance with the WSSB Technology Ethics Regulations establishes that any violation of the regulations is unethical and may constitute a criminal offense. Should any violations be committed, access privileges may be revoked and disciplinary action may be taken.

School policy and rules of conduct shall be applicable to all students in any program or activity conducted by WSSB. Rules and procedures will be developed which govern the conduct of students on school premises or off school premises at any school-sponsored activities to protect the health and safety of individuals and property, and to insure that a proper learning environment prevails in the classroom.

## EXCEPTIONAL CONDUCT

Exceptional conduct is conduct which promotes a positive school atmosphere. This may be acts of kindness directed toward other students or staff, school service, or exemplary attitudes directed towards a student's present course of study.

Examples of exceptional conduct include, but are not limited to, those listed below:

1. School service
2. Volunteer work at WSSB or elsewhere
3. Assisting others when needed
4. Positive school attitude
5. Promptness
6. Random acts of kindness
7. Timely completion of school-oriented tasks
8. Citizenship
9. Pursuit of extra-curricular activities

Exceptional conduct displayed by students will result in the following:

1. Written notification to staff and student
2. Verbal recognition to student body

Continued displays of exceptional conduct will result in the following:

1. Notification of parent
2. Increased privileges
3. Access to special events (e.g., movies)

## MISCONDUCT

Any student who willfully violates or fails to follow WSSB rules or regulations, or performs an act which materially interferes with or is detrimental to the orderly operation of a classroom or school, a school-sponsored activity, or any other aspect of the educational process at WSSB shall be subject to discipline or suspension. Corporal punishment, which consists of spanking or striking a student, will not be used at WSSB. In the case of suspension, the nature and circumstances of the violation must reasonably warrant a suspension and the length of the suspension imposed. As a general rule, no student shall be suspended unless another form of corrective action has been previously imposed upon the student as a consequence of misconduct of the same nature. If, however, the violation of school rules for student conduct constitutes "exceptional misconduct" as defined below, suspension **may be imposed** without prior alternative corrective action.

"Exceptional misconduct" is a violation of WSSB rules for student conduct which is so serious in nature and/or is so serious in terms of the disruptive effect upon the operation of the school as to warrant an immediate resort to suspension. Such acts shall include, but not be limited to, those listed below.

### Offenses

For clarification, the following definitions will apply for the named offenses. Many offenses are self-explanatory and do not require a definition.

1. **Arson:** Willfully setting fire to property, either school or personal property.
2. **Assault (physical):** A physically unprovoked attack on another person or persons.
3. **Dangerous weapons or objects:** These include knives, guns, or objects made into weapons.
4. **Extortion:** To obtain something by force or inappropriate pressure (i.e. bribe, threat of physical harm or well being).
5. **Harassment:** To annoy continuously, as to tease or pester.
6. **Intimidation and Bullying:** Any intentional written, verbal or physical act including, but not limited to: race, color, religion, ancestry, national origin, gender, sexual orientation or physical or mental disability that:
  - Physically harms a student or damages the student's property, or
  - Has the effect of substantially interfering with a student's education, or
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or
  - Has the effect of substantially disrupting the orderly operation of the school
7. **Sexual Harassment:** Sexual harassment includes specific types of behavior, whether or not directed specifically to any individual. Sexual harassment will not be tolerated at WSSB, and employees or students who engage in such conduct are subject to the full range of the school's disciplinary policies. For example:  
*Verbal:* sexual innuendoes, suggestive or insulting comments or sounds, jokes teasing of a sexual nature, sexual propositions or threats, continuing to express personal interest after being informed the interest is unwelcome.  
*Visual:* sexually suggestive objects, pictures, or letters; leering, whistling, or obscene gestures;  
*Physical:* unwanted physical contact, including touching, pinching, brushing the body, impeding or blocking movement, sexual intercourse or assault.
8. **Theft.**
9. **Disruptive dress:** See WSSB dress code.
10. **Academic dishonesty:** This includes plagiarism, soliciting responses from other students, or unauthorized use of print material.
11. **Disruptive behavior (including tardiness):** These are behaviors that impede normal classroom operations (teacher discretion).
12. **Insubordination:** Willful disobedience of teachers or staff in following rules and regulations to include defiance of reasonable instruction.
13. **Immoral conduct:** Behaviors which are lewd or suggestive (sexual or physical violence to self or others).
14. **Fighting.**
15. **Use, possession, or sale of an alcoholic beverage:** Includes drunkenness or influence of alcohol.
16. **Use, possession, or sale of a controlled substance:** Includes under the influence of a controlled substance.
17. **Use or possession of tobacco.**
18. **Vulgarity or profanity:** Use of overly familiar language to include words of a sexual nature.
19. **Verbal abuse:** Use of language which belittles or lowers self-esteem.
20. **Destruction or defacing of school property:** Any act which changes or alters the surface of school property.
21. **Truancy or unauthorized absence from class.**
22. **Criminal acts as defined by law.**
23. **Repeated violations:** Repeated offenses as defined within this policy.

### DEFINITIONS OF SANCTIONS

The following will be used to define the sanctions being issued against students who require disciplinary actions.

- ✚ **Counseling:** To discuss alternative behaviors for corrective action and devise a behavioral plan.
- ✚ **Discipline:** This will be at the discretion of the disciplinarian to include detention, in-house suspension (1-2 days), or may result in immediate suspension (1-10 days).

### PROCEDURE FOR SUSPENSION

Should any student become subject to disciplinary action or suspension, the following procedure will be used to determine consequences.

1. A multidisciplinary team consisting of members listed below shall meet within 24 hours.
  - a. The student.
  - b. The student's WSSB advocates.
  - c. A member of the WSSB administrative staff.
  - d. Others as appropriate.
2. The multidisciplinary team shall review the situation.
3. The multidisciplinary team shall make the following determinations:
  - a. Does the situation warrant suspension?
  - b. Is/was the situation related to the student's handicapping condition?
  - c. What type and length of suspension (if determined appropriate) should result?
  - d. What, if any, additional agencies (i.e. CPS, local school district, police, etc.) shall be notified/become involved?
  - e. Which team member shall accept responsibility for such notification?

After the multidisciplinary team has come to consensus, the student's parents/guardian shall be notified of the determinations, and a written report shall be placed in the student's file.

### **DRESS CODE**

1. Students are responsible for personal hygiene.
  - A. Students coming to school unwashed, unkempt or in need of personal hygiene will return to their assigned cottage for remediation.
    1. Residential students will return to cottages and not be admitted to class until the proper grooming has been attained.
    2. Day students will go to assigned cottage for instruction in personal hygiene and grooming.
    3. Time missed from class will be considered unexcused.
  - B. Examples for which students will be sent to the cottage include: hair uncombed, unwashed; body odor; need for deodorant; need to have teeth brushed; unshaven (unless a beard is being grown), dirty clothing, improper clothing.
2. Students are responsible for proper attire.
  - A. The dress and appearance of students is the direct responsibility of their parents/guardians/custodians.

If a student's dress and/or physical appearance causes a disruption to the educational process, a building administrator will ask the student to refrain from wearing such apparel, jewelry, accessories or using such manner of grooming while at school or school-sponsored events. If the student refuses to comply with the building administrator's request, the administrator will assign progressive discipline and contact the student's parents/guardians/custodian.

Prohibited dress or physical appearance specifically includes, but is not limited to: Displaying lewd, sexual, drug, tobacco or alcohol-related messages in clothing and headgear, wearing apparel that indicates gang affiliation as reported by the Gang Task Force or law enforcement agencies.

Exhibiting a bare midriff or underwear is not allowed. Pants must be worn so that no undergarments or bare skin is displayed during normal student activities (bending, standing, sitting). Tank tops with straps narrower than two inches, halter/crop tops or other tops or shirts which display a large amount of skin are not allowed.

Shorts and skirts may be no shorter than mid-thigh when seated.

Coats and hats can be worn in the school building, unless a staff person asks that they not be worn in his/her class.

Any student wearing, carrying or displaying gang-related apparel or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities that intimidate or otherwise place other student in fear of personal safety shall be subject to discipline.

Personal grooming should occur in the restroom and not in classrooms.

- B. Students shall wear proper clothing to off-campus events which may be determined by staff conducting the event. Failure to arrive in proper attire for the field trip will result in the privilege being denied for the trip and credit (if appropriate) shall be lost. Closed-toe, flat shoes should be worn on mobility lessons. Appropriate clothing for wet, cold weather may be required for mobility lessons.
- C. Middle and high school students are responsible for a complete set of clothes used for athletic activities only which include: shorts, shirt, tennis shoes, socks, athletic supporters, swimsuit, and personal hygiene items.

Appeals regarding attire shall be brought before the appeals committee which consists of one staff member each from the education and residential program. The decision from the appeals committee shall be final.

### **PROCEDURES FOR LEAVING CAMPUS**

Students must remain on campus during school hours. Students may not walk off campus during class time, study hall, or lunch time without authorization from the office. Residents wishing to leave campus after school hours must check out with their individual cottage staff. Any student needing to leave campus must have the appropriate permission and check out with the office or cottage staff.

Parents who are aware of the need for their child to leave campus before a scheduled departure time should let WSSB staff know. Do not depend upon your child to inform us.

### **PORNOGRAPHY**

Students are not allowed to bring pornographic materials on campus or to visit pornographic web sites or download pornographic materials. Such items will be confiscated and parents will be notified.

### **GAMBLING**

Students are not permitted to gamble on school property or at school-sponsored events.

### **INVASION OF PRIVACY**

Students will not go through the room, locker, desk, purse, grade book, or office mail of staff or of other students.

### **USE OF PERSONAL AUDIO/VISUAL EQUIPMENT (includes RADIOS)**

CD players, radios, cassette players, MP3 players, etc., will not be permitted in the classroom unless permitted by the teacher. All such items found in the school building will be confiscated and placed in a secure area until returned to the appropriate cottage or parent. Such items may be used on the charter bus if headphones are used and in the cottages when it does not disturb others.

### **USE OF CELL PHONES AND PAGERS**

Students may bring cell phones to school, but the cell phones are not permitted to be seen, heard, or used by students during class or passing periods. Students may use cell phone before and after school. Cell phones may be used after students have exited the lunchroom. If a student needs to place a call at other times they must get permission from their classroom teacher.

- o Offense 1: Verbal violation warning.
- o Offense 2: Confiscation of phone or pager until end of day.
- o Offense 3 and subsequent offenses: Parental notification and conference. Phone will be sent home.

### **DRUG AND ALCOHOL USE/ABUSE**

WSSB recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and their parents/guardians, school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. Blood test and/or urinalysis may be requested and results utilized for specific incidents.

### **DAMAGE TO SCHOOL PROPERTY/LOSS OF SCHOOL MATERIALS**

In case of damage to or loss of school property, a school administrator will conduct an investigation and seek appropriate

restitution for the loss or damage. Parents will be informed that grades, diploma, and transcripts may be withheld in cases where restitution is not provided to the school.

### **CHANGE OF PLACEMENT**

Any change of placement from WSSB to another school district requires a placement staffing.

### **EIGHTEEN-YEAR-OLD (ADULT) STUDENTS**

All students enrolled at WSSB are considered to be under the guardianship of their parent or guardian regardless of age. If an 18 year old student is emancipated from their parent/guardian, we recommend that the student secure an adult advocate to assist in their representation during IEP's and disciplinary procedures. An 18 year old student may not list the school as their home address. Regardless of age, all students must abide by the rules of the school.

WAC 392-172-309 Transfer of parental rights at age of majority. Consistent with RCW 26.28.010 and 26.28.015, when a special education student reaches the age of 18, unless declared incapacitated as per under chapter 11 RCW, the following shall occur:

A school district or other public agency shall provide any notice required under the chapter to both the student and the parents; and

1. All other rights accorded to parents under Part B of the Individuals with Disabilities Education Act transfer to the student.
2. All rights accorded to parents under Part B of the Individuals with Disabilities Education Act transfer to students at the age of majority who are incarcerated in an adult or juvenile state, or local correctional institution.
3. Whenever a school district or other public agency transfers rights under this section, they shall notify the individual and the parents of the transfer of rights.

What does this mean to parents? It means that unless legal action (with an attorney) has been taken to establish a partial or limited guardianship, rights as parents for determining educational programs will transfer to the child. This does not mean that all students need to have a guardianship established, for they are moving onward independently and appropriately. However, if a child does not have the cognitive ability to make those decisions and parents wish to be involved, a guardianship needs to be established. The bottom line is: Regardless of whether the student is very bright or has multiple handicaps, if we do not have legal documentation that a guardianship has been established, the student will make the final determination.

It is the policy of WSSB that all students either live on campus or with their parents or guardians. Any exception to this requirement must be addressed through an IEP review.

# RESIDENTIAL SERVICES

## GOAL STATEMENT

The goal of Residential Services is to provide an environment that encourages each student to reach his/her maximum potential and to strive for independence. Students will grow in social awareness, self-confidence, and learn to appreciate creative leisure.

## INTRODUCTION

The cottage settings are located in four buildings on campus: Watson, Clarke, Hall, and Chapman. A kitchen, living room, bathroom, and laundry room are located in each cottage. Students are provided a room with a bed, dresser space, closet, bulletin board, and desk. Students most often have a private room to themselves. Residents are encouraged to bring items from home to place in their rooms to make them more personal. Many residents bring stereos, recorders, etc. Each cottage has computers, a television, Braille, CCTV, electronic equipment, and a supply of toys and games for residents to use.

Students residing on campus are evaluated as to their skills and performance in techniques of daily living. Residential staff, in conjunction with parents, determines skill areas in which students will receive instruction during the course of the year. Progress reports are written at the end of each quarter and are submitted to the parents along with progress reports from the school department.

Communications between parents and cottage staff or teachers may be initiated through student notebooks or by monthly telephone calls to review the child's progress and solicit parental input. Parent involvement and input is always welcomed and encouraged in relation to any phase of programming for the student.

## COMMON QUESTIONS ASKED BY PARENTS

### "How often does my child come home?"

Your child is scheduled to go home each weekend and for the holidays. Transportation is provided on closure days by WSSB to designated stops near your home area. If your child is needed at home prior to closing day, the child may be excused from school, but the transportation must be arranged by the parent.

### "How much do the services my child receives cost?"

There is no cost to students or their families for instructional and residential services if the custodial parent(s) live in the state of Washington. Families provide for their child's clothing, medical care, personal needs, recreational spending, and special fees. Some scholarships are available to students in need.

### "May my child bring personal stereos, games, or toys?"

We encourage students to bring some of their favorite toys to play with and share with other students. Many students bring radios, stuffed toys, and games. Advance permission is required for students to bring bicycles, portable televisions, stereo equipment, and computers.

### "When am I allowed to visit my child at school?"

We are always pleased to have parents visit the school and cottages. Please inform the Director of On-Campus Programs, in advance, of your intention to visit during school hours, or the Associate Principal for After School and Evening Programs when visiting cottages. **It is imperative that you notify the appropriate staff person if you plan to take your child from school or from a cottage area.** This helps the school assure the safety and protection of your child.

### "May friends and relatives visit my child at school?"

We encourage visitors to come and see your child. Permission must be granted (or denied) by the parent and is included in our initial application form. Please provide advance notice when visitors are coming.

### "Whom can I talk with about my child's progress?"

RLC's, school nurses, teachers, the Director of On-Campus Programs, IEP advocates, the Associate Principal for After School and Evening Programs, and the Superintendent are always willing to discuss matters relating to your child. To encourage close home/school ties, yearly conferences are scheduled for the parents of all children. However, please feel free to call or stop at school any time you have questions.

## **BANNED MATERIALS**

In order to promote an environment which encourages positive growth and self-esteem for all students, WSSB has banned a number of materials from campus. The banned materials include, but are not limited to, the following: alcohol, drug paraphernalia, drugs, fireworks, guns, knives, and pornography. Music tapes, videos, posters, magazines, and graffiti which promote racism, violence, suicide, drugs, etc., are also not allowed.

If you have questions regarding any banned material, or if you are not sure whether or not the material is allowable, please check with the Associate Principal for After School and Evening Programs.

## **BIKE RIDING AND WHEELED RECREATION**

Students, with prior permission, may bring their own personal bicycles, scooters, skate boards, etc. from home to ride; however, we do have a number of bikes available for student use in the recreation department. Most areas of the campus are restricted from bike riding because of the potential danger to students walking about the campus. Off campus riding is limited to daylight hours only and students must first obtain the following before permission is granted to ride bikes off campus unsupervised:

1. Bicycle must pass approved safety inspection.
2. Student must pass approved bike safety program.
3. Written parental permission must be obtained.
4. Helmet and pads (as appropriate) must be worn at all times.
5. Authorization for independent off-campus travel.

Students are responsible for their own bicycles and will need a safety lock to deter theft. **Indoor storage areas are not available;** consequently, bicycles may have to be secured outside the cottages.

## **BUYING, SELLING, BORROWING, OR LENDING**

Students should not borrow, lend, buy, sell, or give any personally owned items to others. **We need parental support and cooperation in this area.** Parents are urged to question their child regarding possessions or items brought home on the weekend when they are not fully aware of how the child came into possession of the item. Anytime you have a question, please call the cottage and ask for more information.

## **CHECKING IN/OUT WITH STAFF**

All students are expected to check in and out with cottage staff when leaving their cottage areas, whether going to class, off campus, or to recreational activities. Residential counselors may deny permission to leave the cottage if chores or homework have not been completed. Hours of independent off-campus privileges vary according to the age and abilities of the student and are limited to daylight hours unless night travel is approved by the orientation and mobility staff.

## **CHURCH ACTIVITIES**

WSSB does not favor any religious viewpoint. This in no way restricts your child from taking part in religious activities **off campus**. Parents requesting their child attend specific church activities, prayer meetings, Bible study, etc., should make arrangements through the local church and then provide WSSB with information regarding the day, time, and transportation arrangements.

## **CLOTHING/DRESS**

Students travel about campus to attend classes and need appropriate clothing for inclement weather. It is suggested that enough clothing be left at home so the student does not have to take clothes home on the weekend.

Coats, jackets, and hats for all students must be appropriately marked regardless of your child's age. Clothing should be marked with a permanently printed name tag which should be sewn on (pressed on labels are soon lost). Tags may be ordered from "Name Maker Inc." (800-241-2890). ([www.namemaker.com](http://www.namemaker.com)).

Local day students should label all coats, hats, swim suit, cane and backpack.

The following is a suggested clothing list for residential students. Please send enough clothing to meet the individual needs of your child.

5 matched school outfits	1 sweater or jacket
1 dress outfit	1 bathrobe (required)
7 complete sets of underwear	1 winter coat (required)
2 pairs of shoes	1 swimsuit (required*)

Personal items:

Cane	Backpack	School supplies
Cosmetics	Shampoo	Tissues
Toothpaste	Nail clippers	Hair brush
Toothbrush	Sanitary supplies	Comb
Deodorant	Razor	Talc powder

Students may wish to duplicate some items to keep in their PE locker.

If your child is not toilet-trained, please send an ample supply of clothing. This applies to both residential and day students. For those with bladder and or bowel control issues, swim diapers are required in addition to a swimsuit.

\*Swimsuit is required for Fitness. We recommend a modest style suit made from 100% nylon as chlorine in the pool deteriorates Lycra products.

**CURFEW**

Each cottage has individual rules, consequently residents must check with their cottage staff to confirm the rules regarding curfew. If a resident is off campus shopping, dining, attending a concert or sporting event, etc., a later curfew is allowed. Most campus activities are completed by 9:00 p.m.

**DAY STUDENTS**

Students who live within 45 miles or one hour from the school will reside at home and are day students. Transportation for the school day is provided under contract by the ESD 112. Arrival and departure at WSSB will coincide with the school day as closely as possible. Parents wishing to enroll their child as a resident student may request residential placement through the IEP program plan as part of the need for more intensive residential experiences.

The Superintendent has designated the Associate Principal for After School and Evening Programs to approve individual day students to spend an overnight in the cottage if the request meets the following criteria:

- ◆ Student desires to take part in a school-sponsored program that necessitates staying overnight for logistical reasons, i.e. if event is over after 10:00 p.m. Prior to 10:00 p.m. parents/guardians are required to pick up their child.
- ◆ The parents give written permission for the overnight stay; and
- ◆ Parents must provide written notice requesting overnight stay 72 hours in advance.

Day students are welcome to participate in afternoon activities. They will be assigned a cottage while on campus and will follow the rules of the cottage or obey all rules and regulations when they are on campus or under the jurisdiction of the school. Whenever the situation deems it necessary, parents must accompany the student to events to maintain staffing ratios. Transportation to and from WSSB for these functions will be provided by the family and should coincide with the scheduled activity.

**HARASSMENT**

Harassment is taken seriously and is addressed as outlined in WSSB’s established student conduct standards and disciplinary process.

**MAIL**

Student mail will be directed to the student and must be opened by the student. When a reader is needed, the person reading the mail is chosen by the student. This could be a staff person, friend, or peer. Staff members selected to act as readers will not disclose the contents of the mail to others. It is suggested that mail for younger students, or for those unable to open their own mail, be addressed to a staff member or reader.

## **MEALS AND SNACKS**

Every effort is made to provide nutritious meals which are served in the main dining room and cottages. Breakfasts and dinners are served family style in the cottages. Lunches are served cafeteria style in the main dining room. There is no charge for the breakfast or dinner meal for students. For prices for student lunches, or free and reduced price applications, contact the Business Office (360-696-6321, ext. 162).

All food and beverages (except water) are to be stored in the kitchen/dining room areas in the cottages. No food or drink in bedrooms is allowed.

Students are required to be present for every meal unless ill or excused. Students may obtain special permission from cottage staff to eat off campus. It is necessary to notify the cottage staff one day in advance when planning to be away from the cottage at a meal time or if a guest has been invited to dinner.

Kitchens are available for use by the students in each cottage. They are encouraged to prepare their own snacks and may be required to participate in the cooking program.

## **MUSIC TAPES/VIDEOS**

In order to promote an environment which encourages positive growth and self-esteem, especially with small children present, WSSB believes certain forms of music and entertainment are not appropriate. Residents who bring music considered to promote such things as alcohol, drugs, suicide, death, violence, racism, and/or sexual content will be required to take them home. Parents are asked to screen media prior to students bringing them to school. Material on campus found to be questionable may be referred to a committee made up of students and staff for a final determination. No rated R movies are allowed on campus.

## **OFF-CAMPUS TRAVEL**

Students are encouraged to use their mobility skills when traveling off campus, shopping, or attending meetings or recreational events. Students must first be approved for such travel by the mobility instructor, have parent approval, and have approval of their residential life counselor for the specific trip. While the student is off campus, he/she is expected to behave in a manner which is consistent with school rules and policies.

## **PERSONAL POSSESSIONS**

To the extent possible, personal possessions will be secured in the resident's room, storage area, or closet and will be accessible only to that resident. (Serial numbers and model numbers of recorders and stereos will be recorded and kept in the resident's file to help in identification in the event the items are lost or stolen.) Staff or others will not intrude into these areas, or take the resident's personal items, except when during a routine room search illegal drugs or banned materials are found in the resident's possession. In such case the incident will be documented and materials confiscated. Whenever possible, room searches will be conducted with the resident present.

Personal computers, televisions and bicycles are permitted only with written permission from the Associate Principal for After School and Evening Programs.

## **RECREATION PROGRAM**

The purpose of the recreation program is to develop lifelong leisure skills and interests through a wide variety of activities made available at WSSB and in the community of Vancouver. Recreation programs are a part of the total student program and are offered to all students enrolled at WSSB. Whenever possible, students are encouraged to integrate into recreational activities within the community. Transportation is provided when possible for students who participate.

Many recreational activities extend beyond the campus in the form of shopping trips, picnicking, concerts, fairs, theater, and athletic events. Although the recreation program and travel are provided at no cost to the student, entrance fees to off-campus events may be (1) paid by the student, (2) paid with the student and school sharing the costs; and/or, (3) paid by the school. Students are alerted to special events well in advance and are encouraged to make their own plans, when possible, as part of their program in gaining independence. Students are encouraged to follow through in attending as planned. Physical Education credits are available for some activities. To earn P.E. credits, prior approval must be obtained from the Director of On-Campus Programs.

## **SOCIAL RELATIONSHIPS**

### **Between students:**

The relationship between students should be one of mutual respect. Healthy relationships are a part of the WSSB environment (classes, meals, recreation, and most activities are co-educational). Students who are involved in off campus organizations or who attend Vancouver community schools and develop friendships are encouraged to invite friends on campus with permission from their cottage staff.

Relationships between students are closely monitored by staff, and parents are kept informed when the social relationship progresses beyond casual interaction.

### **Between Student and Staff:**

The relationship between a staff member and a student should be a professional one of mutual respect. It is not appropriate for a student to have a staff member's telephone number or address. If a student needs to speak with a staff member the student should make an appointment at school at a time convenient for both. Staff should likewise refrain from contacting students outside of school. Any questions or concerns a staff member may have about a student should be directed to the student's family.

## **STUDENT ACCOUNTS**

Student accounts for allowances and personal needs may be established in the business office to ensure against loss or theft. The school is not responsible for loss or theft of student money that is not on deposit. Student accounts are established to enable the student to learn budgeting money management skills to meet personal needs. Parents may specify a weekly amount for the child to spend.

It is recommended that parents/guardians deposit \$25 in the student's account. When a child's account is depleted to \$10, parents will be notified. Checks for deposit into a student's account **must be mailed directly** to WSSB's Business Office, made payable to WSSB Student Account. Checks sent to a child and not for deposit in the student account should be made payable to the child; however, cashing such a check is sometimes difficult unless the child has picture identification, and "walking papers".

## **STUDENT BETTERMENT FUND**

The purpose of this fund is to provide financial assistance to students in need of clothing, personal items, books, medications, etc. The fund is administered by the superintendent and is supported by donations made by the general public. Parents or students wishing to use this fund should make a request to the Associate Principal for After School and Evening Programs.

## **LION'S DEN/STUDENT STORE**

The Lions Den is a snack bar located in the recreation center and is open during recreation hours. The Student Store (2<sup>nd</sup> Floor Old Main) is operated by WSSB students under the supervision of staff.

Students who work in the Lions Den and Student Store gain experience in buying, selling, and promoting of merchandise, handling cash, supervising other workers, and in general food handling. Students working in Lions Den are required to obtain a state food handler's card which can also be used for employment elsewhere.

## **STUDENT USE OF TELEPHONE**

Residents are permitted to make and receive telephone calls using the telephone in their cottages. However, with only one telephone per cottage, common courtesy and the following guidelines should be followed.

1. Telephone calls are limited to ten minutes.
2. SCAN line usage by residents is available on a regular, but limited basis (one ten minute call per week). Each additional call must be placed collect or use a phone card.
3. Residents having two parents living in different locations may call both parents weekly.
4. Residents may request privacy during phone use.

## **TRANSPORTATION**

### **Chartered Bus/Van**

The chartered bus is accompanied by monitors provided by WSSB that have pertinent information on students and emergency procedures. Students leave campus for home after lunch on Friday, and return to WSSB Sunday evening unless otherwise noted on the school calendar.

When picking up your child on Fridays, please allow the monitor time to relay any messages he/she might have for you. Students being picked up by parents from campus must first notify office personnel.

On Sundays, please give all messages or medications to the bus monitor on duty. The monitor will forward the items to the cottage, school department, nurse, or wherever needed.

All luggage should be clearly labeled with student's name and home address. The charter buses are used for trips other than transporting our students and if baggage is clearly labeled it can be quickly returned when found. We encourage a manageable bag (backpack) for carry-on when traveling.

WSSB cannot be held responsible for lost items. Please notify the school immediately if luggage is missing so it can be traced through the proper channels. Advance notification when a child is bringing a special item back will prompt an immediate search if the item does not arrive.

WSSB provides lunches to students on Fridays. Parents are responsible for their child's meals for the return trip on Sundays. Snacks are provided at the cottages on Sunday evenings, but there is no dinner meal.

Telephone calls will be made to students' homes when a decision is made to postpone or cancel transportation to or from school due to adverse weather conditions.

If the student must remain at or return home during the school week for a medical appointment, family event, early vacation, etc., the parent will assume the cost of transportation.

WSSB must know two weeks in advance of any changes in a child's travel schedule. Please contact the Associate Principal of After School and Evening Programs at 360-696-6321 ext. 121 or e-mail at renee.corso@wssb.wa.gov.

### **PLANE TRAVEL**

Students traveling by plane must be at the airport at least one hour prior to scheduled departure. Students should not be left at the airport unattended as sometimes flights are cancelled due to weather conditions or mechanical problems.

In the event that your child is not picked up at the airline gate within ten minutes after the scheduled time of arrival, and after the airline personnel have made attempts to reach the parent, the airline will contact the police to come and pick up the child. The child will then be placed into the care of Child Protective Services (CPS) until arrangements are made to release the child into parent's custody. If this action needs to be taken and results in additional costs to WSSB, parents will be asked to make restitution.

For the safety of students, parents or designated persons will be asked to show identification when picking up the child.

Please keep luggage to a minimum. Carry on backpack is preferred. If larger baggage is checked, please notify WSSB in advance, as there is minimal room in the vehicle transporting students. All additional luggage costs will be the responsibility of the parent/guardian.

If a child is ill and cannot return to WSSB as scheduled, please contact the Watson Cottage Staff at (360) 696-6321, ext. 146, and leave voice mail message. The same ticket may be used for a child's return although there may be a fee for changing the ticket, which will be the responsibility of the parent/guardian.

If a student remains at or returns home during the school week for a medical appointment, family event, early vacation, etc., the parents will assume any additional costs for transportation. It is critical that the Associate Principal of After School and Evening Programs be notified at least 4 weeks in advance of planned changes to airline itineraries, as tickets are booked

well in advance to take advantage of most competitive/economical airline fares.

**AIRLINE AWARD MILES**

**\*\*Airline Award miles earned are the sole property of WSSB (not the family or child). These miles are used to assist WSSB in school year flights and helps WSSB make efficient use of limited resources.**

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**STUDENT ALTERNATE TRAVEL & LIABILITY RELEASE FORM**

I hereby release the State of Washington, Washington State School for the Blind, and any of its employees from liability/responsibility for the supervision of:

\_\_\_\_\_

(Student's Name)

Student will be supervised by: \_\_\_\_\_

Address where student will be staying: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Time and date student will leave campus: \_\_\_\_\_

Time and date child will return to campus: \_\_\_\_\_

Please state transportation arrangements: \_\_\_\_\_

Transportation provided by: \_\_\_\_\_

If problems with transportation, parent can be reached at \_\_\_\_\_

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***I understand that WSSB will not be responsible for supervision of the student listed above after he/she leaves the campus.***

\_\_\_\_\_

Student's Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Person Accepting Student

\_\_\_\_\_

Date

WSSB Transportation Department (360) 696-6321 ext. 121

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**DAY STUDENTS**

Day student transportation is arranged through ESD 112 and the rules are based on the policies of ESD 112. We suggest that you check with your local district for specific rules and regulations. Note: On occasion, WSSB will transport some day students to and from WSSB. The same procedures listed below should be followed.

Some general guidelines include:

- ◆ Have your child ready ten minutes ahead of the scheduled pickup time.
- ◆ Call ESD 112 and WSSB immediately when you change your address or phone number. In the event of an emergency, it is essential that we have a number where you can be reached. Please let us know two weeks in advance of your move (if changing school districts).
- ◆ Parents who bring their child to school or take them home must notify WSSB (at least 1 hour prior to ESD scheduled

pick-up time) so that ESD 112 driver can be contacted.

- ◆ Regarding bus routes: WSSB has no control over the routes or times that are assigned to your child. If you have questions, please call ESD 112 (360-750-7510).
- ◆ Changes in routes, drop-offs or pick-up spots require a three day advance notification (in writing).
- ◆ Parents desiring a car seat for young students must contact ESD and fulfill ESD requirements.
- ◆ Backpacks are allowed on buses. No additional carry on items such as sleeping bags, clothing, boxes, radios, etc. will be allowed due to potential liability to driver and other students.

Visiting among students: If your child plans to visit another student during the week or weekend, or if another student is visiting your home, transportation will not be provided by WSSB, or ESD 112. WSSB will not accept responsibility for such visits, but will see that the arrangements for public transportation made by parents are carried out.

Parents of the visiting student should know the family of the student their child will be visiting, and the type of home environment before granting permission.

Letters of permission from both sets of parents of the students involved must be received in the office of the Associate Principal for After School and Evening Programs two days in advance of the scheduled visit. The letters of permission must contain: date of the visit, names of both students, name of person providing the transportation, and a statement releasing WSSB of any liability during the visit.

**Parental permission via the telephone will not be accepted.** Fax (360-737-2120) transmission is acceptable as written permission. Send to Associate Principal for After School and Evening Programs. Permission for multiple, open-ended visits will not be accepted. Separate permission must be given for specific dates.

School administrators reserve the right to deny the permission based on known circumstances and credible information.

Permission will not be granted for students to stay overnight at a staff persons residence regardless of parental permission. Students will be allowed to visit staff homes for designated and planned field trips only. Exceptions can be granted exclusively by the school superintendent.

Parents should understand that WSSB will not assume responsibility for students once they have left campus.

## **RESIDENTIAL STUDENTS**

All students will be transported to their home area weekly via chartered bus, van, plane, or other arranged mode of travel. Parents or guardians are responsible for arranging adult supervision on Fridays and Sundays and for pick up to and from transportation provided by WSSB. On Friday's the bus will wait no longer than 10 minutes before taking your child and continuing on to the next stop. **On Sunday's the van or chartered bus will not wait.** It is the responsibility of the parent to be at the designated stop ten minutes prior to the scheduled time. **Important!** In the event that your child is not picked up at the designated pick up point within ten minutes after the scheduled time of arrival and bus monitors has not been notified by parents/guardians prior to that scheduled drop off time and after monitors have made attempts to reach the parent, the monitor will contact the police to come pick up the child. The child will then be placed into the care of child protective services (CPS) until arrangements are made to release the child into parent's custody. If this action needs to be taken and results in additional costs to WSSB, the parents will be asked to make restitution.

Visiting among students: If your child plans to visit another student during the week or weekend, or if another student is visiting your home, transportation will not be provided by WSSB, nor ESD 112. WSSB will not accept responsibility for such visits, but will see that the arrangements for public transportation made by parents are carried out.

Permission forms from both sets of parents of the students involved along with the alternative travel plan must be received in the office of the Associate Principal for After School and Evening Programs well in advance of the visit (30 days notice for students who fly, 2 weeks for chartered bus or van). Parental permission via the telephone will not be accepted. FAX transmission is acceptable as written permission. Send to Associate Principal for After School and Evening Programs FAX 360-737-2120. Permission for multiple, open-ended visits will not be accepted. Separate permission must be given for specific dates.

School administrators reserve the right to deny the permission based on known circumstances and credible information.

Permission will not be granted to students to stay overnight with a staff person regardless of parental permission. Students will not be allowed to visit staff homes except for designated and planned field trips. Exceptions can be given only by the school Superintendent.

Parents should understand that WSSB will not assume responsibility for students once they have signed out and left campus.

### **TOBACCO, ALCOHOL, AND DRUGS**

Because of the potential injury to health, as well as the legal implications for students under age, the use of tobacco, alcohol, and/or non-prescription drugs is prohibited.

**Tobacco:** The use or possession of tobacco in any form including smokeless or look alike tobacco by students under the age of 18 is forbidden. The use of tobacco by students over the age of 18 is limited to before or after school hours while attending WSSB.

- **Students over age 18:** Tobacco use is forbidden during the school day or during school sponsored activities. Smoking is forbidden on school grounds. Tobacco must be held in cottage or school office and checked out to student before or after school. Tobacco must be returned to office when returning to campus. Tobacco must not be sold or shared with students under the age of 18. WAC 72-120-100.13  
*First offense:* Conference with administrator; training on dangers of tobacco use by nurse (smoking cessation program at cost to student or family).  
*Second offense:* Student does not follow protocol revoked results in 3-5 day suspension.
- **Student under age 18:** Possession or use of tobacco is forbidden.  
*First offense:* Warning; parent notified both by phone and in writing; parent/student/administrator conference; education by health center on dangers of tobacco use (smoking cessation program at cost to student or family).  
*Second offense:* Same as first offense; plus “walking papers\*” will be revoked for 7 school days. If student has no “walking papers,” then student will be “cottaged\*\*” for 4 days.  
*Third and subsequent offense:* Same as first offense plus suspension (length not to exceed 5 days.); no walking papers for remainder of semester or until reinstated by administrator. WAC 72-120-220, 225.

**Alcohol or illicit drugs:** The use or possession of alcohol or illicit substances or drug paraphernalia by any student while under the jurisdiction of WSSB is forbidden. Presence of student at WSSB after consumption of alcohol or drugs elsewhere is grounds for discipline.

\*walking papers: issued and signed by Orientation and Mobility Specialists and signed by parents giving student over age 13 permission to travel off campus when accompanied by another student or students over 16 permission to travel off campus independently.

\*\*cottaged: equivalent to being “grounded.” Student is not allowed to leave cottage during the evening.

### **VISITORS TO WSSB CAMPUS**

The WSSB campus is a closed campus from dusk (Winter-7:00 p.m., Spring, Fall, Summer-7:00 p.m.) until dawn and it is necessary to exercise some controls on visitations to the campus by friends from the Vancouver area. Visitors must have a purpose for being on campus. Residents are encouraged to invite their friends with a purpose in mind (e.g., staying for dinner, recreation center for crafts, gym for swimming, library for studying). Residents should also make plans a minimum of one week in advance.

Parents and family members are also considered visitors, but fewer restrictions apply.

**All visitors must secure a visitors pass.** After hours visitor passes may be obtained from your child's assigned cottage.

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