

St. Stephen's Lutheran Academy Glade Run Lutheran Services

MISSION STATEMENT OF GLADE RUN LUTHERAN SERVICES

“Linking Faith and Service”

A bridge to a brighter future,

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

EDUCATIONAL PLATFORM OF ST. STEPHEN'S LUTHERAN ACADEMY

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

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

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

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

STUDENTS RIGHTS AND RESPONSIBILITIES

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

SCHOOL CONTACTS

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

Executive Director	Dr. Lockwood	Ext. 1100
Dir. of Residential & Educational Services	Ms. Beth Hines	Ext. 1392
Director of Education	Ms. Lee Myford	Ext. 1206
Assistant Principal	Mr. Chris DeMeio	Ext. 1193
School Counselor	Ms. Kelly Wheeler	Ext. 1124
Front Desk	Ms. Melissa Ierace	Ext. 1171
Health Room	Ms. Janice Weaver	Ext. 1198
Coordinator of Records	Ms. Leslie Mosberger	Ext. 1139

POLICIES AND PROCEDURES

ATTENDANCE

The mission of our attendance guidelines is to foster and improve daily attendance for all students. We ask that each of you support our guidelines so that all of our students have the opportunity to receive a quality education. Regular attendance is a vital and lifelong habit.

St. Stephen's monitors student attendance and reports the attendance record to the home school districts on a weekly basis. Retention due to excessive absence is determined by the home school district.

All excuses for absence, tardiness, and appointments must be signed by the parent/guardian and turned in to the classroom teacher at the beginning of each school day. Absences are considered legal for the following reasons:

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

The following absences are illegal and will be considered unexcused:

- Refusal to come to school
- Missed bus
- Following home school district calendar

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

Appointments

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

It is requested, if possible, that a student's classroom staff be notified in advance of early dismissals for appointments. Parents/guardians must enter the building and sign their

child in and out when taking them to appointments or dropping them off. Students are only permitted to leave the school with persons on their release list in the school files.

REPORT CARDS

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

Grades are based upon classroom work. Homework is a creative extension of class activities and is a vital part of the learning process. Completion of the work is the student's responsibility.

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

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

SECURITY

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

SEARCHES/INSPECTIONS

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

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

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

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

FACILITIES SEARCH

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

PHYSICAL INTERVENTIONS/RESTRAINTS

St. Stephen's uses Therapeutic Crisis Intervention physical restraints on students where a client is deemed at risk to hurt himself or others. Glade Run Lutheran Services and St. Stephen's staff are properly trained to perform physical restraints and techniques. The Medical Director of Glade Run is notified of every restraint at St. Stephen's. All students are assessed immediately following the restraint by a member of the nursing staff. The Parent/Guardian will be notified following any restraint.

CONFIDENTIALITY

As a licensed private academic school, St. Stephen's Lutheran Academy meets and exceeds all privacy and confidentiality regulations. As needed, classroom staff may request a signed photo release for the student in order to publish or display students' photographs.

GRIEVANCE PROCEDURE

1. INFORMAL PROCEDURE

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

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

2. FORMAL PROCEDURE

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

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

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

The Assistant Principal or designee, upon receiving the written complaint/grievance, shall investigate the complaint and make every effort to resolve it. Complaints shall be investigated and decided upon by persons not directly involved in the circumstances leading to the complaint. Based on this investigation, a decision will be given in writing by the Child Care Coordinator, Assistant Principal or his/her designee within three (3)

working days of receiving Formal Complaint/Grievance. Complaint Response Form will be completed and forwarded to student filing complaint with copies to:

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

TRANSPORTATION

Day students will arrive in the morning at the dining hall. Students are to remain on the bus/van until school staff dismisses them. Upon leaving the bus/van, students will be scanned with a hand-held metal detector by a staff member to insure that students do not have any contraband items in their possession. All medication must be given to the bus/van driver who will give it to school staff upon arrival. Students are not to have medication in their possession.

Transportation to and from St. Stephen's is a privilege. It is not a right. It is the students' responsibility to keep the bus/van safe. Any report of disorderly conduct will be given to the student's home school district and parents/guardians. Excessive inappropriate behavior will result in the loss of bus/van privileges at the discretion of the home school district. The student's parents will then be responsible for transporting the student to and from school for the period of suspension. **If there are any questions or concerns regarding transportation, please contact the home school district or the bus garage.**

All students being dismissed from school will be supervised to their bus/van by school staff. Any student deemed unstable by school staff at 2:30 p.m. or later will not be permitted to ride the bus/van home. The student's parents will then be responsible for transporting the student home. Students must ride their assigned bus/van and are not permitted to get back off the bus unless directed by school staff.

DINING HALL

In order to provide a safe and pleasant environment where each student may eat his/her lunch, it is necessary that each student act in a respectful and courteous manner by utilizing appropriate table manners. Students are to eat at the table assigned or designated by his/her teacher. Also, students are not to interact with other classrooms unless given approval by staff members. Trays are to be given to cafeteria staff at the appropriate return area in an orderly fashion. Please, do not stack or push trays in the return area as this may create an unsafe environment for staff and students.

Students must use their social security numbers to purchase food in the dining hall and are to be typed into the key pad provided in the checkout area.

* Hats, sunglasses and coats/jackets are not to be worn in the dining hall. *

FIRE/DISASTER DRILLS

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

DRESS CODE

St. Stephen's Lutheran Academy enforces the following dress code policy:

- Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol or drugs, or demands, degrades, or intimidates another because of race, sex, religious persuasions, national origin, disability, or gang membership are not to be worn.
- Apparel that reveals or exposes the midriff/lower back or sides of the upper body, torso, cleavage and/or undergarments including sleeveless shirts, tank tops, spaghetti strap tops, halter tops and muscle shirts are prohibited.
- Any clothing that is excessively tight, or transparent material, see through material, or that is ripped or torn, or has suggestive signs/symbols are not to be worn.
- Any clothing through which underwear or any type of undergarments may be seen is prohibited.
- Outerwear such as coats, jackets and hooded sweatshirts or "hoodies" are not to be worn during class or while transitioning within the school.
- Clothing or jewelry containing spikes, dog chains, chokers, ball bearing chains, wallet chains, hanging straps, buckles, or that increases the risk of accidents/injury are prohibited.
- Sunglasses may not be worn inside any school facility or the dining hall.
- Students are permitted to wear shorts, skirts, or skorts **only** during the months of August, September, April, May and June and must be mid-thigh length or longer.
- Anything worn around the neck is not permitted. This includes, but is not limited to, chains, chokers, collars, beads, and necklaces.
- All piercings must be stud earrings. Hoop earrings and earrings that hang below the earlobe are not permitted.
- Footwear must be worn at all times. Sandals or sandal type footwear with open toes are not permitted. Steel-toed shoes and boots are not permitted.
- Hats and other head coverings (bandanas, etc.) are not to be worn in any school building or the dining hall.
- At the discretion of the school staff, any clothing that is distracting to the educational process will not be permitted.

Should a student come to school in clothing that does not meet the above requirements, he/she will be loaned appropriate clothing for the school day, if available. If clothing is not available, the parent/guardian/cottage will be asked to bring appropriate clothing to St. Stephen's for the student or take the student home if he/she is non-compliant. If the parent/guardian is unable to pick the student up, he/she will serve in-school suspension for that day in a designated room. Continuous violations of the dress code will result in notification of the home school district and possible out of school suspension.

The consequences for wearing prohibited earrings, necklaces, bracelets, and jewelry will be as follows:

- 1st offense: Item will be confiscated until the end of the week.
- 2nd offense: Item will be confiscated until the end of the nine week period.
- 3rd offense: Item will be confiscated until the end of the school year or until the student is discharged from St. Stephen's.

Please note that the parent/guardian will be notified by a classroom staff of all dress code violations.

CLASSROOM SAFETY

Physical Aggression

When a student is involved in an act of physical aggression toward staff, other students, or against personal property, the Director will take the following action:

- First offense- Verbal reprimand; meeting with the Director*; meeting with the student's counselor to explore better ways to deal with anger and appropriate ways to express feelings; parent/guardian notified by telephone; home school district notified by telephone; probation officer notified by telephone (if applicable); restitution; loss of privileges within the classroom; removal from the classroom or school for the day possibly resulting in suspension from school.
- Second offense- Actions of first offense plus outside agencies/services involved with student notified by telephone; report filed with the Zelenople Police Department, possibly resulting in criminal charges and suspension from school.
- Third offense- Actions of first and second offenses plus conferences with the Principal, the student's counselor, parent/guardian and home school district to determine disciplinary action.

*The Director and the student's counselor will assess the situation and determine the seriousness of each incident. In determining the seriousness of each incident, the student's previous acts of violence and aggression will be taken into account. Therefore, if deemed necessary, a report may be filed with the police after a student's first offense. Acts of physical aggression towards school staff is a serious offense and will be documented with the Zelenople Police Department.

HOMICIDAL IDEATIONS AND THREATS

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

When a student makes a threat toward staff, other students, or against personal property, the Director of Education or the Assistant Principal may take any of the following courses of action:

Verbal reprimand; meeting with the Director of Education*; meeting with the student's counselor to explore better ways to deal with anger and appropriate ways to express feelings; parent/guardian notified by telephone; home school district notified by telephone; probation officer notified by telephone (if applicable); restitution; loss of privileges within the classroom; possible removal from the classroom or school for the day.

*The Director of Education will assess the situation and determine the seriousness of each threat. In determining the seriousness of each threat, the student's previous acts of violence and aggression will be taken into account.

SUBSTANCE USE/ABUSE

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

Disciplinary Response

The following disciplinary action will be taken immediately by St. Stephen's Academy concerning incidents of possession, distribution, sale, or use of controlled substances, including alcohol, by any person on school property:

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

AWOL

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

When a student leaves transition or the classroom without permission, the following actions may be taken:

First offense- Verbal reprimand; meeting with the Principal; meeting with the student's counselor to explore better ways to deal with anger and appropriate ways to express feelings; parent/guardian notified by telephone; home school district notified by telephone; probation officer notified by telephone (if applicable); loss of transition privileges within the classroom for two school days; possible removal from the classroom or school for the day.

Second offense- Actions of first offense and loss of transition privileges for an additional three school days.

Third offense- Actions of first and second offenses plus conferences with the Principal, the student's counselor, parent/guardian and home school district to determine disciplinary action.

CONTRABAND

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

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

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

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

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

- D. Drugs: All controlled substances unless distributed and possessed by a doctor's prescription including, without limitation, marijuana, cocaine base (commonly known as crack), amphetamines (commonly known as speed), LSD (acid), heroin, ecstasy, model glue, etc.
 - E. Drug Paraphernalia: Including, without limitation, rolling papers, baggie corners, balloons, roach clips, pipes, bongs, syringes, etc.
 - F. Alcohol: Including, without limitation, beer, wine, liquor, wine coolers, etc.
 - G. Paint: Permanent magic markers, spray paint, brush on paint, nail polish, nail polish remover, any aerosol sprays, etc.
 - H. Adult Magazines: Magazines, calendars or books and similar items that depict photographs or images of naked women and/or men.
 - I. Any item(s) determined to have a detrimental affect on the health and welfare of the student, resident, other students or residents, or the staff.
2. Violations of these guidelines will be reported to the student's parent/guardian and home school district. The Zelienople Police Department will be notified and intervention requested as appropriate. Consequences for any drug violations will be outlined and followed according to each home school district's drug and alcohol policy. The student may also be required to undergo a mental health assessment and, if indicated, individual counseling.

3. Items Prohibited in the Classroom:

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

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

- 1st offense: Item will be confiscated until the end of the week.
2nd offense: Item will be confiscated until the end of the nine week period.
3rd offense: Item will be confiscated until the end of the school year or until the student is discharged from St. Stephen's.

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

SEXUAL HARASSMENT

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

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

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

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

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

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

302 PETITION

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

PROGRAMS AND SERVICES

STEPS TO SUCCESS PROGRAM

The Steps to Success Program incorporates St. Stephen's 4 R's into every day. Students earn points in every class for meeting the goals of the 4 R's and one individual goal. The 4 R's are: Be Ready, Be Respectful, Be Responsible, and Follow Rules. Students earn a total of 120 points per day. These point cards are then carried home daily. Points are cumulative, and are added up every day. No points are earned when a student is not in school. Points are deducted only for the following reasons:

Aggression requiring intervention	-120 points
Aggression requiring no intervention	- 60 points
AWOL (Leaving school without permission)	-60 points
Theft	-30 points
Sent home from school	-30 points

The Steps system allows everyone involved in the education process to monitor a Student's progress. Step 1 is 0-1799 points, and students on this step are allowed to attend a Social Skills Club. Step 2 is 1800-3599 points. Step 2 students can purchase items from the school store, go on field trips, attend assemblies, participate in all clubs, and participate in intramurals. Step 3 is 3600-5399 points. Step 3 students have all of the former privileges as well as participating in the volunteer program. Step 4 is 5400+ points. Step 4 students have all of the previous privileges, as well as a student lunch table and consideration for the transition room (which prepares them for a return to public school.)

HEALTH ROOM

State Regulation

St. Stephen's Lutheran Academy has two nursing staff on duty each day of school. All PA State Regulations are followed. Screening for vision, scoliosis, height and weight are done. Hearing and speech screening are serviced by outside agencies. Physical and dental examinations are to be completed by the student's family physician. Parents also have the option to contact their home school district to set up appointments to have physicals done by the school doctors. Forms for dental and physical examination can be obtained at St. Stephen's Academy. A letter of reminder will be sent out to each student who is required to have a dental or physical examination completed.

Illness and Accidents

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

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

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

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

Prescribed Medication/Over the Counter Drugs

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

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

VOLUNTEER PROGRAM

The volunteer program provides the students with an opportunity to learn responsibility, gain trust, and experience a position of interest to them. All of the positions available have a job description for the students. The criteria for obtaining these positions are similar to real job experiences. Positions will be filled based on teacher recommendation, applications, and an interview process. When a student is approved for a position, the student will be required to sign a Student Agreement, which states the expectations of the volunteer program. Some of the positions available include:

Art Assistant
Library Assistant
Teacher's Aides

Physical Education Aide
Morning Announcers

Nurse's Aide
Science Aide

COUNSELING SERVICES

A therapist is available at the school for group and individual counseling. Services are provided to students who are not receiving therapy elsewhere. Referrals for counseling can be made by the student, parent, home school district, or professional staff at St. Stephen's.

TITLE ONE

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

PARENT CONNECTION

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

OUTDOOR EDUCATION

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

SENIOR PROJECTS

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

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

training. The student will then present their project to a panel of staff and administrators at St. Stephen's Lutheran Academy.

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