

# Custer City Private School

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## 2016 ~ 2017 Student and Parent Handbook

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## Daily Schedule

7:45 a.m.-8:00 a.m.	Students arrive
8:00 a.m.-2:20 p.m.	School in session

Secondary and middle school students are provided the core content classes in math, science, social studies, English and physical education and health. Character education, Current Events and an Interventions class to develop areas of concern are also part of each student's schedule.

Early Dismissal Schedule – Community students are dismissed at 12:30 PM. RTF students are dismissed at 1:00 p.m.

## Home and School Communication

Open communication between parents, students, staff and school faculty is essential for the success of our students. Parents and residential group home staffs are encouraged to call the school with any questions or concerns that might arise. The following procedures are utilized to communicate necessary information:

### Daily Point Sheets

All Foster Care, Shelter and Community students have a daily point sheet completed. The sheet will provide a daily program score and a brief summary of the student's day. The student delivers his/her sheet to his/her guardian for review. Guardians are asked to review the information.

### Phone Contact from Parents and Guardians

- Parents and guardians are encouraged to communicate necessary information
- Phone calls to classroom staff need to be made before 7:45 a.m. or after 2:30 p.m.
- Critical information can be communicated by phone to the school's main office anytime

## Visitors

Parents/Guardians are encouraged to visit their child's classroom and his/her teacher. Due to confidentiality, non scheduled visits are appreciated from 7:30 -7:45 a.m. and 2:30 to 3:30 p.m.

Upon arrival for a visit, parents/guardians need to sign in with the receptionist, where they will be issued a visitors badge, and then escorted to the child's classroom. Visitors must be accompanied by a Custer City staff at all times during their visit.

## Attendance

Student attendance is monitored on a daily basis. Legal absences are assigned to a student who provides a written excuse from his/her parent within 3 days. If a student doesn't have a written excuse within 3 days from his or her parent it will be considered an unexcused illegal absence. Residential students will be given a legal excuse if a legitimate illness is determined. Illegal absences will be assigned to students who skip school or run away. Students will be deemed tardy for any amount of time they are late to school. Students who are illegally absent 10 consecutive days will be subject to dismissal from the program.

## Communication with Area School Districts

Weekly reports are sent to Bradford school district. Meetings are also scheduled for each of the nine week marking periods with individual students from Bradford School District regarding the student's progress and the potential for him/her to return to the public school.

## Medications

Nurses will administer medications to students at their prescribed times. Residential students will have their medications supplied at school. Community and Foster Care student's medications need to be transported by their guardians and given to school staff. All medications taken at school must be in the original container with the following information: student name, medication name, dosage, and administration time. Please contact the school nurse if your child has any changes to their medication routine.

## School Closings

Custer City Private School follows school closings and cancellations determined by the Bradford Area School District. Distribution dates are listed on the Bradford School District Calendar. In order to receive a text to inform you of closings and delays, please visit the following website [www.wivb.com](http://www.wivb.com)

## Report Cards and Progress Reports

Copies of report cards are distributed to students according to the Bradford Area School District report card distribution date. Progress reports are distributed to students and mailed to parents and guardians at the half way point of each marking period. Additional copies are mailed to parents or guardians.

## Mandated Reporting

It is the policy of the agency that all employees are responsible for providing appropriated care, protection, safety and a consistently wholesome mental and physical environment for children who attend Custer City Private School. School employees, including full time, part time, and contracted personnel are responsible to report any acts/incidents of alleged or observable abuse by following outlined agency procedures. Employees are not responsible for the determination of whether or not abuse occurred, only to document and report allegations that have been observed or presented to them.

## Dismissal Procedure

Community students will be dismissed once their van/bus is called. RTF students will be called to line up according to group home in a designated area of the gym. RTF students will then be escorted to their bus by staff. The supervising staff will make seating arrangements. All students will follow the expectations listed below:

1. Listen to the bus driver.
2. Remain seated in your own seat.
3. Keep your hands to yourself and inside the bus.
4. Talk quietly.
5. No spitting.
6. No tobacco.
7. No eating or drinking on the bus.
8. No foul language.
9. No throwing of objects.

Failure to follow the rules will result in disciplinary action as per the Bradford Area School District transportation guidelines.

## Dismissal to Other Service Providers

Written or verbal notice from the student's parent, foster parent, guardian, or service provider is required for students to be dismissed to the care of TSS, Therapist, or other service providers. Notice must be received prior to 1:30 p.m. Students will utilize their regularly scheduled afternoon transportation unless the staff has received proper notice. Students are not permitted to remain at school following the end of the scheduled day to meet TSS, Therapist, or other service providers at a time later than 2:30 p.m. Please contact Lindsey Terwilliger regarding any dismissal changes to your child's routine.

## Dismissal for Medical or Other Appointments

A student must present a written note from his/her parent or guardian the day of or prior to the appointment date. The note must include the following information:

- Time and date of the appointment
- Pick up time at school
- Person picking up student if other than parent or guardian

Notes for dismissal can be written in the students' communication book (if applicable) or on a separate piece of paper.

# School Procedures and Expectations

- Drugs, alcohol, tobacco, e-cigarettes, and any type of vape paraphernalia are prohibited on school/agency grounds.
- Weapons of any type are prohibited on agency grounds.
- Book bags, backpacks, messenger bags, totes, purses, etc. need turned into staff upon arrival.
- Coats are not to be worn during school hours.
- Physical altercations between students are prohibited.
- One student in restroom at a time, unless supervised.
- Displays of affection between students are prohibited.
- Respect peers and staff.
- Students are not permitted to bring in any beverages.
- Note passing between students is prohibited.
- Sneakers are necessary to participate in physical education class.
- Students are not permitted in the classroom without staff.
- Students need permission to leave school grounds.
- Upon arriving to school, students must immediately enter the building.

## **SMOKING REGULATIONS (EOC Manual – Policy #2310890)**

It is the policy of the agency that all agency properties (including vehicles) are considered tobacco free areas. Clients and staff are not permitted to possess or use tobacco products on all agency grounds, during transportation provided in the course of work responsibilities or during off grounds activities with clients. The use of tobacco products by persons visiting the agency is prohibited.

As stated in Pennsylvania Crimes Code Handbook:

### **§ 6306.1. Use of tobacco in schools prohibited.**

- (a) Offense defined.**--A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.

**\*Students caught with or using drugs, alcohol, or tobacco products on school property will be charged for each offense.**

## **Alcohol and Drugs (Bradford Area School District Policy)**

As provided in Board Policy 227, "Controlled Substances," students are prohibited from using, possessing and distributing mood altering substances and controlled substances (which include but are not limited to all dangerous substances prohibited by law, alcoholic beverages, anabolic steroids, drug paraphernalia, any drug, including prescription drugs, except those for which permission for use in school has been granted pursuant to Board Policy 210) and/or pseudo (look alike) mood altering substances or controlled substances during school hours, on school property and at any school-sponsored event. Students found to be in violation of this policy are subject to discipline ranging from suspension, expulsion from extra-curricular activities possible referral to the Board of Directors for expulsion from the District, and possible referral to law enforcement.

## **Tobacco Use (Bradford Area School District Policy)**

The Tobacco Use Policy, 222, adopted by the Board on July 1, 1993, bans the possession and use of tobacco products. These products include smokeless tobacco (snuff, chewing tobacco, look alike chewing tobacco, etc.) and cigarettes, cigars, and pipe tobacco used for smoking.

The possession and/or use of tobacco is prohibited in school buildings, on school grounds, on school buses, or at events under school district jurisdiction during the school day. Students seen possessing tobacco or tobacco products will have these items confiscated by the faculty and/or administrative staff and will be subject to the penalties outlined in the Board Policy, (ie Alternative Setting, school community service, and potential attendance at a tobacco cessation clinic). The District Magistrate may also levy a fine plus court costs for any student in possession of, or using tobacco products on school property.

## ELECTRONIC DEVICES

Students are not permitted to have cell phones or ANY electronic devices between 7:45 a.m.-2:25 p.m. The phone/electronic device(s) must be put away and turned off. Electronic devices may include, but not limited to: cell phones, ipods, head sets etc. If the phone/electronic device is seen, or heard or the student is playing with it whether visually or concealed, the following may be applied:

### Consequences for Offense:

**First Time:** The device is confiscated and a parent/guardian must pick up the device at the office.

**Second Time:** The device is confiscated and a parent/guardian must pick up the device at the office. The student receives after school detention until 3:30 p.m.

**Third Time:** The device is confiscated and a parent/guardian must pick up the device at the office. The student receives in school suspension until 3:30 pm.

## LEAVING SCHOOL WITHOUT PERMISSION:

Each time a student 17 years of age or younger leaves the school without permission, the student's parents as well as the Bradford Township Police will be notified. The police will then attempt to locate the student and return them home or back to the school. If a parent or guardian is not present at the home, the student will be searched and then returned to the school. Time that the student is out of school without permission, will be counted as illegal. Truancy charges will be filed on students that accumulate three days of illegal absences.

## Dress Code

All students are expected to display appropriate dress.

- Shirts that advertise/support any form of alcohol, tobacco, drugs, sexual or negative behavior are prohibited.
- Clothes that have holes in revealing areas such as the groin, buttocks or chest area are prohibited.
- Clothing that allows undergarments to be exposed are prohibited.
- Half shirts, muscle shirts, sleeveless shirts and low-cut-revealing shirts are prohibited.
- Ball caps, knit caps and bandanas are prohibited.
- Shorts and skirts above the length of fingertips, when held at sides are prohibited.

Students who choose not to follow the dress code will be asked to change their attire to properly honor the dress code by either calling home for more clothes, turning shirts inside out and/or covering exposed areas with additional clothing.

Due to the unpredictable nature of the heating and cooling systems at the Custer City Private School, students are encouraged to dress in layers.

## Student Searches

The Custer City Private School strives to provide a safe learning environment for all students. Without a prevailing sense of safety, students cannot effectively learn and teachers cannot effectively teach. The environment of safety is breached when students bring items to school which break school rules and/or cause harm or disruption.

Because students are not always forthcoming and truthful about the possession of harmful or illegal items, the agency has occasionally found it necessary to search students in order to preserve the safe learning environment. In carrying out these searches the agency recognizes that students enjoy individual rights and should not be subjected to arbitrary searches without reasonable cause.

Searches of students and their belongings may occur when there exist facts, allegations, or circumstances that create a reasonable suspicion of:

1. A violation of school laws, rules, regulations, or policy
2. Harm to a student's self or others
3. Harm to or theft of property
4. Possession of instruments or materials used or potentially used in the behavior described in the preceding statements.

The Custer City Private School also honors the Bradford Area School District's search policy as stated below:

**Title 22. Sec. 12.14**

**Illegal and prohibited materials seized during a student search may be used as evidence against the student in school disciplinary and/or legal proceedings. Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.**

## Cafeteria Procedures and Expectations


Breakfast and lunch times are staggered. Community students eat breakfast upon arrival to school and all students eat lunch with their homeroom teacher and class.

- Students are required to dispose of any chewing gum in the proper receptacle, prior to entering the cafeteria.
- Students are expected to be quiet and orderly, when entering and exiting the cafeteria.
- All students must obtain a tray.
- Students have the option of choosing the main entrée or the substitute.
- Students may purchase an extra main entrée for \$.50 or full meal for \$1.00.
- Students need three items to be counted as a meal. A salad, fruit and a milk counts as a full meal.
- When fresh fruit and canned fruit are offered, students are to take one or the other; unless the student pays an extra dollar for an extra lunch.
- Students may have two milks; one white and one flavored, unless the student pays \$1.00 for a whole extra lunch.
- Students **MUST** follow the orderly Point of Service Line and verbally say their name to the Point of Service Checker on duty.
- Students are allowed one salad dressing packet unless they purchase an entire full \$1.00 meal.
- Students are seated according to classroom and required level of supervision.
- Students on dietary restrictions or special diets **MUST** have orders on file in the kitchen.
- Male and female students are to be separated by tables or staff members at lunch time.
- Conversations are not permitted between tables.
- Students are expected to display proper etiquette and manners, at all times.
- No students are permitted in the kitchen or storage area of the cafeteria, the boiler room, or stair-well from the outside leading down to the cafeteria, without supervision.

### **Free and Reduced Lunches**

The receipt of food stamps or Temporary Assistance to Needy Families automatically qualifies children for free school lunches and breakfasts. Families who do not receive food stamps or TANF may qualify due to their income.



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### **DIET-602 Staff and Student Wellness**

It is the policy of the Agency to provide an environment that promotes and protects children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, the Agency will:

- Engage students, staff, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- Ensure that all students in grades K-12 will have opportunities, support, and encouragement to be physically active on the regular basis.
- Ensure all foods and beverages sold or served at the school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Contract with a qualified child nutrition professionals who will provide students, teachers and staff with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Maximize when practical, participation in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program [including suppers]).
- Provide nutrition education and physical education to students, staff and teachers to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

# Annual Notice of Educational Support Services

The Annual Public Notification of Child Find, Screening Evaluation Procedures, Special Education Programs and Services and Confidentiality of Student Records are available on the Bradford Area School District (BASD) Website. Please contact Julie Henneman if you would like a hard copy mailed to you.

## Behavior Program

STEPS are assigned based on weekly scores, which are an average of daily scores.

Daily scores are based on five areas:

- **Be Determined**
- **Be Optimistic**
- **Be Responsible**
- **Be Respectful**
- **Be Safe**

Each category is assigned a score by staff ranging from 3 to 0 with 3 being the most points to earn and 0 being the least in that area. STEPS can be earned every three weeks.

Students on runaway watch, suicide watch, or shadowing must be within an arm's length of staff at all times.

\*\*\*\*Probation - Students earning a weekly score below their current STEP will be placed on probation for one week. While on probation, a student must earn a weekly score that corresponds with his/her current STEP. If this score is not achieved, the student's STEP will drop one STEP.

\*\*\*\*Hold - Privileges are on STEP 1 until student gets off of hold.

## STEP Privileges

<p><b>STEP 1 (0-60 average)*</b></p> <ul style="list-style-type: none"> <li>• Staff supervision at all times</li> <li>• Eligible for field trips</li> <li>• Eligible to buy extra lunches</li> <li>• Eligible to participate in School Store</li> </ul>	<p><b>STEP 4 (81-90 average) *</b></p> <ul style="list-style-type: none"> <li>• Eligible for all STEP one, two and three privileges</li> <li>• Eligible to volunteer in cafeteria or mentor in the classroom</li> <li>• Eligible for return to public school</li> </ul>
<p><b>STEP 2 (61-70 average)*</b></p> <ul style="list-style-type: none"> <li>• Eligible for all STEP one privileges</li> <li>• Eligible for unsupervised bathroom and water breaks</li> </ul>	<p><b>STEP 5 (91-100 average)*</b></p> <ul style="list-style-type: none"> <li>• Eligible for all STEP one, two, three, and four privileges</li> <li>• Eligible to earn off floor privileges</li> <li>• Eligible to apply for job in cafeteria</li> <li>• Eligible for return to public school</li> </ul>
<p><b>STEP 3 (71-80 average)*</b></p> <ul style="list-style-type: none"> <li>• Eligible for all STEP one and two privileges</li> <li>• Eligible to run errands on same floor</li> </ul>	
<p><b>*All privileges require approval from staff.</b></p>	

# Daily Point Sheet

2014 ~ 2015 CCPS Point Sheet											2 or 3		1		0		Step: ___	
Name:			Date:			no prompts		required extra prompting		no response to prompts								
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	Homeroom				
0	1	0	1	0	1	0	1	0	1	0	1							
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	1st				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	2nd				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	3rd				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	4th				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	5th				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	6th				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	7th				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	8th				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	9th				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		SITOs		Out of Class Pass/PTO	Staff Initials	Homeroom				
0	1	2	0	1	0	1	2	0	1	3	0	1	2					
Be Determined		Be Optimistic		Be Responsible		Be Respectful		Be Safe		TOTAL SITOs		Final Score						
20		11		20		29		20										

# Behavior Matrix

## CUSTER CITY PRIVATE SCHOOL BEHAVIOR MATRIX

	Classroom Gym Library	Hallways Stairs	Bathroom	Cafeteria	Dismissal and Bus Stop	Outside
<b>Be Determined</b>	<ol style="list-style-type: none"> <li>1. Remain seated in your seat</li> <li>2. Remain focused on your task</li> <li>3. Keep trying when it is difficult</li> <li>4. Set goals and try to achieve those</li> <li>5. Keep all personal electronics off and put away</li> </ol>	<ol style="list-style-type: none"> <li>1. Dedicate yourself to being on time; move promptly</li> <li>2. Keep all personal electronics off and put away</li> </ol>	<ol style="list-style-type: none"> <li>1. Be determined to remain in class</li> <li>2. Request bathroom breaks after instruction</li> <li>3. Keep all personal electronics off and put away</li> </ol>	<ol style="list-style-type: none"> <li>1. Remain seated at your table</li> <li>2. Choose the maximum recommended choices</li> <li>3. Keep all personal electronics off and put away</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrive on time</li> <li>2. Locate your seat quickly and remain there until your stop</li> </ol>	<ol style="list-style-type: none"> <li>1. Use kind words and actions</li> <li>2. Keep all personal electronics off and put away</li> </ol>
<b>Be Optimistic</b>	<ol style="list-style-type: none"> <li>1. Treat others with kindness</li> <li>2. Be open to all learning possibilities</li> <li>3. Expect to be successful</li> <li>4. Encourage others</li> </ol>	<ol style="list-style-type: none"> <li>1. You can get to class on time</li> <li>2. Be positive about your day</li> </ol>	<ol style="list-style-type: none"> <li>1. Use less than the maximum amount of passes each day</li> <li>2. You can use the bathroom in a timely manner</li> </ol>	<ol style="list-style-type: none"> <li>1. Treat others with kindness</li> <li>2. Assist others as needed</li> </ol>	<ol style="list-style-type: none"> <li>1. Treat others with kindness</li> <li>2. Keep remarks and gestures positive and polite</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep remarks and gestures positive and polite</li> </ol>
<b>Be Respectful</b>	<ol style="list-style-type: none"> <li>1. Follow staff directions</li> <li>2. Respect school and other's property</li> <li>3. Give and receive feedback kindly</li> <li>4. Use appropriate language and voice level</li> <li>5. Use please and thank you</li> <li>6. Allow others the opportunity to learn</li> <li>7. Remain alert in seat</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow staff directions</li> <li>2. Hold the door for people</li> <li>3. Respect school property</li> <li>4. Use appropriate language and voice level</li> </ol>	<ol style="list-style-type: none"> <li>1. Use all equipment and supplies as intended</li> <li>2. Wait patiently for your turn</li> <li>3. Flush</li> <li>4. Throw garbage in trash cans</li> <li>5. Use appropriate language and voice level</li> </ol>	<ol style="list-style-type: none"> <li>1. Use appropriate language and voice level</li> <li>2. Return trays, dishes and utensils</li> <li>3. Wait your turn in line; move promptly</li> <li>4. Use your manners; please, thank you, excuse me</li> </ol>	<ol style="list-style-type: none"> <li>1. Listen to the bus driver</li> <li>2. Use appropriate language and voice level</li> <li>3. Respect school property</li> </ol>	<ol style="list-style-type: none"> <li>1. Hold the door for others when entering and exiting</li> <li>2. Use appropriate language and voice level</li> </ol>
<b>Be Responsible</b>	<ol style="list-style-type: none"> <li>1. Seek help when needed</li> <li>2. Take responsibility for your actions</li> <li>3. Maintain a neat work area</li> <li>4. Organize and prioritize</li> <li>5. Engage in class</li> <li>6. Ask permission to move about the room</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep moving and stay to the right</li> <li>2. Keep hallways clean and clear</li> </ol>	<ol style="list-style-type: none"> <li>1. Obtain and return bathroom pass</li> <li>2. Return to class promptly and quietly</li> <li>3. Wash hands</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean your area</li> <li>2. Place trash in trash bins</li> <li>3. Maintain personal space and belongings</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep food and drinks off the bus</li> <li>2. Remain seated at all times</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain personal space</li> </ol>
<b>Be Safe</b>	<ol style="list-style-type: none"> <li>1. Keep hands, feet and objects to self</li> <li>2. Keep all chair feet on the floor</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk slowly and safely at all times</li> <li>2. Maintain personal space in line; arms length</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash hands properly with soap and water</li> <li>2. Report any issues to staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Use hand sanitizer upon entering</li> <li>2. Use kind words and actions</li> </ol>	<ol style="list-style-type: none"> <li>1. Remain seated in your own seat</li> <li>2. Keep your hands, feet and objects to your self and inside the bus</li> </ol>	<ol style="list-style-type: none"> <li>1. Cooperate with adult requests</li> </ol>

## Behavioral and Disciplinary Interventions

**Time Out** - The purpose of “time out” is for the student to remove himself/herself for a short period of time from the situation that is causing stress or behavioral difficulty. Custer City utilizes three levels of time out.

**Self Directed Time Out** - Students are encouraged to utilize self directed time outs in the classroom or any environment where they may be experiencing stress or difficulty.

**Staff Imposed Time Out (in class)** - A student who does not recognize the need for a time out may be directed by school staff to take a time out in the classroom.

**Staff Imposed Time Out (out of class)** - A student who is unable to properly utilize self directed time outs or a staff imposed time out in the classroom may be directed to serve a time out in the school office or other location. The student will have 10 minute time limit for this type of time out.

**Shadowing** - Shadowing is a safety intervention in which students are directed to be within an arm’s length of staff at all times. Shadowing is implemented when it is believed that the student may be a danger to himself/herself or others. Newly admitted students are also placed on shadowing.

**Loss of Privileges** - Based on the daily point system students are assigned privileges, which can be used during school hours. Privileges can also be taken away as consequence for poor behavior at the discretion of any school staff.

**Lunch Detention** - Lunch detention provides a direct consequence for students who have not followed school rules during the morning. Lunch detentions will begin at the start of the student’s lunch period and conclude at the end of the lunch period. The School Behavior Manager assigns lunch detention.

**After School Detention** - After school detention provides a direct consequence for students who have not followed school rules during the afternoon. After school detention begins immediately following the school day for duration of sixty minutes. The School Behavior Manager or a teacher can assign after school detention.

**In School/Out of School Suspension** - In school suspension or out of school suspension may be assigned to students for serious behavioral issues such as: fighting, insubordination, inappropriate sexual activity, weapons possession, possession of drugs, alcohol or tobacco, or persistent disregard for school rules and policy.

**Safe Crisis Management** - Safe Crisis Management (SCM) is a nationally recognized program for crisis intervention for students who become aggressive. All Custer City staff are trained and tested two times yearly on the proper implementation of SCM techniques. The use of SCM is strictly limited to being implemented only when the student presents an immediate risk of physical harm to himself/herself or others. Parents will be notified and briefed on every incident in which SCM techniques were implemented with their child.

## Passive Physical Restraint

It is the policy of the Agency that only passive physical restraint is approved by this Agency.

Restraint as approved by this Agency shall be employed to gain control of a client whose acute or episodic aggressive behavior is such that they may inflict harm on themselves, other clients or staff. Passive physical restraint only may be used when less restrictive measures and techniques have proven to be or are less effective. When restraint is necessary, it is to be done in such a way so as not to inflict pain.

Staff has a responsibility to attempt to deal with all situations in such a way as to reduce the need for restraint of a client if possible. Efforts should be made to reduce and release the aggression the client feels through healthy channels, counseling or withdrawing them from the over-stimulating environment.

All staff will be certified in SCM (Safe Crisis Management) during their orientation period and annually thereafter. Competencies with regard to the physical techniques and verbal de-escalation skills will be assessed semi-annually.

## Computer Usage Policy

Students have access to computers and the Internet during scheduled computer lab sessions. Classroom staff supervises all computer usage. The following rules apply to student usage of school computers.

- Computers are to be used for educational purposes only.
- Sharing passwords is prohibited.
- Students are to ask for permission, before printing.
- Staff are able to make adjustments to machines such as rebooting machines, adjusting equipment, etc.
- Pop-ups or other flashy advertisements are to be ignored.
- Accessing email accounts, chat rooms, blogs, etc. is not permissible from any school machine.
- Attempts to bypass the filtering system will result in loss of Internet privileges.

## Library Procedures

Students can borrow books Monday through Friday from 7:45 - 8:10 a.m. Students will be accompanied by the librarian, when visiting the library. Each student is permitted to borrow only 2 (two) books, unless given permission by the librarian. Books must stay in school.

Students are responsible for any lost or damaged materials borrowed from the library. The librarian will determine if any materials need to be replaced due to damage or loss.

## Field Trips

All students are eligible for school field trips, with approval from school administration. Students may be excluded from field trips due to poor academic standing/performance, poor school or bus behavior, runaway risk, or behavioral risk. All community and foster care students must have a signed permission slip from a parent or guardian. Students are expected to show good behavior while representing our school on field trips.

## Fire Drills

Fire drills are run once a month. Designated building evacuation routes are posted in each classroom. Students are expected to exit the building in a quiet and orderly manner, with staff. While outside of the building, students are to remain with their class, until further instructions are given.

## Severe Weather

In the event of a severe weather warning, students will be evacuated by classroom to designated areas. During the evacuation, students need to be quiet and orderly. Once at the designated location, students are to remain quiet and in their group until the warning lifts.

Early dismissals due to weather are determined by the Bradford Area School District. In the event of an early dismissal, residential students will be dismissed to the group home with either school or group home staff. Community and foster care students will follow the usual dismissal procedure.

# Staff Directory

<b>Staff Members</b>		
Nate Gressel	Vice President of Children's Services	<a href="mailto:ngressel@beacon-light.org">ngressel@beacon-light.org</a>
Julie Henneman	Principal/Coordinator of Ed. Services	<a href="mailto:jhenneman@beacon-light.org">jhenneman@beacon-light.org</a>
Lindsey Terwilliger	School Behavior Manager	<a href="mailto:lterwilliger@beacon-light.org">lterwilliger@beacon-light.org</a>
Stephanie Seagren	School Counselor	<a href="mailto:sseagren@beacon-light.org">sseagren@beacon-light.org</a>
Amanda Haskins	School Case Manager	<a href="mailto:ahaskins@beacon-light.org">ahaskins@beacon-light.org</a>
Mary Minich	School Nurse	<a href="mailto:mminich@beacon-light.org">mminich@beacon-light.org</a>
Erin Smith-Bockmier	Speech Therapist	<a href="mailto:ebockmier@beacon-light.org">ebockmier@beacon-light.org</a>
Echo Zandy	School Secretary/Classroom Aide	<a href="mailto:ezandy@beacon-light.org">ezandy@beacon-light.org</a>

<b>Teachers</b>		
Nicole Bednez	English	<a href="mailto:nbednez@beacon-light.org">nbednez@beacon-light.org</a>
Kim Bond	Autistic Support	<a href="mailto:kbond@beacon-light.org">kbond@beacon-light.org</a>
Kayla Bluhm	Life Skills Support	<a href="mailto:kbluhm@beacon-light.org">kbluhm@beacon-light.org</a>
Rebecca Wakefield	Emotional Support	<a href="mailto:rwakefield@beacon-light.org">rwakefield@beacon-light.org</a>
Kathleen Drake	Emotional Support	<a href="mailto:kdrake@beacon-light.org">kdrake@beacon-light.org</a>
Carmela Hamilton	S.T.A.R.	<a href="mailto:chamilton@beacon-light.org">chamilton@beacon-light.org</a>
Shilah Hassek	Learning Support	<a href="mailto:shassek@beacon-light.org">shassek@beacon-light.org</a>
Jim Johnson	Science	<a href="mailto:jjohnson@beacon-light.org">jjohnson@beacon-light.org</a>
Patty Keltz	Math	<a href="mailto:pkeltz@beacon-light.org">pkeltz@beacon-light.org</a>
Melissa Longo	Physical/Health Education	<a href="mailto:mlongo@beacon-light.org">mlongo@beacon-light.org</a>
Cora Lord	Social Studies	<a href="mailto:clord@beacon-light.org">clord@beacon-light.org</a>
Aileen McGinnis	Emotional Support	<a href="mailto:amcginnis@beacon-light.org">amcginnis@beacon-light.org</a>
Jackie Reed	Emotional Support	<a href="mailto:jreed@beacon-light.org">jreed@beacon-light.org</a>
Chrissy Reigel	Emotional Support	<a href="mailto:creigel@beacon-light.org">creigel@beacon-light.org</a>
Carol Studley	Substitute	<a href="mailto:cstudley@beacon-light.org">cstudley@beacon-light.org</a>
Tosha Wall	Reading Specialist	<a href="mailto:twall@beacon-light.org">twall@beacon-light.org</a>

<b>EST (Educational Support Technicians) and Aides</b>	
Zach Bhe	<a href="mailto:zbhe@beacon-light.org">zbhe@beacon-light.org</a>
Don Collins	<a href="mailto:dcollins@beacon-light.org">dcollins@beacon-light.org</a>
Nick Freer	<a href="mailto:nfreer@beacon-light.org">nfreer@beacon-light.org</a>
Ryan Mackey	<a href="mailto:rmackey@beacon-light.org">rmackey@beacon-light.org</a>
Michele Moffett	<a href="mailto:mmoffett@beacon-light.org">mmoffett@beacon-light.org</a>
Jeremy Linden	<a href="mailto:jlinden@beacon-light.org">jlinden@beacon-light.org</a>
Sarah Foley	<a href="mailto:sfoley@beacon-light.org">sfoley@beacon-light.org</a>

# Grievance Procedure

1. If you are a client at Beacon Light or their legal representative and you have a complaint regarding your treatment program, you will need to write down the issue you have and give it to the supervisor of the program you attend. If you have difficulty writing your issues a staff member will help you. If you do not know who to give your complaint to, you should ask a staff member for help. In programs where there are reception offices, the receptionist will be able to direct you to the appropriate person.
2. The supervisor will look into your complaint and make every effort to resolve the issue. They may require more information from you to complete their investigation. You may ask anyone of your choice to help answer questions that the supervisor may have of you.
3. The supervisor has five work days to respond to your issue in writing and will explain it to you. This will be a written response to your complaint that includes what they think is a good resolution to your issue.
4. If you are not satisfied with the response, you may take your written complaint to the program director. The program director will further investigate the complaint and attempt to bring resolution to the issues. The program director has five days to respond to the complaint.

If you are not happy with the response you have received you may appeal further.

## First Level of Appeal – Senior Management Resolution of the Complaint

1. If you are not happy with the answer you get from the program director, you can send your written complaint to it to the Executive Director and Clients Rights Advocate. The Executive Director will investigate and review the complaint with the agency's senior management team. You will receive a response with a proposed resolution in writing within 10 business days.

## Second Level Appeal – External Resolution of the Complaint.

1. If you are further dissatisfied with the resolution of your complaint, you will be provided with information on how to contact the county MH/MR administrator. You will also be informed of the process for lodging a complaint with the managed care organization (MCO) or insurer who is responsible for paying for services and with the Department of Public Welfare.

A copy of each complaint or grievance will be forwarded to the chairperson of the Rights and Ethics Committee for recording in the committee documentation.

The grievance procedure will be reviewed during the admission process, when ever a treatment plan is reviewed, and as requested by the client. Clients, families and other parties involved with a client's care are asked to sign that the procedure has been reviewed with them.

IN THE EVENT OF A GRIEVANCE AGAINST THE TREATMENT PLANNING OF THE AGENCY, THE ORIGINAL TREATMENT PLAN WILL REMAIN IN EFFECT UNTIL THE DISPOSITION OF THE GRIEVANCE. IN ORDER TO PROTECT THE INTERESTS OF ALL THOSE INVOLVED IN THIS PROCESS, MINUTES OF EACH LEVEL OF ATTEMPTED CONFLICT RESOLUTION ARE TO BE KEPT

Clients and/or their families may, at their own expense, request the opinion of an independent consultant throughout the course of their treatment with the Agency.



# Non-Discrimination Policy

Here at Beacon Light Behavioral Health Systems, we do not make decisions or provide services based on your color, race, religion, your age, whether you are male or female, on your parents and ancestors, if you have a disability, or on your national origin. That means that we treat everyone equally.

Our programs and services are accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modification shall be considered only as the last resort among available methods.

Any individual receiving services from the agency and/or their guardian who believes they have been discriminated against may file a complaint of discrimination with:

**Beacon Light Behavioral Health Systems**

800 E. Main Street  
Bradford, PA 16701

**Bureau of Equal Opportunity**

Department of Public Welfare  
Room 223 - Health and Welfare Building  
PO Box 2675  
Harrisburg, PA 17105

**Office of Civil Rights**

Department of Health & Human Services  
Office for Civil Rights Region III  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

**Pennsylvania Human Relations Commission**

11th Floor Pittsburgh State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222

**Bureau of Equal Opportunity**

Department of Public Welfare  
Western Field Office  
Room 702  
Pittsburgh State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222

If concerns about client care and safety cannot be resolved through the organization the individual is encouraged to contact the Joint Commission on Accreditation of Health Care Organizations' Office of Quality Monitoring by either calling 1-800-994-6610 or emailing [complaint@jointcommission.org](mailto:complaint@jointcommission.org).

# Bullying Policy

The Bradford Area School District and the Custer City Private School are committed to providing safe and productive learning environment within their schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, and on school buses. Bullying is also prohibited at sponsored events and/or activities whether occurring on or off school grounds.

Bullying behavior is a single or repeated negative act (passive or aggressive) that is intentional and involves a real or perceived imbalance of power or strength. Bullying can take many forms; all of which are unwanted and have harmful effects. Bullying behaviors (direct or indirect) include three forms: physical, verbal/written, and emotional. Some examples of bullying are as follows, but are not limited to:

1. Physical – hitting, kicking, spitting, pushing, stealing and/or damaging personal belongings, sexual acts, and invasion of ones personal space in an aggressive manner.
2. Verbal/Written – taunting, malicious teasing, name-calling, threats, phone and internet bullying, and sexual remarks.
3. Emotional – spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, ridiculing and intimidating.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or building administrators. The administration shall investigate the complaint and take appropriate action that may include consequences for the student (s) who bully and/or appropriate forms of assistance (counseling) for students who have been bullied.

Consequences for students who bully others will be subject to disciplinary/intervention options that may include, but are not limited to: counseling, a parent conference, detention, suspension, or referral to law enforcement.

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The Custer City Private School honors the Bradford Area School District's Bullying Policy. I have read and understand the above stated policy and will comply with its expectations and procedures on Bullying.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_