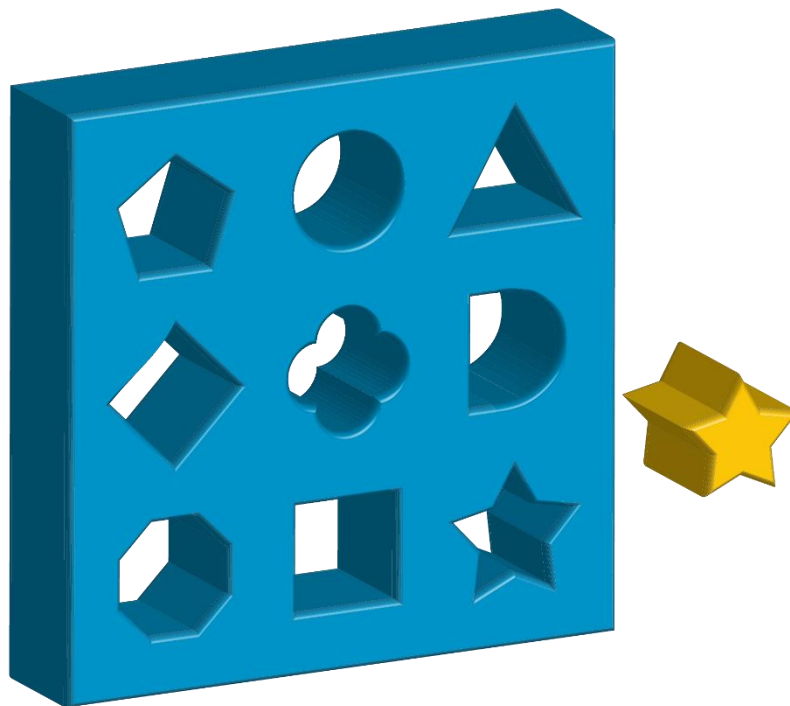


# The Pathway School's Family Handbook



It's not about forcing a fit  
**It's about finding a place**



*60th Anniversary*

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*60th Anniversary*

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**Mission:**

*The mission of The Pathway School is to build academic, social and life skills in students with special needs to promote their success and independence after Pathway.*

**Programs**

**Lower School**

Students attend Kindergarten through 8<sup>th</sup> grade classes. Emphasis is placed on academic and experiential learning where students learn, practice and generalize their knowledge in natural settings. Classes include language arts, math, social studies, social skills and science, as well as physical education, health, art and technology. Enrichment/Recreational activities are offered in areas such as art, music and drama.

**Upper School**

Students attend 9<sup>th</sup> through 12<sup>th</sup> grade classes. Emphasis continues in areas of academic and experiential learning. Classroom curriculum becomes more specific in the main academic areas of English, mathematics, history, science and social skills. Students continue to receive physical education, health and can participate in electives. Students engage in job sampling in the areas such as horticulture, food service, computer technology and sales, with a continued emphasis on employability skills. Off campus job training opportunities become an integral part of student's schedules. Students are working to obtain their high school diploma based on credits or a certification of completion based on their IEP goals as determined by the student's IEP team.

There are also courses available for students who require an emphasis placed on life skills necessary for transition to adult living. There is also coursework available that emphasizes functional academics, activities of daily living and community integration. For these students, the learning environments vary so that students can practice and generalize learned skills in the natural setting where these skills are expected to occur. Enrichment/Recreational activities are offered in areas such as art, music and drama.

**Emotional Support**

Pathway serves students from Kindergarten through to the 8<sup>th</sup> grade with a primary diagnosis of Emotional Disturbance. The goal of the program is to increase and improve academics, active learning, self-control and social/emotional skills to prepare students for transition to less restrictive academic settings, including return to district placement. Classes include language arts, math, social studies, social skills and science, as well as physical education, health, art and technology. Enrichment/Recreational activities are offered in areas such as art, music and drama.

### **Program Overview**

At the Pathway School, the Boy's Town Model originates from a biopsychosocial approach to facilitating behavior change. We believe that the complex interactions between the psychological predispositions of the child, cognitive abilities and environmental events make every day learning a challenge for children classified with Emotional Disturbance. Students classified with ED have difficulties with learning, managing emotions and building and maintaining relationships. These students become trapped in inefficient behavior and interaction cycles that preclude them from being successful. While we utilize cognitive and emotional approaches to enhance treatment, the primary intervention used is behavioral.

### **Program Components**

#### **IEP**

Within each student's IEP, there are specific affective goals that are often the reason the student has been referred to Pathway.

These goals speak to specific social, active learning and self-control skills requiring improvement and become the target and focus skills taught in each learning environment through intensive instruction.

The student's current IEP may be amended upon admission to Pathway with the participation of the parents, referring district and Pathway team.

The primary focus of the program is behavioral. Students will receive Pennsylvania standards-aligned academic instruction based on their academic levels determined through testing. Academic instruction is differentiated to meet the students' educational needs. Because The Pathway School does not have staff who can implement gifted support services, the IEP team must be comfortable removing gifted supports from the IEP for the duration of the student's time at The Pathway School.

#### **Positive Behavior Support Plans**

Students are supported through a program-wide positive behavior approach utilizing behavioral principles to address the function of each behavior while building skill competence.

A Functional Behavior Analysis (FBA) may be initiated if a student is not making sufficient progress, their behavior poses a significant risk to the safety of themselves or others, or at the request of any IEP team member to inform treatment decisions.

#### **Family Participation**

It is expected that the student's family will be a partner in open communication and participation in the implementation of the program components to promote academic and behavior progress. Family training is provided frequently throughout the year and participation, while not mandatory is highly recommended.

Pathway families can contact the Family Community Liaison who can assist in all aspects of the school and home communications.

### **Family Community Liaison**

The primary function of the Family/Community Liaison is to provide support to Pathway families and students, through the fostering of an ongoing partnership between home, school and community services. This position assists in the provision of information on programs, services, processes and procedures centered-around the success of the Pathway student. Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required. Works with PTA to build strong working relationships among parents, teachers and schools, in support of students. This can include recruiting and coordinating volunteers, providing special recognition in awards ceremonies or through other activities, organizing parent education events, planning teacher appreciation activities and much more.

### **Individualized Education Program (IEP) Meetings**

The purpose of the annual IEP meeting is to determine whether or not the goals for your child are being achieved and to revise the IEP when appropriate. Parents and legal guardians are critical members of the IEP team and are expected to attend their child's meetings. Parents and legal guardians are welcomed to bring a friend, advocate or agency representative to the meeting. Please call our Coordinator of Special Education Services (610-277-0660 ext. 241) if you plan to invite other individuals to these meetings so we can plan accordingly.

An IEP meeting can be call at any time during the year if a teacher, parent, legal guardian or any other involved with the IEP feels a student is not making progress or the IEP needs a revision. AN IEP meeting can be called if a student's behavior necessitates.

### **Progress Reports and Report Cards**

IEP progress reports and report cards are provided four times throughout the school year. IEP progress reports are also provided if the student attends the Extended School Year (ESY) program. These reports are designed to update parents/guardians and LEA's on monitored progress regarding a student's IEP goals and share information about student performance in academic subjects and enrichment classes as well as social, behavioral and work areas. The report card also includes attendance.

### **State Mandated Testing**

During the school year, a number of state-mandated assessments and evaluations are administered to students which include: The Keystone Exams, Pennsylvania System of School Assessment (PSSA) and Pennsylvania's Alternate System of Assessment (PASA). More information is provided to parents/guardians regarding the assessments prior to administration.

**Related Services:**

Students who have related services such as Speech Therapy, Occupational Therapy and Counseling have the opportunity to receive individual and group services, as indicated in the student’s Individualized Education Plan (IEP). Additional supports are available through reading specialists, nursing services, psychological services, BCBA’s, career services including job coaches and transition services for post-graduation planning.

**Careers**

The mission of the careers program is to help students learn, practice and integrate employability skills. These are the skills that are required to obtain and keep a job, such as: getting to work on time, wearing your uniform, maintaining proper hygiene, taking the appropriate amount of time for a break, following directions and taking constructive criticism from your supervisor. Learning and mastering these basic employability skills at Pathway will allow students to secure more specialized training post Pathway. Students engage in job sampling in areas such as horticulture, food service, computer technology and sales in on-campus environments and then move to off-campus sites incorporating the lessons from campus. Students receive a continuum of job coaching and support. Students who participate in the careers program will receive a Career Education Handbook.

**Student Rights and Responsibilities:**

The following statements summarize student rights and responsibilities. They help explain the relationship between and among students at The Pathway School. In exercising their rights, students shall not disrupt the educational process or force upon, endanger, or deny others their rights.

**Education**

**Right:** Students have the right to a free and appropriate public education, unimpaired because of disability, gender, race, religion, national origin, medical condition, disability, economic status, sexual orientation, personal characteristics, or any reason not related to their individual capacities.

**Responsibility:** Students have the responsibility to avoid actions or activities, individually or in groups, which shall interfere with another person’s access to a public education.

**Learning Environment**

**Right:** Students have the right to education environments that will promote learning for all students.

**Responsibility:** Students have the responsibility to utilize staff assistance, learning and coping strategies to keep education environments and school activities optimal learning environments.

**Expression**

**Right:** Students have the right to express themselves in speech, writing, or symbolism within the boundaries of the law and policies of the school.

**Responsibility:** Students have the responsibility to ensure that such expression does not disrupt

the educational process, present health or safety hazards, damage public property, infringe on the rights of others, or violate the law or school policies.

### **Religion**

**Right:** Students have the right to their own religious beliefs.

**Responsibility:** Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students' constitutional rights to religious freedom.

### **Privacy**

**Right:** Students have the right to protection from unlawful searches and seizures of their personal possession(s) or their person without reasonable cause.

**Responsibility:** Students have the responsibility not to endanger themselves, other students, school personnel, or the general public by possessing material or objects which are potentially hazardous and/or prohibited by federal, state or local law, or school policy.

### **Grievance and Appeal Procedure**

The purpose of the Grievance and Appeal Procedure is to make sure that objections concerning treatment and/or student rights are taken care of promptly and fairly. Students have the right to file grievances and appeals when informal ways of resolving problems are unsuccessful. Every student shall be informed of the grievance and appeal process and is encouraged to use it when other ways of taking care of complaints are unsuccessful.

#### **Grievance procedure**

Any student may make a complaint, orally or in writing, concerning his/her IEP, his rights or the quality of services at the Pathway School. The grievance shall be given to the student's teacher who will bring it to the attention of administration. Every student shall have the right to the help of an independent person and witnesses in presenting his/her complaint.

The administrator receiving the complaint shall investigate the complaint and make every effort to correct it. Based upon this procedure a decision shall be made in writing as soon as possible (within 48 hours) after the student files the complaint. Complaints will be decided by persons not directly involved in the circumstances leading to the grievance.

The student shall be given a copy of the complaint and the final decision and a copy will be filled in the student record. A record of student complaints and grievances will be maintained.

#### **Appeal procedure**

A student may appeal the grievance decision within ten (10) working days. The CEO/President will review and rule within ten (10) days. Students may utilize the Grievance and Appeal procedure when informal methods of resolving disputes regarding treatment and/or student rights are unsuccessful.



## **School Policies and Procedures:**

### **Child Abuse & Neglect**

According to the Pennsylvania Child Protective Services Act, child abuse includes serious physical or mental injury that is not accidental, sexual abuse, or physical neglect of children under the age of 18 that is caused by acts or omissions of a perpetrator. As mandated reporters, all school employees must report any suspected or suspicion of abuse or neglect within 48 hours to Child Line.

### **Bullying/Cyber Bullying**

Bullying, like other disruptive or violent behaviors that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment, is prohibited at The Pathway School. School administrators, faculty, staff, students and volunteers are directed to demonstrate appropriate behavior, treat each other with civility and respect and refuse to tolerate bullying.

"Bullying" is defined as a repeated aggressive behavior directed towards one individual where a person or group of people deliberately intimidates, abuses, coerces, or targets an individual with the intention to hurt them physically or emotionally.

- Directed at another student or students.
- This occurs in a "school setting" or occurs outside of school, conduct that materially and substantially interferes with the educational process or program in the school
- That has the effect of doing any of the following, substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school

A "school setting" shall mean in the school, on school grounds, at any school sponsored community activities, on the school's server or school's electronic, web-based internet or on-line program, in school vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by the school.

Because bystander support of bullying can bolster these behaviors, the school prohibits both active and passive support for acts of bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to their Teacher, Principal, and or Director of Education.

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying may range from positive behavioral interventions up to and including in-school or out-of-school suspension of the student.

Consequences for a student who commits an act of bullying shall be unique to the individual and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's disability, and must be consistent with the school's approved

School-Wide Positive Behavior Support Plan. Remedial measures shall be designed to: correct the problem behavior; teach replacement skills and strategies; prevent another occurrence of the behavior; and protect the victim of the act.

The Director of Education at the school is responsible for receiving complaints alleging violations of this policy. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely based on an anonymous report without further investigation.

The Director of Education is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the designated Director shall conduct a prompt, thorough, and complete investigation of each alleged incident. An investigation is to be conducted within three school days after a report or complaint is made known to the specific Director.

The Pathway School prohibits reprisal or retaliation against any person who reports any act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Pathway School prohibits any person from falsely accusing another of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another of bullying may range from positive behavioral interventions up to and including suspension.

The Pathway School will comply with applicable federal and state laws relating to bullying, including, but not limited to those requirements delineated in the Pennsylvania Code and applicable House Bill 1067 Public School Code amendments relating to bullying.

The Pathway School will comply with applicable federal and state laws, including Chapter 711 of Title 22 of the Pennsylvania Code and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

The Pathway School will further comply with applicable federal and state laws, regarding protected handicapped students and applicable sections of Section 504 of the Rehabilitation Act and its applicable implementing regulations.

To report an act of bullying, contact the Director of Education.

\*Out of school incidents brought to the school's attention will be directed back to the families of all those involved. The Pathway School involvement will be determined on a case-by-case basis as the incident impacts a student's access to their education/that of others.

### **Safe2Say Something**

All K-12 schools in Pennsylvania are required by state law to participate the Safe2Say Something program. The program requires our school district to train students in our middle and high school how to utilize a 24/7 tip line, app, and website to submit anonymous tips regarding student and school safety. The Pathway School participates in this program and staff and students are trained and will be trained each school year by out trained administrators.

Tips are triaged by analysts in the Office of the Attorney General Crisis Center. They triage each tip to ensure there is enough information to act upon, determine if the tip is life safety or non-life safety, as well as conduct on-going 2-way dialog with the tipster when needed. The crisis center sends all submissions to school administration and/or law enforcement for intervention. If needed, the crisis center may contact the tipster anonymously through the app.

For additional information, you may also visit <https://www.safe2saypa.org/>.

### **Inclement Weather**

In the event of a school closing and late opening due to inclement weather your district/charter school may be closed when we are open – in these cases, your child will be marked excused absent. In some cases, Pathway may be closed when the sending district/charter is not, and/or close early/open late due to inclement weather. Parents have the right to make decisions about their child’s attendance based on weather reports. There will be notifications sent to parents regarding closings and later openings or early dismissals via the Alert Now system and will be posted on the Parent Portal. Pathway School will be on the local news for closings or late opening.

### **Parent Portal**

All Parents/Guardians are automatically setup with a User Account on the Pathway School Parent Portal. The eSchoolData Parent Portal is a cutting-edge communication tool designed to increase your involvement in your student’s education using the power of information. The Parent Portal allows for instant online access to current, relevant information that will enhance your involvement with your student’s academic career. In our efforts to support a “go green” environment, all report cards, calendars, Breakfast & Lunch menus and schoolwide communications are posted to the Portal and followed up with an email.

For more information or User Support, please contact the Education Office at 610-277-0660. <https://parents.csiu-technology.org/pathway>

### **Student Transportation**

Safety during transportation between home and school

- Transportation between home and school is provided by the sponsoring home school district/LEA for individual students, unless the student is enrolled at The Pathway School on a private contract with the student’s family.
- The LEA is responsible for the safety and welfare of students during transportation

between home and school.

- The LEA is responsible to conduct assessments, up to and including a functional behavior assessment (FBA) for any student who demonstrates behavior that is problematic during transportation between home and school.
- The Pathway School will collaborate and provide behavior consultation to the LEA to support the development of hypotheses and strategies to support any student who requires individual supports to ride in a manner that ensures the safety of the student, their peers and the adults providing transportation.
- The Pathway School has no authority over transportation, and therefore unable to resolve issues related to transportation. Any concerns need to be discussed with the LEA and/or appropriate school district/charter school professional.

Safety determination to leave school at the end of the school day

- It is the goal of The Pathway School to ensure students ride school district sponsored transportation every day in a safe manner.
- Students must display behavioral self-control prior to entering their designated vehicle to be transported home at the end of the school day.
- Students who engage in behaviors that pose a danger to self or others during the school day must be able to demonstrate through actions, and when necessary verbally commit, that they are safe to ride in the vehicle. The student must demonstrate behavioral self-control for the 5 minutes prior to embarking on their vehicle.
- If there are concerns by any The Pathway School staff member that the student is a danger to self or others after 2:30pm, they will discuss the concerns with administration and make a plan to support the student, including, but not limited to: providing clinical and behavioral support to help the student de-escalate and demonstrate safe behavior with the goal to help the student meet the expectation to be transported home via their school district sponsored vehicle.
- If the student is a danger to self or others, within the 5 minute window prior to embarking on the vehicle or there is a clinical concern for the student's mental status, any member of the student's education team, with the verbal support of a The Pathway School administrator, can make the determination that it is unsafe for the student to be transported via school district sponsored transportation.
- The parent(s)/guardian(s) of the student will be notified immediately following the decision and informed of the situation with the expectation that they will need to pick-up their student from The Pathway School. The Pathway School staff will remain with the student until the parent arrives to pick their student up. If a parent is unable to pick their child up within 1.5 hours of being notified, they should contact another person who has been given permission to pick up the student in their absence.

Safety determination to participate in off-campus activities during the school day in The Pathway School vehicles

- It is the goal of The Pathway School to ensure students participate in school-sponsored

activities off campus, per the program design, to increase skills and independence, in a safe manner.

- Students must display behavioral self-control prior to entering a The Pathway School vehicle.
- Students who engage in behaviors that pose a danger to self or others during the school day must be able to demonstrate through actions, and when necessary verbally commit, that they are safe to ride in the vehicle.
- Students who engage in a major incident must be in good emotional/behavioral control prior to going on any off-campus activity. The student's unsafe behavior is what will lead to off-campus privileges being revoked.
- Students who engage in physical aggression the day of an off-campus activity are not permitted to participate in the activity.
- Students who engage in suicidal comments, ideation or acts are not permitted to participate in an off-campus activity until a risk assessment is completed by a Pathway School Clinician and it is deemed that the student is not at risk to harm themselves.
- If the student is a danger to self or others the day of an off-campus activity, any member of the student's education team, with the verbal support of a Pathway School administrator, can make the determination that it is unsafe for the student to be transported to a The Pathway School sponsored off-campus activity.

### **Attendance and Absences**

Student attendance requirements as set forth by the Pennsylvania Public School Laws and Regulations are enforced. A school calendar is made available to parents at the time of acceptance, and for each subsequent school year and can be obtained online through The Pathway School website – [www.pathwayschool.org](http://www.pathwayschool.org) Students are expected to attend school regularly unless they are ill. To report your son/daughter's absence, please call the Education Office at 610-277-0660 extension 321 prior to the beginning of the school day. Please leave the following information on the voicemail if no one is available: your name, student's name, homeroom teacher, date of absence and reason for the absence. Student's returning from an absence must bring an excuse note to be given to the homeroom teacher or education staff. Following a three-day absence (or longer) the Health Services department requires a doctor's note stating that the student is free from communicable disease and able to resume school activities. All absences that are three days or longer, whether excused or unexcused, are to be reported to the LEA/school district by The Pathway School. These will be confirmed by the district, in accordance with compulsory district attendance regulations.

### **Late Arrival**

Parent(s)/guardian(s) must notify the school at least a day in advance, except in emergency situations. Parents must bring the student to Butera Hall. The receptionist will contact the classroom. The classroom teacher will send a staff member to escort the student to his/her class if his program requires this to be the case. Parent(s)/guardian(s) and students may not go directly to the classroom.

### **Early Pick-up**

Parent(s)/guardian(s) must notify the school at least a day in advance, except in emergency situations. Parent(s)/guardian(s) must report to Butera Hall. The receptionist will contact the student's teacher and the student will meet his/her parents in Butera Hall. Parents are not permitted to go directly to a classroom to pick up a student.

At no time will the school release the student to anyone other than the parent/guardian or those listed on the student's emergency contact card without written pre-approval from the parent(s)/guardian(s). We request that you send in a note or email to your child's homeroom teacher letting us know that your child will be dismissing early. Please make sure the person picking up the student is identified on the Emergency Contact Card and has proper photo identification.

### **Extended Absences for Vacations**

A student may not be taken from school for family vacations without obtaining permission from the Director of Education. The student will be responsible for completing missed work, reports, and tests.

### **Emergency Notification**

Our emergency notification system contacts parents via voicemail or email of information we need families to know immediately. In most cases, this is used to communicate weather related information during the winter months but can be used to communicate other emergency information throughout the year.

Parent(s)/guardian(s) can identify up to 3 means of communication via this system, using a combination of home, work, cell, and email addresses. If parents/guardians do not specify a means of communication through the Emergency Contact Card, we will default to the home phone number.

Parent(s)/guardian(s) are responsible for reporting changes to this contact information.

### **Leaving campus without Permission**

All students are expected to remain on campus from the time they arrive at school until they leave campus at dismissal the only time students are permitted to leave campus are during specifically scheduled off-campus activities such as off-campus jobs, community integration activities, and field trips approved by the Director of Education. Students are also permitted to leave campus when picked up by a parent/guardian or by an adult that is authorized to pick up the student.

The Pathway School will implement the following protocol regarding students maneuvering around campus during unspecified times and those who pose the threat of elopement. Staff will take direct action in preventing students from going through the gated fences on campus as well as the non-gated perimeter at the far end of the school's property. All staff will continue to



verbalize the expected behavior and associated consequences of non-compliance to the students, which include a warning about physical intervention should the student choose to go through the fence/off-campus. We will handle each circumstance in a therapeutic manner, prevent the student from exiting the gates, and implement an escort only when the student goes through the gate/off-campus. If the student's behavior continues to escalate, staff will continue to engage the student in the least restrictive manner all while continuing to verbalize the expected behavior and consequences of non-compliance.

### **Borrowing/Lending**

Students may NOT borrow, lend, trade, or sell, etc. to one another. Students who do not comply and are caught borrowing/lending will report to the Director of Education. Repeated offenses will be communicated to parent/guardian for additional problem-solving.

### **Bringing Items to School**

Items from home may not be brought to school unless they are required by a teacher for a classroom assignment. Recreational items (games, sports equipment, etc.) need written approval from the homeroom teacher before a student may bring them to school. Personal items brought to school by students with or without permission are the sole responsibility of the student. The Pathway School is not responsible/liable for personal items.

### **Behavior Interventions/Restraint Laws**

Pathway School promotes a positive school climate by providing proactive intervention strategies and various systems of student supports which include our School Wide Positive Behavior Interventions and Support System (SWPBIS). We make every effort to de-escalate behaviors and only use restraints after all other means have been exhausted. Pathway staff will only use physical interventions if the student is a danger to him/herself or others.

*22 Pa. Code Chapter 14.133 provides for the limited circumstances under which restraints are allowed to be used in Pennsylvania.*

*Restraints to control acute or episodic aggressive or self-injurious behavior may be used only when the student is acting in a manner as to be a clear and present danger to himself, to other students or to employees, and only when less restrictive measures and techniques have proven to be or are less effective. The use of restraints may not be included in an IEP for convenience of the staff or employed as a punishment. Prone restraints are never allowed in educational programs. Prone restraints are those which the student is held face down to the floor. Schools are also not allowed to use techniques which include locked doors or other structures which the student cannot readily exit, treatment in a demeaning nature, or corporal punishment. Mechanical restraints are only allowed to help a child with a physical need such as balancing or sitting up in a chair.*

The building principal or designee shall notify the parent/guardian as soon as practicable, but no longer than twenty-four (24) hours following the incident, of the use of restraints to control the

aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior. A restraint that results in an injury should be reported immediately.

### **Health Services/School Nurse**

We value the health and fitness of our students. Our school health program aims to monitor, treat and maintain each student under our care with the result of obtaining optimum compliance pertaining to health department and education requirements of the PA state law. The following documents are required for students while at Pathway:

- A copy of the School Health Record
- Health History Questionnaire and Annual Health Survey
- Pathway School Authorization & Medical Release form
- Immunization record
- Physical exam (required per PA code 23.2 (by law, students in grades 6 and 11 – or at such grade level ages - must have received a physical examination.
- Dental exams (by law, students in grades 3 and 7 – or at such grade level ages – must have received a dental examination

It is important that these forms are filled out. All forms are available upon request and via the website parent portal.

- Prescription medications are to be delivered to the Health Services Center in an original pharmaceutical container. They are to have a pharmacy label showing the student's name, medication, dose, route and time. We must also have a **script** for the medication from the physician which matches what is written on the pharmacy label.
  - Prescription refills are the responsibility of the parents.
  - In the event of a change in the medication, parents/guardians must provide the appropriate script documenting the changes, to the school nurse.
  - Prescription/non-prescription medications are secured and maintained in the nurse's office
  - Prescription medications are to be administered by the School R.N.

Per Pennsylvania Department of Education regulations, students are required to have physical exams and dental reports provided to the school at various ages/grade levels as well as up-to-date immunization records or immunization exception documentation in the health services office. Should such exams and subsequent documentation not be provided to The Pathway School within 2 weeks of these due timelines, The Pathway School notifies and requests that the Local Education Agency Representative support receipt of documentation per their district policy. This can include students needing to remain at home until such documentation is up-to-date.



- The nurse will perform an annual health screen on your child.
  - This includes vision and hearing testing, height, weight and BMI. Parents/guardians are notified of any adverse changes to previous screen results.
  - Testing for scoliosis is now required in grades 6 and 7. The school nurse will test for this if not already done by the doctor.
  - Testing for TB is required during grade 9.
- Illness
  - If your child has a fever, cold, upset stomach or any undue physical distress, please keep him/her home.
  - Students with a fever of 100 degrees F or above are not to attend school for 24 hours post fever (a reduced fever due to medication cannot be counted in this period).
  - Please insure transportation is available, should your child need to leave school early.
  - Required parent and/or physician permission must be completed, in order to provide over the counter medication and treatment.

### **School Property**

All students are expected to care for and respect The Pathway School's property as well as the property of all others at the school. Any student who destroys school property or the property of another individual is held accountable and is required to compensate The Pathway School the full cost of the item(s) he/she destroys, defaces or damages. School property refers to books, furniture, equipment, computers, or any other property contained the school building or on the school grounds.

Parents/guardians are notified of the damage caused by their child along with the cost for repair or replacement. As stated in Pennsylvania Statute, school administration reserves the right to file a complaint with local law enforcement when a student damages or destroys school property. The Pathway School reserves the right to withhold grades and official transcripts until satisfactory restitution for damages to school property has been made.

### **The Family Educational Rights & Privacy Act (FERPA/Student Records)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 34 CFR Part 99) is a Federal law that protects the privacy of student's educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Pathway School maintains student education records on behalf of the resident school district in accordance with Pennsylvania law.

FERPA gives parents, guardians and surrogate parents certain rights with respect to their children's education records. Parents, guardians, surrogate parents have the right to inspect and review the student's education records maintained by the school. Students who have reached the age of 18 may inspect their own educational records. Parents, guardians and surrogate parents who wish to review their child's education records should submit a request in writing to The

Pathway Education Administer, who will then set up an appointment within 45 calendar days to review the records. FERPA does not require schools to provide copies of records; however, copies of student records are provided upon request at a reasonable charge per page for duplication and mailing.

The Pathway School **will not** release education records (i.e. IEP's, OT/PT/Speech evaluations, ER's/RR's, Psycho-educational Evaluations, Neuropsychological Evaluations, FBA's, PBSP's, etc.) without the written consent of the parent, guardian or surrogate parents. The Pathway School will not release records developed by someone outside of The Pathway School staff. Parents/professionals must request release of those documents directly from the source that developed them. All education records and health records will be returned to the resident district when the student leaves The Pathway School. Please refer to the FERPA letter on The Pathway School website for additional information or contact The Pathway School Education Office at 610-277-0660 extension 321.

### **Communication between Home and School**

Communication between parents and teachers is critical for student success and is an essential component of Pathway's program.

At the beginning of the school year and as new students arrive during the year; parents are contacted by homeroom teachers to determine the most appropriate communication system for each family (emails, communication log, phone calls). Communication may happen daily, weekly, monthly or quarterly, depending upon the student's needs and the specific plan outlined in his/her IEP.

Parents/guardians are expected not to call the classroom during school hours (8:30am-3:00pm) as this disrupts the learning process. Since each staff member has voice mail, messages can be left before or after school, and staff members will return the call as soon as possible. Calls which require immediate attention should be directed to the Education Office staff who will get information to the appropriate team members in a timely fashion.

All staff members have email addresses which can be accessed using the first initial of their first name, followed by their last [name@pathwayschool.org](mailto:name@pathwayschool.org). (I.E. Jane Smith = [jsmith@pathwayschool.org](mailto:jsmith@pathwayschool.org)). Please keep in mind that during the school day, teaching staff will not be able to respond immediately to email requests/questions/communication. A staff directory can be found via The Pathway School website under the "About" tab, in the contact us section.

### **Dress Code**

Students are expected to dress in serviceable clothing that is appropriate for every-day wear. Cleanliness and good grooming are essential to an appropriate academic experience. Students may dress informally for school. Clothing must be neat, clean and not hazardous for school activities.

Appropriate appearance includes:

- Midriff is covered

- Clothing cannot be seen through
- Clothing that does not have patches/slogans/pictures which suggests the use of cigarettes, alcohol, and/or drugs, contains obscene or offensive language, or depicts sexual, violent, or illegal behavior
- Shirts that have sleeves (muscle shirts not permitted)
- Tight-fitting, or ill-fitting clothing or clothing that is sexually revealing is not permitted
- Chains (including those on wallets) and spikes are not permitted
- Boots, skirts, jackets, clothing, and accessories may not have metal work on them
- Footwear may not leave marks or abrasions on the floor
- Shorts/skirts must be fingertip in length

Students are expected to dress appropriately according to the weather.

Students who arrive for school inappropriately dressed will be sent to the respective Education Director and be provided with something appropriate to wear for the day. Appropriate dress and hygiene for vocational settings will be outlined and monitored by the Career Education Department. Repeat offenses of dress code will result in a problem-solving meeting with the parent/guardian.

### **Driving Privileges for Students**

Students are not permitted to drive to or from school or to or from an off-campus activity which is supervised by Pathway. Under extremely special circumstances a student and parent may submit a written request to the Director of Education for driving privileges. It will be at the Education Director's discretion to approve this request.

### **Homework**

There are two main purposes for homework. The first is to reinforce skills/knowledge covered in class; and the second is to help students learn to be responsible. Since either or both apply to all students in varying degrees, all students shall be given homework. Because each student is different regarding needs and abilities, the amount of homework given varies from student to student. Still, there are some homework-related issues and guidelines that all parents can follow:

If you would like to discuss changes to the homework expectations for your son or daughter, please contact the students' teacher. While a student may be unable to complete homework from time to time due to family issues (visiting a relative all night), it would be inappropriate for this to occur on an ongoing basis.

If your student is having difficulty with a piece of homework and is getting frustrated, please tell the student to stop working on the assignment. Write a note to the teacher explaining what happened. No student should remain up past bedtime in order to complete homework. You will be notified if your student is not handing in homework on an ongoing basis.

### **Lockers**

Lockers are assigned to students based on availability and need. Students may put locks on lockers if the Director of Education is given a spare key or the combination. Lockers are the property of The Pathway School and therefore may be searched by Pathway staff at any time with due cause. If a locker is to be searched, an administrator and at least one other staff member will conduct the search with the student present. If it is suspected that the locker contains material(s) which pose a threat to the health, safety, or welfare of students and/or school personnel, the search may be conducted without the student being present. Please refer to Privacy Rights and Responsibilities.

### **Lost and Found**

“Lost and Found” boxes are placed in various buildings throughout campus. Periodically, reminders to check lost and found” are published in the daily newspaper.

### **Breakfast/Lunch Arrangements**

Students may bring a breakfast/lunch, or purchase a breakfast/lunch, beverage or snack in the cafeteria.

Meals are provided by Linton’s Managed Food Services. All food is made in conjunction with the regulations of the USDA and the National School Lunch Program to ensure that students are eating well-balanced meals. Monthly menus are posted on the parent Portal of the Pathway School website and on the eSchools Parent Portal. The school has a cafeteria in which the student may eat his/her lunch with classmates at the designated times.

Students may pay cash for their lunches daily or parents may set up an online account and deposit money into the account for students to use to purchase lunch. Please see the school website under ‘Portals – Parents’ and look for the “schoolcafe.com” link for information and to get started. Please note that snacks can be purchased and are not part of the free/reduced breakfast and lunch programs.

For those parents who believe they may qualify, applications are available for free or reduced-cost lunches through the National School Lunch Program. Applications may be submitted at any point during the year but must be resubmitted at the beginning of each new school year.

### **School Store**

The school store operates generally during the last period of the day. The school store sells snack items, some school supplies and Pathway Spirit wear. Students may bring money to school to purchase items at the store.

### **Student Photographs**

Each year parents will have the opportunity to opt out of photographs/images of their child being used for internal and external purposes. Permission is assumed granted unless this form is received. The Media Opt-Out form is provided to parents annually in the fall and can be found



in Parent section of The Pathway School website and in the documents section of The Pathway School Parent Portal.

The Pathway School uses student images for classroom website pictures/videos housed behind a password-protected portal, on campus bulletin boards and in The Pathway School yearbook printed/distributed annually. Additionally, The Pathway School uses photos, video footage, audio and/or interviews for school-related stories in a variety of internal and external communication materials as part of the school's community relations efforts. To properly recognize the hard work, dedication and accomplishments of our student's, photographs, audio and/or video may appear in The Pathway School publications, website, video production, social or other media accounts relative to Pathway or in other education-related publications.

If parent(s)/guardian(s) do not want photos or videotape footage of their child used in such external communications/ publications, they should complete the Media Opt-Out form and return it to Pathway. Please be advised that signing this form prevents intentional use of your child's photo or videotape footage; however, in situations in which large groups are participating, it may not be possible to prevent photography/videography of specific students and therefore we may not be able to prevent this use of photos/video footage that unintentionally includes an easily identifiable image of your child. The form can be found in the Parent section of the website (<https://www.pathwayschool.org/parents/>) and can be returned via email to [enrollment@pathwayschool.org](mailto:enrollment@pathwayschool.org).

Parents and students should not distribute/release photographs or identification information about other students without permission from that individual (if student has legal decision-making ability) and/or from the student's parent/legal guardian.

### **Smoking Policy**

The Pathway School is a smoke-free campus. No one, including staff, students, and visitors may smoke on campus. Students are not permitted to smoke or bring tobacco products on campus or to any Pathway sponsored off-campus activity/program.

### **Student Social Activities**

The Pathway School sponsors several recreational events such as dances and other outings which are open to current eligible students based on meeting behavioral criteria. The Pathway School is not involved in any activities which it does not sponsor.

### **Visitors**

Requests from non-family individuals and groups to visit the campus must be made at least one week in advance and are to be referred to the appropriate Director of Education for approval. Former students may visit after obtaining approval from staff members and the Director of Education. Pathway reserves the right, to limit, restrict, or deny such visitation for any reason. Parents/families are welcome to observe their student in program as long as two days' notice is given. Requests are to be made to the Director of Education. Specific arrangements arrival time,

schedule to follow, etc. are worked out ahead of time. Upon arrival, parents/family must check in at Reception in Butera Hall.

For safety and security, it is expected that all visitors to the school obtain a visitor's pass and wear the pass while on campus.

### **Community Support Professionals**

The Pathway School respects the work done by all professionals working with students attending the school and knows that a collaborative approach will be in the students' best interest. When students have community support professionals working with them (i.e. Behavior Support Consultants, Mobile Therapists, Psychologists, Psychiatrists, etc.), The Pathway School team will obtain 'Permission to dialogue and/or observe' from the student's parent/guardian for each identified provider.

Should professionals want to observe the student during the school day, Pathway will obtain permission from parents/guardians for this to occur and will coordinate with the Human Resources department to obtain the necessary clearances based on Pennsylvania Department of Education regulations. Should a community support professional change during a student's time at Pathway, the permission and clearance process will begin again. Parents/guardians are responsible for communicating a change in professionals working with their child to their child's homeroom teacher. A copy of the Permission to Dialogue/Observe/Release can be found in the parent portal of the Pathway School website

The Pathway School has the responsibility to implement programs based on the guidelines of the Pennsylvania Department of Education. For this reason, community support providers may make recommendations/suggestions for strategies, programming, etc, but The Pathway School staff must make decisions based on the education guidelines. At times community support providers come from the Mental Health area, and processes/mandates may be different than education mandates.

### **Family move/relocation**

When placement at The Pathway School is approved by the school district of residence/charter school, that school is educationally responsible for your child's placement. If you are planning to relocate to a new school district/charter school, you are encouraged to contact someone in the admissions department to discuss the steps necessary to continue your child's placement at Pathway. The admissions staff will help you know what to expect and understand your rights – all in an effort to avoid or minimize disruption of your child's education.

### **Keyless-Entry and Student ID Cards**

To provide the safest educational facility possible, students identified within the Lower and Upper School Programs and those on the appropriate level within the Emotional Support Program, will be issued electronic, campus, Keyless-Entry Cards to enter Pathway Buildings which are necessary based on their school schedule.



The Keyless Entry Card will also serve as the Pathway Student's Identification Card and is required to be worn/carried by students throughout the school day. The Keyless Entry Cards will be placed on break-away lanyards for the safety of our student.

All Student Keyless Entry Cards will be kept in the student's homeroom and maintained by their respective homeroom teacher. The Keyless Entry Cards are issued each morning during homeroom period and turned-in during the afternoon homeroom period. Pathway's Education Staff (Teachers or Teacher Assistants), will greet students as they arrive and organize the departure of students at the end of the day.

If a student arrives to campus late, they should always report to the receptionist in Butera Hall. The receptionist will contact an education staff member to escort the student to their homeroom where they can obtain their Keyless Entry Card.

If the student takes the Keyless Entry Card home, he/she is required to return the next morning with the card. Replacement cards will need to be secured through the Facilities Manager, at a nominal cost to the student/parent.

### **School Wide Positive Behavior Intervention & Support**

#### **Vision Statement**

The Pathway School is a united and supportive community with a common goal of promoting happiness, strength and empowerment within a caring culture so that every person can be a productive and contributing member of society.

Pathway staff and students adhere to consistent expectations for positive behaviors that are taught, practiced and reinforced to create productive living, learning and working environments that promote success and independence.



**Behavior Matrix**

**(Universal Expectations for Staff and Students at Pathway)**

	<b>P</b> Participate	<b>A</b> Accept	<b>T</b> Thrive	<b>H</b> Help Out
Classroom	Actively listen Be prepared Be on task	Respect others Accept constructive feedback Be available for instruction Take personal responsibility	Work as a team Raise questions Challenge yourself Be positive	Encourage others Be a positive role model Be helpful
Hallways	Respect personal space Speak quietly Transition directly to your destination	Follow the process Use acceptable language Be mindful and patient of others	Model positive behaviors Be considerate of personal and school property	Keep hallway clean Contribute to hallway displays
Bathrooms	Use appropriate language and volume Treat area respectfully Follow rules and directions	Consider others and respect privacy Return to class promptly after using bathroom	Use good hygiene Use facilities appropriately	Report bullying behavior Report any damages Leave bathroom clean
Cafeteria	Use good manners and kind words Use appropriate volume	Accept menu choices Wait your turn patiently Be respectful of others	Make healthy choices Use appropriate conversation	Clean area and return your chair Include others
Community	Be aware Be on time Be prepared	Accept feedback Accept personal space Be tolerant of others	Be respectful to others and environment Take pride in your appearance Be effective and efficient	Model positive behaviors Encourage others to help out
Pathway Grounds	Be safe Be where you are expected to be Take turns	Be kind Include others Stay within designated areas	Be active Don't give up Encourage others	Keep campus clean Be a leader Report any damages or dangerous items



### **Behavioral Crises, Risk Assessments, and Psychiatric Referrals**

Pathway staff work hard to prevent unsafe situations from occurring but also acknowledge that crises arise. We appreciate in advance the cooperation and collaboration of parents and other providers with managing these difficult situations. Students who are exhibiting or verbalizing intent to harm themselves or others will be placed on in-sight supervision and referred for a risk assessment with our clinical staff, who will provide recommendations and shared with needed team members and parents. The outcome of the assessment will determine next steps.

#### If there is no intent:

Occasionally, students make dangerous statements when they are frustrated by their work or another situation and have no intention of carrying out self-harm or aggressive actions toward others. Many times, the student can be de-escalated and coping strategies can be reviewed. In this situation, the student's parents will be notified by the assessing clinician via email or phone call.

However, if a student makes recurrent statements of this nature and is unable to implement coping strategies, a referral to a community-based mental health agency or for a psychiatric evaluation will likely be made.

#### If there is intent but no imminent danger and the student can safely be managed:

If the parents can come to the school and are receptive to transporting/caring for their child, then the student will be released into the parents' custody, recommending that the parents arrange treatment for the student with such options as follows:

- a. Voluntary hospitalization (i.e. 201 commitment)
- b. Involuntary hospitalization (i.e. 302 commitment)
- c. Contact a local crisis intervention service for consultation (e.g. Mobile Crisis)
- d. Referral for psychiatric evaluation or consultation (with current provider, if applicable)

If the parents are unavailable or otherwise cannot come to the school or if the parents are unwilling to assume responsibility for the student, then a clinician, in conjunction with the administration, will contact the local crisis intervention agency.

If a student is uncooperative with the risk assessment, or unable to de-escalate prior to the end of the school day he/she will not be sent home on the bus and a parent pick up will be necessary (or pick up by another authorized contact). At that time recommendations will be discussed with parent upon pick-up.

#### In cases of imminent risk:

If there is imminent danger and intervention cannot wait due to safety concerns, 911 will be contacted and/or transportation arranged to the local Crisis Response Center (CRC) or Emergency Room.

Parents/Caregivers will be contacted with the following information:

- A clear, brief explanation of the crisis.
- The safety and whereabouts of the student (e.g. location in school, hospital name and location).

- All potential weapons (e.g. razors, kitchen knives) or means of self-harm (e.g. medications) will be removed from the student and should be locked up in the home.

Follow up:

Following resolution of the immediate need, and if deemed appropriate, all relevant staff members and any outside agency or individual involved with the student will be notified (provided Permission to Dialogue form is completed). These team members will be asked to be vigilant for future signs of difficulty following the student's return to school.

A student returning to Pathway after a psychiatric hospitalization must provide a copy of the attending psychiatrist's discharge summary, a signed medical note clearing the student to return to school and a doctor's order for medication (with the requisite supply, if it needs to be administered during program hours).

In some circumstances, a team meeting (including parent consultation) will be scheduled to discuss future actions, treatment, etc.

**The Use of Interactive Technology**

The Pathway School uses interactive technology in its classrooms and common areas "to build academic, social and life skills in students with special needs to promote their success and independence after Pathway." The responsible and acceptable use of technology is devoted to activities that support teaching and learning. The use of technology is meant to prepare students for 21<sup>st</sup> Century learning.

It is important to note that The Pathway School's philosophy regarding the use of technology is to:

- Integrate technology into the curriculum
- Enhance students' learning
- Enrich, not replace, teacher-student interactions
- Build academic, social, and life skills

A campus-wide wireless access system makes mobile devices effective tools throughout the school day. In addition to classrooms, technology is available in computer labs and the library. The walls of the classroom virtually expand, allowing students and teachers diverse opportunities to investigate, explore and engage in interactive learning experiences. Programs which encourage inquiry, engage and challenge young minds and build reasoning skills are essential elements in the use of technology.

The Pathway School is prepared to meet the challenges of this continually evolving digital environment with new ideas and new ways to use technology infused throughout our curriculum, and continual updating of our technological devices and applications.

**External - Personal Devices**

The Pathway School understands the value of using personal (external – not Pathway owned) electronic devices on transportation for safety, recreational use, and as a coping strategy. During

the school day, those devices must remain stored in the student's backpack, unless the steps listed below have been completed. The use of personal devices is prohibited during the school day, in order to protect student property from theft, loss or damage.

- May be used on buses, and then stored during the school day.
- To use personal devices during the day for coping, time-management, rewards and/or to enhance learning
  - The IEP team determines a need exists and identifies the terms of usage.
  - The student must take and accept full responsibility for their electronic devices.
- *When a parent gives permission for their child to bring a personal electronic device to school, they are accepting the fact that the device may be damaged or stolen and if the person who damaged or stole the device is not apprehended, no reparations for the device will be made by The Pathway School.*
- If the students utilize their personal technology outside of the context of what has been identified through their IEP the following protocol will be followed:
  - Warning 1:** The student will receive a verbal warning.
  - **Warning 2:** A second verbal warning will be given and an incident report will be completed. The student will need to turn their personal technology into their teacher and it will be returned to the student prior to dismissal.
  - **Warning 3:** Both the parent and Principal will be contacted. The student will be required to hand his or her personal technology in for a 2-school day period following the violation. Subsequent violations will add an additional day to the protocol. The personal technology will be returned daily prior to the students transitioning home.

### **Internal Devices - The Pathway School Owned Devices**

The Pathway School provides each student with the exclusive use of a tablet while enrolled.

- **Used during the school day**
  - The student must take and accept full responsibility for their electronic devices
  - Your Pathway Account and Tablet Information will be provided by your homeroom teacher.
    - **DO NOT** share with anyone but Pathway Staff and your Parents/Guardians.

**Your Internal tablet will allow access to Google Applications from anywhere at [www.google.com](http://www.google.com) . This includes:**

- Google Docs
- Google Sheets
- Google Drive (unlimited storage)
- Google calendar
- Additional Apps must be approved and installed by Pathway Staff.
- Access to your Pathway email is through <https://owa.pathwayschool.org/exchange>

- More information on Google Apps for Education is available at:  
<https://www.google.com/edu/products/productivity-tools/>

### **Technology Expectations**

The student will: Use technology during the academic classes with permission from class room staff.

- Respect and responsibly use all technology that is property of Pathway, other individuals, or own technology.
- Responsibly use the Pathway School network, computers and any personal devices.
- Refrain from text messaging, emailing, or posting on social media websites during school hours.
- Not damage, change, or tamper with the hardware, software, settings, or interfere with the network in any way.
- Not use any form of electronic communication to harass, intimidate or bully anyone.
- Not share passwords with another student or share personal information over the web.
- Not seek, view, send or display offensive messages or media.
- Notify a staff member if accidentally encounters materials which violate the rules of appropriate use.
- Obey copyright laws, properly cite source, not harm another person's work or trespass in another's folder.
- Understand that The Pathway School is **not responsible for the loss, damage, or theft** of student's external or internal technology device.
- At any time, if the misuse of an electronic device was involved in bullying or for viewing inappropriate content, other/escalated consequences will be determined by the Principal.

Students who do not follow the expectations will receive the following consequences:

- First Incident: personal electronics will be turned in to the teachers and returned to the students at the end of the school day.
- Second Incident: personal electronics will be turned in to the Principal and parents will be notified.
- Third Incident: personal electronics will be turned in to the Principal upon arrival to school and returned to the student at 3:00 pm each day for a 2-school day period following the violation.

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**NOTIFICATION OF RECEIPT OF HANDBOOK**

Dear Parent/Guardian,

As a valuable member of your child’s learning team, the handbook provides you with information to support the policies and procedures of The Pathway School. Please review this information with your son/daughter and contact us if you have questions regarding anything in this handbook. We recommend you keep this handbook in a location which will allow you to refer to it should questions arise.

A PDF copy of this handbook is available via our website for your reference.

Please sign acknowledging receipt of the Student/Family Handbook and return this to the Education Office.

Sincerely,

Catherine Lepley  
Director of Education  
610-277-0660 ext 281  
[clepley@pathwayschool.org](mailto:clepley@pathwayschool.org)

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Student’s Name

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Parent(s)/Guardian(s) signature

Date