



# Pace School Student and Parent Handbook

**Pace**

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In operation since 1967, Pace School is a private non-profit special education Approved Private School licensed by the Pennsylvania Department of Education (PDE) State Board of Private Academic Schools to serve students with the diagnosis of emotional disturbance, autism, intellectual disabilities, learning disabilities, and pervasive developmental delay.

A component of Pace School is a Partial Hospitalization Program licensed by the Department of Human Services (DHS) to serve students who meet the medical necessity criteria, and when this intensive level of mental health/behavioral support is necessary to access instruction.

Students are admitted and served without regard to race, color, sex, religious creed, ancestry or national origin.

Pace is dedicated to improving the lives of children with special needs by maximizing their academic potential and fostering their social and emotional growth.

The Pace School program is a special blend of a school curriculum and on-site support services tailored to help each student achieve success. Our dedicated professional staff understands the importance of a cooperative working relationship with parents, families and the community.

### **MISSION STATEMENT**

The mission of Pace:  
to provide educational and therapeutic services that  
enable any child to thrive.

### **VISION FOR OUR STUDENTS**

Students will be knowledgeable, healthy individuals of strong character when they leave Pace. After graduation, they will lead independent, self-determined and productive lives, engaged in healthy relationships and meaningful employment.

*This handbook is intended to familiarize students and families  
with Pace School procedures.  
For further detail or clarification please contact the Principal.*

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## **RIGHTS AND RESPONSIBILITIES**

The students, clients, parents, staff, and administration of Pace School share the responsibility for creating a safe, productive environment conducive to learning.

### **STUDENT RESPONSIBILITIES**

[22 Pa. Code § 12.2] Student and clients' responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

#### **Every student and client is expected to:**

- Become familiar with the rules/expectations of Pace School
- Report to school and class on time
- Follow the school rules/expectations
- Use proper care when using the school's materials and facilities
- Remain in class or assigned area
- Complete assignments/make-up work when absent from school
- Ask for assistance and express ideas and opinions in a respectful manner
- Dress and groom in a clean and safe manner that does not disrupt the educational process
- Participate in his/her mental/behavioral health treatment plan
- Comply with the Commonwealth of Pennsylvania and local laws

### **STUDENT RIGHTS**

#### **Every child and client has the right to:**

- Receive educational and behavioral health services that maximize his/her potential
- Receive the least restrictive appropriate services available
- Receive appropriate and reasonable adult guidance, support and supervision.
- Be free from physical harm and inhumane treatment
- Receive services in clean, safe surroundings

### **PARENT RESPONSIBILITIES**

Parents play a major role in teaching their children about respect: respect for the law, property, and the rights of others. When parents work closely with the school, everyone benefits, especially the student.

#### **Every parent is expected to:**

- Become familiar with the rules/expectations of Pace School and reinforce their importance with their child
- Become involved in their child's school life
- Participate in their child's positive behavior support plan
- Participate in school meetings, functions, and special programs
- Discuss the school day with their child
- Call to arrange for a parent/teacher conference if a concern arises
- Discuss concerns or questions regarding disciplinary actions with the administration

## **STAFF RESPONSIBILITIES**

Each member of the school staff must understand the Code of Conduct and accept the responsibility for implementing it effectively. The staff must know the information in the Student and Parent Handbook. Each staff member has the responsibility to treat each student with respect and professionalism and to learn and implement the techniques and interventions according to Trauma Informed Care, Positive Behavior Support and Therapeutic Crisis Intervention principles.

### **Every staff member is expected to:**

- Serve as a positive role model
- Implement positive, preventive strategies to decrease the need for disciplinary actions
- Respond to violations of the Code of Conduct according to established procedures to maintain control through planning, instruction, and positive and proactive effective instruction and classroom management practices
- Communicate with parents
- Protect student's rights

**The employees of Pace adhere to the ethics and best-practice parameters as outlined in the Pace Code of Ethics and the professional certification or license held by the individual. A copy of the Pace Code of Ethics and Pennsylvania's Code of Professional Practice and Conduct for Educators may be located at [www.paceschool.org](http://www.paceschool.org)**

## PACE SCHOOL PROGRAM

Pace School is comprised of several interrelated components that serve to provide a comprehensive educational and behavioral health program in a therapeutic milieu (environment). These include academic and special area instruction, character development, specialized services and mental/behavioral health support. **A Partial Hospitalization Program (PHP)** is available for students who meet medical necessity criteria and require this level of mental health treatment in conjunction with their educational program. Please refer to the PHP section in this handbook for additional information.

Together, these components serve to address the diverse learning and behavioral/emotional needs of the student population.

### **POSITIVE BEHAVIOR SUPPORT**

Pace School has adopted a system of Positive Behavior Support (PBS). PBS is a research-based combination of practices that creates a positive school climate in which students can achieve behavioral and academic success. The underlying theme of PBS is teaching social and behavioral skills in the same manner as any core academic subject. Students learn appropriate skills through instruction, practice, feedback, and encouragement. With consistency in social and behavior expectations, students learn that there are both consequences and rewards for their choices.



Our vision for students when they leave Pace is that they will have the knowledge and skills to lead independent, self-determined and productive lives. An important part of their future and independence includes the ability to make and maintain healthy relationships and gain employment.

In today's job market, employers want to hire individuals that solve problems, work collaboratively in a team, think critically, and persevere through a task. In order to complete these tasks an individual must possess and exhibit a number of social skills and character traits, many of which are difficult for our students.

PLAID, the Pace instructional framework (unit and lesson plan design) **intentionally** and **explicitly** integrates social emotional learning, character development and academic/functional skills development. By designing lessons with the PLAID framework, teachers and staff focus on essential character traits and social skills within each lesson, as opposed to teaching them in isolation or as a separate subject.

### **EIGHT CHARACTER ELEMENTS OF PLAID**

There are eight character elements in PLAID. The first three, **Gratitude**, **Respect** and **Responsibility** are the foundation of the Pace Positive Behavior Support System, newly named GR<sup>2</sup> (pronounced G, R, squared).



**Gratitude** – Finding and sharing the good in the world around us  
**Respect** – Valuing all people and property  
**Responsibility** – Acting to positively impact ourselves and others

The other five elements, **Curiosity, Empathy, Enthusiasm, Grit and Optimism** are incorporated into the unit/lesson format.

- Curiosity** - Exploring and being open to new things
- Empathy** – Understanding and feeling what others experience
- Enthusiasm** – Participating with eagerness and passion
- Grit** – Persevering towards goals
- Optimism** – Being hopeful and confident about possibilities

The teacher, staff and students of each classroom create a matrix of what the behavioral social expectations look like, sound like, and feel like in all classroom and non-classroom areas. These matrixes consist of approximately three positively stated examples for each area and are posted in the classrooms and multipurpose room. The staff continuously teach and practice the social/behavioral expectations throughout the school year.

In addition to the character elements, teachers incorporate technology, peer-to-peer cooperative strategies and community connections into their unit and lesson plans.

Fundamentally, PLAID is a more efficient and effective method to plan and deliver integrated instruction helping students understand and demonstrate the real world application of both academic and social behavior.

Our goal remains to increase and support positive behaviors with an emphasis on gratitude, respect, responsibility and safety for all while preventing disruptive behaviors which interfere with the learning environment.

Additionally, Pace School incorporates the following to support the individual and school-wide implementation of Positive Behavior Support:

**CHAMPS**: A Proactive and Positive Approach to Classroom Management

**Effective Instructional Strategies**: Instructional strategies supported by evidence and research to be effective including high rates of student response, active engagement and implementation of instructional materials designed to meet specific learning needs.

**Trauma Informed Care**: No one is immune from the impact of trauma. Trauma Informed Care is an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma. The emphasis is on physical, psychological and emotional safety, respect, responsibility and participation in the school community.

**Functional Behavior Analysis (FBA):** A FBA looks beyond the behavior itself. The focus of FBA is on identifying significant, student-specific social, affective, cognitive, and/or environmental factors associated with the occurrence (and non-occurrence) of specific behaviors. This broader perspective offers a better understanding of the function or purpose underlying student behavior.

**Positive Behavior Support Plan (PBSP):** As a component of a child's Individual Education Program (IEP) a Positive Behavior Support Plan based on the FBA and an understanding of "why" a student misbehaves is developed to address a behavior of concern.

**Therapeutic Crisis Intervention (TCI):** A crisis prevention and intervention model designed to help children learn constructive ways to handle crisis. The ability to respond effectively to staff and young people in crisis situations is critical in establishing not only a safe environment, but also one that promotes growth and development.

**Ukeru:** (the Japanese word for "receive") a safe and comforting crisis management technique developed by and for educators and behavioral health caregivers. It is based on the concepts of Trauma Informed Care.

## **MINDFULNESS**

**MindUP™** (The Hawn Foundation, 2011) curriculum helps students:

- enhance their self-awareness, concentration abilities, problem solving skills, pro-social behaviors (helping, sharing, and cooperating)
- explore positive human qualities, such as happiness, optimism, and gratitude.
- better engage in learning, limit their distractions, self-regulate their behavior and improve their focus and resiliency

The program utilizes a brain centered approach to integrating neuroscience, positive psychology, mindful awareness training, and social and emotional learning as tools for success in the classroom and in life.

MindUP™ helps students understand the ways their minds work, how their thoughts and feelings effect their behavior, and has four goals:

- 1) To foster mindful focused awareness
- 2) To increase positive human qualities, such as empathy, perspective-taking, helpfulness and kindness
- 3) To increase optimism and the sense of well-being, while gaining resiliency traits
- 4) To foster a cohesive, caring classroom climate

MindUP™ makes our classrooms a better engaged, focused, optimistic community of learners as students benefit from these tools and strategies that frame the basis for college preparation and future employment opportunities.

## **INSTRUCTIONAL FOCUS**

Pace School provides a continuum of academic, social, career readiness services for students, ages five through 21. At the lower elementary level, programs focus on self-help and readiness skills; the upper elementary level focuses on the acquisition of academic skills; the middle school level focuses on academics, pre-vocational and practical work skills; and the high school level focuses on vocational programming, independent living and recreational/leisure skills.

Students receive instruction in seven core areas of the curriculum, regardless of the student's developmental level:

1. **Reading** includes those areas which help students to read and use printed material for many purposes.
2. **Language Arts** is designed to promote written and verbal communication skills.
3. **Mathematics** provides for the development of fundamental and functional computation and application skills in a sequenced manner.
4. **Social Studies** is designed to give students basic skills in history and geography as well as to develop the qualities and skills necessary to become thoughtful, informed citizens.
5. **Health and Wellness** provides students with the information and experience necessary to gain physical, mental and social health.
6. **Science** gives students basic knowledge about the development of life, earth and the methods used to explore and experiment.
7. **Social Skills** and **Character Development** provides the structured opportunity to learn and practice age appropriate interactions and develop problem-solving skills.
8. **Career Education** is aligned to the Pennsylvania Academic Standards for Career Education and Work. The content helps the school and our community partners meet required teaching standards while connecting students with the real needs and opportunities within today's workplace. An onsite World of Work program provides opportunities for job-skills training.
9. **STEAM** uses Science, Technology, Engineering, the Arts, and Math to guide students inquiry, dialogue, and critical thinking. The end result is students who take thoughtful risks, engage in experiential learning and persist in problems solving, embrace collaboration and work through the creative process.

### **SPECIAL AREA INSTRUCTION**

1. **Physical Education** classes include health and wellness activities, fine and gross motor development, and a focus on teamwork. As part of the physical education program, students have the opportunity to showcase skills in the annual Gym Show.
2. **Daily Living Skills** teaches basic and work related skills. The two components to the program are Activities for Daily Living and World of Work.
3. **The Arts** program offers a variety of opportunities for students to explore visual arts, sculpting/pottery, art appreciation, music appreciation, chorus, and beginning instrumental instruction.
4. **Technology Education:** Students have the opportunity for individual learning and to apply and practice skills from the basic academic program (such as reading, spelling, language arts, and math) in new and different ways. Technology instruction occurs via pull-out instruction in the computer lab and/or push-in instruction that incorporate use of mobile devices within the classroom. Every child has access to technology throughout the instructional day.

For more information regarding the high school courses and electives, please refer to the Pace High School Program of Studies.

### **SPECIAL SERVICES**

1. **Reading Specialist:** Specialized reading instruction is available for students who demonstrate the need for extra support. Services may be provided via consultation with the student's reading teacher.
2. **Speech and Language:** The program is designed to work with children who have been identified to need speech and/or language development. Speech and language services are provided as indicated on a child's IEP.

3. **School Psychological Services:** A school psychologist is involved in testing individual students for diagnostic and reevaluation purposes.
4. **Library:** Students have the opportunity to use the Pace Library to borrow books, read magazines, listen to stories, use the computer, learn how to use a computerized catalog system, research topics, and write reports.
5. **Change of Placement Services** are provided, as agreed upon by the child's IEP and Treatment Team, in order to provide students and families a liaison between Pace and the public school (or other setting) to which a student from Pace is moving.

### **OTHER RELATED SERVICES**

Occupational therapy, physical therapy, vision and hearing itinerant services and other related services are provided to identify students as outlined in the IEP. These services are provided by the student's home school district at Pace School.

### **DAILY SCHEDULE**

Students and parents/guardians are provided with a copy of the daily schedule for the student's homeroom at the start of the school year.

7:00 a.m. - School office opens

8:00 a.m. - Staff Arrival

8:25 a.m. - Student Arrival

8:25 – 9:10 a.m. – Breakfast/Homeroom/Community Meeting

9:10 a.m. - Academic Classes Begin

11:10 a.m. - 12:30 p.m. - Lunch Periods

2:40 - 3:00 p.m. - Student Dismissal

3:30 p.m. - Education staff depart

4:00 p.m. – Principal/Supervisory/PHP Staff depart/School office closes

*If there are any changes in this schedule, notification will be sent home*

### **GENERAL SCHOOL OPERATING PROCEDURES**

#### **ATTENDANCE**

Pennsylvania law requires children no later than age 8 through age 17 to attend school. To gain the greatest benefit from instruction it is imperative that each student attend school regularly. When a student is absent he/she loses the opportunity to participate in the learning and therapeutic activities occurring in the classroom. Children learn better and achieve greater academic success if they attend school regularly.

The School Laws of Pennsylvania permit an **EXCUSED** absence for the following reasons:

1. A personal illness or injury to the degree the child is unable to attend school (an absence beyond three consecutive days due to illness *requires a note from a physician. Without a physician note, absences beyond the 3<sup>rd</sup> day will be considered unexcused.*)
2. A death in the family
3. A religious holiday
4. Family educational trip (with prior approval)
5. Other absences approved by the building administrator (see below)

Pace School administrators permit an **EXCUSED** absence for the following reasons:

1. A doctor, dentist, or legal appointment for the child

2. A school closing for the child's school district due to inclement weather
3. Failure of the bus to come to transport the student

Parent(s)/Guardians will be notified by an electronic automated recording of their child's absence. This recorded message will be sent to **the primary phone number provided on the student's registration form** no later than noon on the day of the child's absence from school. *If the person receiving this automated call "Opts Out" of receiving future automated messages, a form will be sent to the parent/guardian verifying the decision to opt out of future notifications.*

On the day the child returns to school following an absence, he/she **MUST provide to his/her teacher a written note, signed by the parent/guardian explaining the valid reason for the child's absence.** Absence forms are available for parents at the Pace Receptionist's desk or at [www.paceschool.org](http://www.paceschool.org) under the *Parent Resources* section under *Forms & Links*.

An absence will be **UNEXCUSED AND/OR ILLEGAL** for the following reasons:

1. Failure to provide a written note, signed by the parent/guardian identifying the valid reason for the child's absence
2. A student's absence for any reason other than those identified as excused absences

Pace School staff is committed to helping children make as much progress as possible within the school year. To do so, it is absolutely necessary the student attend school. The following procedures have been established to ensure that all students attend school.

# of Absences	Action Taken
3 unexcused and/or illegal	A letter is sent to the child's parent/guardian <i>and</i> school district of residence notifying them of the concern regarding the child's unexcused and/or illegal absences. A meeting of the IEP team <i>may</i> be initiated so all parties including the student, parent/guardian, school district representative and Pace staff can discuss concerns related to excessive absences and develop a student attendance improvement plan.
6 unexcused and/or illegal absences	A letter is sent to the child's parent/guardian <i>and</i> school district of residence notifying them of the concern regarding the child's unexcused and/or illegal absences. A meeting of the IEP team <i>will</i> be initiated so all parties including the student, parent/guardian, school district representative and Pace staff can discuss concerns related to excessive absences and review/develop the student attendance improvement plan. At the discretion of the school district, follow up may include referral to a truancy program and/or local magistrate.
10 absences	A letter is sent to the child's parent/guardian <i>and</i> school district of residence notifying them of the concern regarding the child's excessive, unexcused and/or illegal absences. A meeting of the IEP team <i>may</i> be initiated so all parties including the student, parent/guardian, school district representative and Pace staff can discuss concerns related to excessive absences and review/revise the student attendance improvement plan. At the discretion of the school district, follow up may include referral to a truancy program and/or local magistrate.
20 absences	A letter is sent to the child's parent/guardian <i>and</i> school district of residence notifying them of the concern regarding the child's excessive absences. A Pace Attendance Hearing will be scheduled with the student, parent/guardian, school district representative and Pace staff to discuss concerns related to excessive absences. Review/revise the student attendance improvement plan and discuss further follow-up such as a referral to a truancy program and/or the local magistrate as recommended by the school district. <i>At the discretion of the Principal, this attendance hearing may be waived in unusual circumstances (example: extended medical illness).</i>  <i>Following 20 days of absence, the student's attendance will continue to be closely monitored to determine if further action is required. At the discretion of the Principal or the child's home school district, a doctor's note for each additional absence may be required in order to consider the absence excused.</i>

Note	To receive credit for a high school course, a student must be physically present for 90% of the yearly instructional time for that course. Any student who is absent for more than 10 days of instruction for a semester course or 20 days for a full year course, is at risk of not earning credit. Each case will be reviewed by the administrative team and a recommendation will be made to the Principal who will make the final decision to award or deny credit. All absence and tardiness, whether excused or not, become part of a student's permanent record and may have serious implications when applying to college and/or for prospective future employment.
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Approved education trips, absences accompanied by a doctor's excuse, absences due to transportation issues or the delay/closing of a child's public school and suspension will be taken into consideration if/when a Pace attendance hearing is required.

### **TARDY**

A student is considered tardy if he/she arrives to school after 9:00 a.m. Students entering the building after this time must sign in with the Receptionist and obtain a tardy slip to give to classroom staff.

### **EARLY DISMISSAL**

Early dismissal from school will be granted for verifiable reasons which are the same as for excused absences. An early release excuse should be written by the parent/guardian and the student should turn in to their teacher upon entrance to classroom. (Parents/guardians can opt to call the school to request an early release as well). **Students will be released from school to their parent/guardian or to persons authorized by the parent/guardian. The individual picking up the student may be required to provide a valid photo ID to the Receptionist prior to the student's release from school.** Students returning to school from an early release should sign in with the Receptionist upon entering the building. Early release forms are available for parents at the Pace Receptionist's desk or at [www.paceschool.org](http://www.paceschool.org) under the *Parents Resources* section under *Forms & Links*.

### **BREAKFAST AND LUNCH PROGRAM**

Pace School offers a nutritious breakfast and lunch each school day. A choice of entrees is available daily. Milk is available for students who bring their lunch. Substitutions to the regular school menu may be made available for students with specific written orders from a physician. Please notify the school as soon as possible. The Pace School Health and Wellness Policy can be found on the website at [www.paceschool.org](http://www.paceschool.org).

### **COMPUTER NETWORK/INTERNET ACCEPTABLE USE POLICY**

(Abridged policy: Complete policy can be located at [www.paceschool.org](http://www.paceschool.org) *Parent Resources* tab)

### **STUDENT COMPUTER USAGE**

Pace School incorporates a 1-to-1 technology program that is also known as 'anywhere, anytime' for mobile devices. These programs provide students with personal portable technology to enhance opportunities for learning. The devices help schools engage the digital generation by nurturing individual (or 1-to-1) learning experiences.

1-to-1 programs are an element in an international move towards individualizing learning, which can increase independence and self-initiated learning in students, and extend their learning beyond the classroom.

Students who have their own mobile technology have been found to take greater pride and ownership over the knowledge they create.

Every student and parent is required to review and sign the “Acceptable Use” policy annually prior to students being given access to the network. The use of the Internet is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action. An administrator will have the authority to determine inappropriate use.

***Pace provides employees, students, and Guests (“Users”) with hardware, software, and access to Pace’s Electronic Communication System and network, which includes Internet access, whether wired or wireless.***

Access to Pace’s Computer Information Systems (CIS) through school resources is a privilege, not a right. These systems, as well as the User accounts and information, are the property of Pace. Pace further reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. Pace will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.

System administrators have the right to access by interception, and access the stored communication of User accounts for any reason in order to uphold this policy, the law, and to maintain the system. **Users should have no expectation of privacy in anything they create, store, send, receive, or display on or over Pace’s CIS systems, including their personal files or any of their use of Pace’s CIS systems.** Pace reserves the right to record, check, receive, monitor, track, log access and otherwise inspect any or all CIS systems’ use and to monitor and allocate fileserver space.

Pace reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software/hardware blocking or online server blocking. Specifically, Pace operates and enforces Technology Protection Measure(s) that block or filter online activities of minors and staff on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. The Technology Protection Measure must be enforced during use of computers with Internet access. Measures designed to restrict adults’ and minors’ access to material harmful to minors may be adjusted to enable an adult or a student (who has provided written consent from a parent/guardian) to access bona fide research, not within the prohibitions of this policy, or for another lawful purpose. No person may have access to material that is illegal under federal or state law.

Expedited review and resolution of a claim that the policy is denying a student or adult to access material will be enforced by an administrator, supervisor, or their designee, upon the receipt of written consent from a parent/guardian for a student, and upon the written request from an adult presented to the Chief Executive Officer (CEO) and/or designee has the right, but not the duty, to inspect, review, or retain electronic communications created, sent, displayed, received or stored on and over its CIS systems; to monitor, record, check, track, log, access or otherwise inspect; and/or to report all aspects of its CIS systems use. This includes any User’s personal computers, networks, Internet, electronic communication systems, databases, files, software, and media that they bring onto Pace property, or to Pace events, that were connected to Pace network, and/or that contain Pace programs, or Pace or Users’ data or information, all pursuant to the law, in order to ensure compliance with this policy and other Pace policies, to protect Pace’s resources, and to comply with the law.

## **PERSONALLY OWNED DEVICES**

CIS systems may include computers which are located or installed on Pace property or which have been brought onto a Pace location by an employee or student. For personal technology devices brought onto Pace property, to Pace events, or connected to Pace's network and systems, if Pace reasonably believes the computer and/or personal technology devices contain Pace information or contain information that violates a Pace policy, the legal rights of Pace or another person, involves significant harm to Pace or another person, or involves a criminal activity, they may be legally accessed to insure compliance with this policy, other Pace policies, and federal and state law. Users may not use their personal computers and personal technology devices to access Pace's intranet, Internet or any other CIS system unless approved by the CEO and/or designee.

No personally owned device can be used to store private, identifiable records of any kind. Any Employee of Pace who requires access to protected information will be provided with encrypted storage devices that will be the property of Pace.

**All users must sign the Student/Staff Acceptable Use Policy Agreement to gain access. Students must have a parent/guardian also sign the agreement.**

## **CELL PHONE AND OTHER ELECTRONIC DEVICE GUIDELINES**

In order to maintain the safety and confidentiality of all staff and students, unless specifically authorized, **Pace School does not permit students to use personally owned cell phones and other electronic devices on school property.**

**Pace School does not encourage and is not responsible for personal items brought to school by students, including but not limited to personal electronic devices.** If a student does bring a cell phone or electronic device to school, it is expected that it be turned over to staff upon entry. As a courtesy and safety measure the electronic device will be placed in a secure location and returned to the student at dismissal. If a student refuses to turn the electronic device over to the designated staff members he/she will not be able to earn privileges and may be directed to an area away from other students until such time as they agree to turn it over. Parents/guardians may be contacted to pick their child up in this circumstance.

**In order to maintain the confidentiality of all students, and to comply with the Health Insurance Portability & Accountability Act (HIPAA) cameras, including cameras on cell phones or other electronic devices, are NOT permitted to be used in school without the explicit approval of the teacher.** If an electronic device is used in the program and has a camera component, staff will check to ensure pictures of other students were not taken.

Parents are contacted if items brought to school create a problem for the child or interfere with the child's learning and may be required to retrieve items from the school. Please remember that Pace School has no access to items on the bus.

## **COMPUTER/VIDEO GAME USAGE/ MOVIE VIEWING**

Students may use computer video games during reinforcement periods as outlined by classroom staff. Games or movies/video used for instruction or reinforcement must be rated appropriate to the age of the student(s). Staff members will get parental permission before showing any game or video outside of the child's age range. Games or movies that depict graphic violence, explicit

language and/or sexuality are highly discouraged and will only be used on an individual case-by-case basis with parental/guardian approval.

### **EMERGENCY RESPONSE DRILLS**

Fire drills and other emergency response drills are conducted routinely. These drills are important and must be treated seriously. All students are to exit the building or report to designated area with staff in a calm manner.

**Misuse of the fire alarm system and fire extinguishers are both dangerous and costly and are strictly prohibited. An offense will result in disciplinary action including loss of privileges, one day out-of-school suspension and/or notification of local authorities.**

### **FIELD TRIPS**

Field trips are an extension of the classroom education opportunities at Pace School. Field trips however, are not a right, but a privilege. Students must be approved to attend field trips by staff and parents/guardians.

### **GRADING/ REPORT CARDS**

Teachers will inform all of their students of the grading and evaluation procedures that are used in their classrooms. This will be accomplished through oral and/or written format. Grading systems incorporate classroom assignments, active participation, tests/quizzes and homework.

Student report cards are issued four times each year at the conclusion of each 45-day marking periods (9 week quarters). Report cards are intended to report your child's progress in all subject areas taught at Pace School. They will also provide information regarding the child's progress toward accomplishing his/her IEP goals, classroom behavior and social-emotional development. It may be determined by the IEP team that a student will receive ONLY quarterly progress notes directly related to IEP goals and not receive letter grades in specific subject areas; this change would be indicated in the IEP document and reviewed with parent and district.

### **HALLWAYS / ASSIGNED AREA**

Students will be accompanied by an adult at all times when traveling in the halls. Students will not be permitted to loiter in halls or outside of classrooms. At all times, students should follow their assigned schedule. Leaving school grounds during the school day is strictly prohibited.

If a student leaves his/her assigned area without permission, staff will attempt to engage the student and help him/her problem solve in order to successfully return to the program. When students are roaming in the halls, staff will keep the student within his or her sight. If students leave the building, staff will follow the student. Once a student leaves the school grounds, staff will attempt to keep the student in sight. **Both parents/guardians and the local police will be notified if a student leaves the grounds and refuses to return.** In these cases, school personnel cannot be responsible for students who leave the premises.

## **HEALTH SERVICES/NURSES' OFFICE**

The primary function of the Pace School Health Office is to provide those services required by the Pennsylvania Department of Health, Division of School Health. These services include: vision, hearing and scoliosis screenings, height, weight and BMI measurements, monitoring of immunizations, physical and dental exams.

Other responsibilities include the administration of medications and providing treatments as ordered by the medical provider as well as the evaluation and basic care of students who become ill or injured during the school day.

Your child's Primary Care Physician (PCP) should be utilized for regular monitoring of your child's health through yearly visits (physical exams) and as needed. If your child becomes ill or injured while at home in the evenings, on the weekends or holidays, please have them seen by their PCP, an Urgent Care Center or Emergency Room when necessary.

Pace School nurses provide a variety of health related services. When needed, the nurses administer first aid which is defined as immediate and temporary care given in case of accident or sudden illness. Further decisions and actions concerning the accident or illness are the responsibility of the parent/guardian. **All students must have a Registration/Demographic Validation Form, listing emergency contact information completed and on file at the school.** The nurses will also provide health screening as mandated by the PA School Health Code.

The PA School Health Code mandates the following schedule of examinations:

### **REQUIRED EXAMINATIONS**

### **GRADE**

Physical Exams.....k or 1<sup>st</sup>, 6<sup>th</sup> and 11<sup>th</sup>

Dental Exams.....k or 1<sup>st</sup>, 3<sup>rd</sup> and 7<sup>th</sup>

Scoliosis Exams.....6<sup>th</sup> and 7

Physical and dental forms are available at [www.paceschool.org](http://www.paceschool.org) under the *Parents Resources* section under *Forms & Links*.

### **IMMUNIZATIONS**

A copy of each child's immunization record must be on file prior to the child entering school. The PA School Health Code mandates the schedule of immunizations. Immunization records must indicate month, day and year the immunizations were given.

## Immunization Schedule for children entering ALL grades

VACCINE	DOSAGE	NOTE
DIPHTHERIA/TETANUS (DTaP, DTP, Td, DT, Tdap)	4 properly spaced doses	one dose of Tetanus and Diphtheria after the 4th birthday
POLIO IPV (IPV, tOPV administered prior to 4/1/16, polio unknown, administered prior to 1/1/05)	4 or more doses properly spaced	4 <sup>th</sup> dose on or after 4 <sup>th</sup> birthday and at least 6 months after previous dose given
MEASLES	2 properly spaced doses on or after the 1st birthday	Recommended to be given as MMR
MUMPS	2 properly spaced doses on or after the 1st birthday	
RUBELLA	1 dose on or after the 1st birthday	
HEPATITIS B	3 properly spaced doses or serologic proof (blood test) indicating immunity.	28 days is recommended between doses 1 and 2, the child must be 24 weeks (6 months) of age at the time of the 3rd dose and there must be 2 months between the 2 <sup>nd</sup> and 3 <sup>rd</sup> dose
VARICELLA	2 properly spaced doses on or after the 1st birthday	If the child has a history of having the chicken pox, serologic proof (blood test) or written documentation of disease from a physician, including the month and year of the disease, is required
<i>All students in grades 7 through 12 must have the following vaccinations before the start of the school year.</i>		
TETANUS/DIPHTHERIA/PERTUSSIS (Tdap)	1 dose on or after the age of 10 years	
MENINGOCOCCAL	2 doses: 1st dose before 7 <sup>th</sup> grade (11-15 years old), 2 <sup>nd</sup> dose before 12 <sup>th</sup> grade (16 years or older)	

### EXCLUSION FROM SCHOOL IF IMMUNIZATIONS ARE NOT UP TO DATE

Beginning August 1, 2017, students risk exclusion from school if they do not have the required medically-appropriate vaccines or a Medical Certificate from a health care provider outlining the plan to complete those vaccines.

1. **THE FIRST DAY OF SCHOOL:** Students who have not received a single dose vaccine (ex: Tdap, MCV4, etc.) may not be admitted to school.
2. **FIRST 5 DAYS OF ATTENDANCE:** For multiple dose vaccines, students must have received at least one dose of the vaccine before school entry.
  - a. If additional doses are required and are medically appropriate to be administered during the first 5 days of attendance, the student shall have either the final dose or the next scheduled dose during that 5 day period. They then must provide the school with a Medical Certificate from the health care provider outlining the plan to receive the remaining doses.
  - b. If the student has at least one dose, but still needs the additional doses, and those doses are not medically appropriate to be administered during the first 5 days of attendance, the student must provide a Medical Certificate outlining the plan to complete the vaccines from the health care provider to the school on or before the 5<sup>th</sup> school day.

3. Medical Certificates will be reviewed by the school nurse every 30 days. At the end of the 30-day period, if the school nurse does not receive the documentation indicating the additional vaccinations were administered as per the dates on the Medical Certificate, the student will not be permitted to return to school. The documentation must include the name of the health care provider, name of the vaccination, month, day and year it was administered.
4. Students who are homeless as defined under the McKinney Vento Act are excluded from these rules.
5. Students transferring from outside the state as well as children in foster care have 30 days to provide immunization records or provide a Medical Certificate. A student who is unable to provide the necessary records, Medical Certificate or exemption may be excluded at the end of the 30-day period and in subsequent school years until the requirements are met.
6. **Religious/Moral/Ethical Belief:** Parents/legal guardians or an emancipated child may claim a Religious/Moral/Ethical Belief opposing any further immunizations. The student will be permitted to continue to attend school but the parent/legal guardian or the emancipated child must meet with the school nurse and provide the school with a written statement claiming a Religious/Moral/Ethical Belief opposing any further immunizations. The reason(s) for the exemption must be reasonable as judged by the school administrators.
7. **Medical Exemption:** A child's Primary Care Physician may submit in writing a Medical Exemption if they feel the child's physical condition is such that further immunization would endanger his/her life or health.
8. **Lead Blood Testing:** Children entering kindergarten will need to show they have had two tests to measure his or her blood lead level. Blood level testing for all children at or around 9-12 months old and again at or around 24 months old. If the child does not have one or both of the tests, he or she should have the lead test as soon as possible.

The above information was provided by the Pennsylvania Department of Health and the Allegheny County Health Department.

### **STUDENT ILLNESS/INJURY**

The Pace School nurse will call the parent/guardian if there is an illness or injury that requires treatment or if it is felt that a child should return home. In case of serious illness or injury, a child will be medically evaluated at a local hospital. Parents/guardians are notified of this situation as soon as possible. The nurses attempt to contact parents/guardians to transport their child to the emergency room unless the seriousness of the emergency necessitates transportation by a paramedic. For this reason, **a current student registration form which includes an emergency phone number and a signed medical authorization must be on file for all students.** This form is available under the *Parents Resources* section under *Forms & Links* on the Pace Website at [www.paceschool.org](http://www.paceschool.org).

## **MEDICAL EXCUSES FROM PHYSICAL EDUCATION**

A medical provider's written order is required for students to be excused from the required physical education curriculum. If a child has been excused from participation in physical education, the physician must also provide a note indicating when the child may resume participation. Medical excuses from physical education include the child being excused from participation in physical activities that might occur in addition to physical education class such as recess and interscholastic sporting events.

## **MEDICATION GUIDELINES**

Students who are to receive any medication during school hours must provide a completed Permission to Administer Medication form signed by both the parent/legal guardian and the prescribing physician. All medications, including inhalers, Epi-pens, antibiotics, etc. must be in their original labeled container.

Pace School has a self-administration policy for Asthma Rescue Inhalers and Epinephrine Auto-Injectors only. Please contact the Health Office for further information.

**Field Trip Medications:** As per Pace School policy, a nurse will attend scheduled field trips to assist students with the administration of any prescribed medications which are regularly given during school hours.

Pace School procedures state the delivery of medications, including over-the-counter medications, and/or medical supplies for students **is the responsibility of the parent/guardian**. Parents/guardians are also responsible to pick up any extra medications and/or medical supplies left at school. **Students are not permitted to carry any medications or medical supplies such as syringes, lancets, etc. to school or back to the home.** Students must meet the specified criteria to carry Asthma Inhalers and Epinephrine Auto-Injectors to and from school. Please contact the Health Office regarding the policies related to permission for the student to self-carry and administer these medications.

## **NON-PRESCRIPTION MEDICATIONS**

A Permission to Administer Over-The-Counter Medications form must be signed by the parent/legal guardian and physician before an over the counter medication will be administered. Students are not permitted to keep medication with them during school hours. All medication must be kept in the Health Office and will be administered by designated school personnel as prescribed by the physician.

## **CONTAGIOUS DISEASE POLICY**

The following information is from the Pennsylvania Health and Safety Code, the Allegheny County Health Department and the medical staff at Pace School. We ask that you read the information carefully and use it as a guideline when your child is ill. **Please keep your child home if he/she has a fever over 100 degrees, is vomiting or has diarrhea.** They can return to school when they are fever free for 24 hours without having to give them any fever reducing medications (Tylenol, Advil, and Ibuprofen) and no vomiting or diarrhea for 24 hours. We will also be calling you to pick your child up if they are experiencing any of these health issues.

Excluded from school until they have received 24 hours of treatment:

- Pink Eye (Conjunctivitis)
- Strep Throat
- Impetigo
- Scarlet Fever
- Head and Body Lice
- Ringworm

Excluded from school until written authorization from a physician is received permitting the students return:

- Chicken Pox
- Croup
- Whooping Cough
- German Measles (Rubella)
- Hepatitis A
- Meningitis
- Mumps
- Scabies

## **MONEY**

Students do not need, and are discouraged from carrying, money at Pace School. Parents will be notified if an event will be occurring that might require money (i.e., Book Fair, Holiday Store). Students are not permitted to have more than \$25.00 in their possession unless prior permission has been given by a school staff member. Parents will be notified if a student has more than the allotted amount.

## **RESTROOM PRIVILEGES**

Restrooms are to be used only for the intended purpose. Any other usage (smoking, loitering, and hiding from staff) will not be tolerated. Students are to utilize the facilities nearest their classroom during designated times. If an emergency necessitates the usage of the restroom during class, the student must get staff permission.

## **SCHOOL CLOSINGS**

Parent(s)/Guardians will be notified by **an electronic automated recording** of school closing, delay or early dismissal due to weather conditions or other emergencies. This recorded message will be **sent to the primary phone number provided on the student's registration form**, as soon as it becomes apparent that a delay, closing or early dismissal is necessary. *If the person receiving this automated call "Opts Out" of receiving future automated messages, a form will be sent to the parent/guardian verifying the decision to opt out of future notifications.*

Information regarding school delay, closing and other emergencies will also be broadcast in the following ways:

**Radio:** KDKA - 1020 AM, KDKA-FM 93.7, WDSY - Y108 FM, WBZZ – Star 100.7 FM

**Television:** KDKA – Channel 2, WTAE – Channel 4, WPXI – Channel 11,

**Websites:** [www.kdka.com](http://www.kdka.com), [www.wpxi.com](http://www.wpxi.com), [www.wtae.com](http://www.wtae.com), [www.paceschool.org](http://www.paceschool.org)

## **SEARCHES**

Pace uses metal detectors to minimize the risk of weapons/contraband on school grounds. Routine full school searches are conducted upon student entry or reentry into the building. All students must comply with the search of their belongings and the use of the metal detector to check the student; students who do not comply will be moved to a separate area and detained until they comply with the search. In addition, if a student has threatened to bring a weapon/contraband to school or has been reported to have a weapon/contraband, the student will be searched. Pace reserves the right to initiate a student search in situations in which there is reasonable suspicion that the student has a weapon or contraband items. In some situations a trained law enforcement officer may be requested to perform such searches as an agent of the school.

Student lockers are the property of Pace School and remain at all times under the control of the school. School authorities for any reason, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Locks are not permitted on lockers and will be cut off of lockers at the discretion of staff and at the student's expense. It is recommended that students NOT keep items of value in lockers, but turn them in to staff to lock in a secure area.

## **STUDENT DRESS CODE**

Students have the responsibility to follow guidelines for dressing and grooming in a manner that shows cleanliness, promotes safety, and demonstrates respect for themselves and others. It is expected that students wear clothing that conforms to the Pace Dress Code. **The following are**

### **NOT permitted:**

- Tank tops, midriff tops, muscle shirts
- Torn or ripped clothing
- Open toe shoes, sandals
- Apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, the use of drugs or alcohol, or demeans or degrades another because of race, sex, religion, national origin, handicap or disability
- Any type of clothing, apparel or accessory which denotes the student's membership in or affiliation with any gang associated with criminal activities.

Additional guidelines:

- Pants must be fitted at the waist – no sagging
- Shorts and skirts must be knee length
- On days when students have physical education class, they are to wear or bring tennis shoes/sneakers with white soles
- Coats, headwear and backpacks are to be removed upon entry to the building and stored in student lockers.

Because it is important that all students cooperate with the Pace School Dress Code, the following consequences may be applied when students do not dress appropriately:

1. The student will be provided the opportunity to change their clothing.
2. The student's participation in activities may be limited.
3. In extreme situations parent(s)/guardians will be notified if their child is not complying with the Pace School Dress Code and asked to bring a change of clothing to school or to come to school to pick up their child.

***The goal of the Pace School dress code is to increase the learning opportunity for every child and to create a safer school environment for everyone!***

### **STUDENT EXPRESSION**

Students have the right to express their ideas and opinions in a respectful manner so as not to offend or slander others. With this in mind, students are not permitted to possess or distribute pornographic or violent materials, interfere with the education of fellow students or attempt to create a disruptive situation. Inappropriate materials will be confiscated and parents/guardians will be notified.

### **TELEPHONE CALLS**

Office and classroom telephones are for business use and may not be used by students except for identified emergencies or as identified with staff and families as part of a therapeutic intervention. The receptionist will NOT transfer phone calls to classrooms to speak to students during the school day or to talk to classroom staff between the hours of 8:30 and 2:50. If there is a family emergency, parents can request to speak to the Social Worker, Therapist or the Principal.

### **TRANSPORTATION**

Transportation to and from Pace School is the responsibility of the home school district. **Please contact your school district's transportation department or the bus company if you have questions regarding transportation.**

It is the **parent's responsibility** to notify the bus driver or bus company if your child:

1. is not coming to school
2. is returning to school after a period of absence
3. has been transported by you in the morning and will need transportation home.

Although transportation is the responsibility of the school district, Pace School staff takes a supportive role in attempting to resolve major transportation concerns regarding safety and discipline and encourages your assistance.

**In the event that your child is too unsafe to be transported by the van/bus provided by the school district or is suspended from the bus, it is YOUR responsibility to transport your child in a timely manner. Pace Staff is not permitted to transport students.**

If special transportation arrangements become necessary, please contact the Principal.

## **VISITORS**

Students are NOT permitted to bring friends or pets to school. In addition, friends may not loiter or “hang around” the parking lot in or out of cars.

**Visitors must enter and exit through the main doors and are encouraged to schedule an appointment prior to visiting the school.** To help maintain safety of all students and staff, **ALL VISITORS** must buzz in separately at the main entrance and tell the receptionist the purpose of the visit. If the person does not properly identify him/herself, or his/her purpose, the person will be considered to be trespassing and the appropriate legal action will be taken. **We do not permit people to hold the door and allow others to enter.**

Visitors without a scheduled appointment may be asked to remain outside of the building until the appropriate staff member can be located or return at a scheduled time. Upon entry into the building visitors may be asked to provide photo ID. All visitors are expected to behave in a respectful manner and use school appropriate non-threatening language when interacting with staff and/or students. Any person whose actions or language threatens the health, safety or welfare of students or staff will be asked to leave the premises and may be barred from visiting the school or attending school-sponsored events.

Visitors are not permitted to leave the reception area and walk through the building without approval through the main office. If a parent or guardian requests a conference with a staff member or administrator, an appointment should be made in advance. **Observations need to be formally requested to the Social Worker, Mental Health Therapist or Principal in accordance with the Visitor Policy. Clear goals need to be agreed upon by both parties. To limit disruption to the program, observations should be no longer than 30 minutes in length.**

Once a student has withdrawn from Pace, visits are discouraged for at least one year from departure unless otherwise specified. If a former student does plan to visit, guidelines from the Pace Boundaries policy must be followed including: student must be 18 or accompanied by a parent/guardian; visits should be no more than one hour once per year; visits should occur on inservice days or after school hours when students have been dismissed.

## **CODE OF CONDUCT**

### **BUS BEHAVIOR**

Student transportation is provided **by the home school district and is not an extension of Pace School.** Pace School staff is committed to working with students, families, school district personnel and bus drivers/monitors to ensure safe passage to and from school daily. When students demonstrate expected positive behaviors on the bus they are issued “yellow slips”. When a student is not following directions, demonstrating disruptive behavior or creating a safety hazard on the bus, he/she is issued a “blue slip”. Pace School staff encourages bus personnel

to communicate pertinent student information. Pace School will work collaboratively with the school district to ensure the safety of all students. Parents will be contacted for chronic bus misbehaviors.

### **CAFETERIA**

All students are expected to behave in an orderly manner that includes clearing the table area. Food is not to be taken out of the cafeteria without permission from a staff member. Students are permitted to eat lunch only during their assigned lunch period unless otherwise directed by a staff member. Any student exhibiting disruptive behavior may be directed to an alternate area to eat lunch or breakfast.

### **CARE OF PROPERTY**

Students are expected to respect their personal possessions, the possessions of others and school property. Students will assume responsibility for their personal property and any school property assigned to them. **As a reminder, Pace is *not* responsible for lost or stolen articles.** Students should not bring valuable objects to school.

Students involved in the destruction of property or theft, including but not limited to educational materials, software, equipment, furniture and buildings, will be disciplined. This can include denial of privileges, in-school suspension, out-of-school suspension or police involvement. Students may be required to pay for or correct any and all damages. A restitution plan may be developed under the supervision and guidance of the classroom team and the child's parent/guardian.

### **GAMBLING**

Gambling, wagering and/or betting are not permitted on school property. Students are permitted to have/play cards or games only with staff permission at appropriate times/places.

### **STUDENT DISCIPLINE**

Discipline is a shared responsibility between the home, school and community. The family assumes the initial responsibility for helping children to develop physically, emotionally, intellectually, socially and ethically. Children enter Pace School at various levels of development. Pace's policies and procedures concerning student discipline are based upon the recognition that many of our students need support to make good decisions for themselves. To help students manage themselves in this setting, several approaches are taken:

- School rules/expectations are posted in every classroom and area of the school.
- Individual positive behavior support programs are developed for students to provide more structure or support to make more appropriate choices.
- Collaborative efforts with students, families and school personnel are undertaken to incorporate social, emotional, educational and psychological needs into positive behavioral planning and programming.

The creation of a safe and productive learning environment is the responsibility of each of us, whether student, parent or professional. With this in mind, the staff members of Pace School have the day-to-day responsibility of monitoring the environment and ensuring the physical, emotional, social and psychological safety of all staff and students. When disciplinary issues arise, sanctions may be applied that are deemed reasonable and required by policy. While it is impossible to develop an all-inclusive list of offenses and disciplinary options, the following

section outlines consequence procedures for infractions of Pace School rules, guidelines, policies and procedures.

## **CATEGORIES OF SCHOOL MISCONDUCT**

In an effort to create uniform response to misconduct, without jeopardizing the requirements for positive behavior support plans and individualization provided for in State and Federal statute, the following guidelines will be used by the staff and administration of Pace School when misbehavior occurs.

### **Level 1**

Level 1 behaviors include misbehavior that impedes the orderly operation of the classroom or the school and that interferes with the other students' ability to learn.

Examples of Level 1 misconduct include, but are not limited to:

- Failure to follow directions
- Disruptive behavior
- Inappropriate classroom behavior
- Failure to complete work, return materials
- Bringing in toys and other non-school related items without authorization
- Classroom tardiness
- Disrespectful language, gestures or writing

### **Level 2**

Level 2 behaviors include misbehavior that is directed against another person(s) or property which could or does pose a threat to the health, safety and welfare of others in the school.

Examples of Level 2 misconduct include, but are not limited to:

- Harassment
- Indecent exposure
- Property destruction/vandalism
- Fighting
- Possession of firecrackers, fireworks, matches, lighters, caps, smoke bombs, stink bombs, look alike or play guns, spray paint, celebration poppers
- Possession of pornography
- Possession of or use of tobacco or smokeless tobacco products
- Use of matches or lighters
- Leaving building without permission
- Theft

### **Level 3**

Level 3 behaviors indicate misbehavior that is directed against another person(s) or property which could or does pose a threat to the health, safety and welfare of others in the school and violate State and/or Federal Law.

Examples of Level 3 misconduct include, but are not limited to:

- Unauthorized use of fire alarm or equipment
- Terroristic threats (including bomb threats) or acts
- Fire setting
- Possession, transfer, sale, use or under the influence of illegal drugs, controlled substances or alcohol or possession of drug paraphernalia
- Aggression toward peers or staff
- Possession, use or transfer of a weapon

## **CATEGORIES OF DISCIPLINARY ACTION**

Level 1 misconduct is addressed through the behavioral support procedures designed and implemented within the classroom system. In many cases, the exhibition of these behaviors and the student's inability to eliminate these behaviors from their repertoire was a reason for referral to Pace School. As Level 1 behaviors increase in intensity, duration and/or frequency, they may then be considered Level 2 behaviors. When Level 2 behaviors occur, more comprehensive functional behavior assessment will occur to develop and/or modify the existing positive behavior support plan for the student.

Level 1 and Level 2 behaviors are addressed through a continuum of behavior support strategies and discipline procedures. Discipline procedures may include the following:

- Denial of privileges
- Confiscation of unauthorized items
- Contact/meet with parents/district
- "Time out" in or out of the classroom
- In-school suspension
- Out-of-school suspension
- Referral to police or district magistrate/filing of charges

Level 3 behaviors are considered much more serious and are those behaviors that are illegal. For all Level 3 behaviors listed above, a suspension may be issued to the student, a meeting with the parent will be coordinated and police involvement may be initiated. **For arson, unauthorized use of the fire alarm or equipment and possession/use/sale or transfer of drugs or weapons, police involvement may be initiated and a minimum one day suspension will be imposed. Following a suspension, a reentry conference is held to determine if the student is safely ready to return to school or if further intervention is necessary.**

A student's school district will be informed of code of conduct violations for which a suspension from school is recommended or required.

## **DEFINITION OF BEHAVIOR**

### **Harassment**

Pace School strives to create a climate where staff, students and families feel welcome and safe. Harassment of any type (verbal, sexual, physical or written) is unacceptable. Harassment is defined as, but not limited to slurs, jokes, verbal/graphic/physical conduct related to an individual's race, color, religion, ancestry, disability, gender, age or origin. Intimidation and bullying are considered forms of harassment.

Bullying is the victimization of a student who is exposed, repeatedly and over time, to negative actions on the part of one or more other students. Direct bullying may be in the form of verbal or physical attacks. Indirect bullying is defined as social exclusion, slandering or spreading rumors. The act of bullying is considered harassment and is considered a serious violation of school rules.

### **Gang Activity**

A gang is defined as two or more individuals who form an allegiance for a common cause, identify with or claim a territory within the community and engage individually or collectively in violent or criminal activities.

Gangs, gang activity, gang apparel or jewelry are not permitted on Pace property at any time. No gang communication may be conveyed by any student. Insignias may not be worn or carried by any student. These include, but are not limited to headbands, clothing, hand signals, language/vocabulary or sounds associated with gang membership.

### **Smoking/Incendiary Devices/Fireworks**

Smoking is not permitted on school property. Students are not permitted to possess and/or use tobacco or tobacco products including smokeless tobacco. Incendiary devices (i.e. matches, lighters) are also banned, as are firecrackers, fireworks, caps, smoke bombs, “stink” bombs, celebration “poppers”. Possession and/or use of such will result in disciplinary procedures.

### **Threats**

To maintain a safe environment, threats (verbal, written or gesture) to students, staff and/or any other person which threaten force or violence, or which are abusive or insulting are not tolerated. When students threaten to commit a crime of violence with the purpose to terrorize another or to cause evacuation of a building, a place of assembly, a mode of transportation or otherwise cause serious public inconvenience this is considered a **terroristic threat**. Threats are taken very seriously and may result in a mental health assessment or police involvement.

### **Disorderly Conduct**

A student exhibits disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, the student:

1. creates a hazardous or physically offensive condition by an act which serves no legitimate purpose
2. causes substantial harm or serious inconvenience or
3. persists in conduct after reasonable warning or request to desist
4. interferes with administrators, teachers or other school personnel by force, violence, intimidation, boycott or riot

Depending on the frequency, severity and duration of the behaviors, appropriate disciplinary action will be taken.

### **Weapons–Zero Tolerance Policy**

Every student has the right to participate in a safe education setting at Pace School and each participant must assume responsibility to ensure the safety of self and others.

A student shall not possess, handle or transmit a weapon while on any school property, while at any school sponsored event or while being transported in any manner to or from school or a school sponsored event. **Any student known to bring any form of weapon or harmful contraband onto the premises infringes on the rights and safety of others and will result in a minimum of one day suspension and may result in police involvement. Following a suspension, a reentrance conference is held to determine if the student is safely ready to return to school or if further intervention is necessary.**

The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, explosive, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

### **Drug Possession/Use**

Any amount of illegal drug is unacceptable. Drugs include but are not limited to alcohol, amphetamines, barbiturates, and cocaine in any form, heroin, hallucinogens, designer drugs, inhalants, marijuana and narcotics.

Open containers must be emptied and discarded prior to admission to the school building.

A student shall not knowingly possess, use, transmit or be under the influence of any intoxicant of any kind. The possession of drug-related paraphernalia (i.e., rolling papers, roach clips, pipes, parts of pipes, and other homemade devices) or “imitation / look alike” drugs also constitutes violation of this rule.

Use of a drug as authorized by a medical prescription from a registered physician for the student for whom it is prescribed shall not be a violation of this rule. However, a student found to be sharing, selling or distributing his/her medication to others is a violation.

**Students found to be taking, sharing, selling or distributing another person’s prescribed medication also constitutes a violation of this rule. Violation of this rule will result in a minimum of one day suspension and may result in police involvement. Following a suspension, a reentrance conference is held to determine if the student is safely ready to return to school or if further intervention is necessary.**

## **PHYSICAL AGGRESSION/INAPPROPRIATE PHYSICAL CONTACT**

### **Fighting**

A student shall not intentionally do or threaten to do serious bodily injury or intentionally behave in such a way that could reasonably cause physical injury to any person. Students who are involved in fights may face disciplinary action.

### **Aggression**

Violence is not tolerated at Pace School. A student should not intentionally cause, attempt to cause, or threaten to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury. Aggression toward any student or staff member may result in a suspension and/ or police involvement.

**Public Display of Affection** is not appropriate for the school environment. Students shall not engage in kissing, inappropriate touching or sexual activity of any kind.

## **CRISIS PREVENTION AND INTERVENTION**

It is the policy of Pace School to provide crisis prevention and intervention to children who are demonstrating behaviors that are potentially harmful to themselves or others. This includes self-injurious or aggressive/assaultive behaviors that may require physical intervention/restraint. Such interventions are implemented in accordance with regulatory requirements and only when less restrictive alternatives and positive means of containing dangerous behaviors prove ineffective in maintaining a safe and therapeutic environment for all children and staff. In the

event of an emergency situation (i.e., when students are engaged in a physical fight) staff are expected to respond in a manner that restores safe conditions.

It is the Policy of Pace to assess any student who may be at significant risk of danger to himself/herself or others, or is exhibiting impaired judgment or impaired functional capacity such that interpersonal, self-maintenance skills and personal safety are severely compromised.

In these circumstances (1) it will be the duty of the mental health therapists or social workers, in consultation with Supervisors, to determine their need for inpatient evaluation (2) to conduct the process in a timely and effective manner once a decision has been made to seek further evaluation and (3) to provide appropriate alternative interventions when inpatient evaluation is not indicated.

### **DUTY TO WARN**

In the case of homicidal threats, Pace School staff may be obligated to warn the target of the threats, their family or the local authorities. In such a case, a mental health evaluation will be conducted with the student to determine the level of risk. Should “duty to warn” be necessary, the parent of the student will be notified regarding the steps being taken.

### **MANDATORY REPORTING**

Pace employees are mandatory reporters of suspected child abuse and will comply with all state and/or federal regulations required by the Department of Education and Department of Human Services.

## **NOTIFICATION OF RIGHTS FOR SCHOOLS**

The Family Education Rights and Privacy Act (FERPA) AFFORDS PARENTS AND STUDENTS OVER 18 YEARS OF AGE (“eligible students”) certain rights with respect to the student’s education records. These rights are:

The right to inspect and review the student’s **EDUCATION RECORDS** (*not to include Medical/Partial Hospitalization records*) within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Chief Operating Officer a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the removal of an amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Chief Operating Officer, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **PACE SCHOOL PARTIAL HOSPITALIZATION PROGRAM (PHP)**

*The following applies to all patients of the Pace School PHP in addition to the information provided thus far in this handbook.*

The Partial Hospitalization Program (PHP) is licensed by the Department of Human Services, Office of Mental Health and Substance Abuse Services. This program provides mental health services to children who meet this level of mental health treatment and their families. Through the PHP, children receive therapeutic treatment designed to help them develop skills to successfully cope with daily living. The goals of this program are to prevent placement in more restrictive treatment settings; to facilitate the child's healthy adjustment to home and school life; and to support families in their understanding of the child's behaviors and needs. *The therapeutic services available through the PHP are provided at school during school hours under the supervision of a licensed psychiatrist.*

Services are tailored to the student and may include:

- Individual, group therapy and family therapy
- Diagnostic and evaluation services
- Psychiatric consultation and supervision
- Medication prescriptions and monitoring of medication
- Behavioral support and crisis intervention
- Psycho-education groups
- Specialty therapy groups
- Social skills groups
- Parent education groups
- On call crisis intervention consultation available after 4:00 p.m. Mondays through Fridays, breaks from school and weekends.

The Pace School PHP provides mental health services to children with a history of psychiatric symptomology and/or significant impairment in psychosocial functioning. Typically these children's symptoms have not sufficiently improved despite comprehensive treatment in a less restrictive level of care. All referrals received from other entities other than the child's public school district are directed to the public school for assessment and recommendation for placement in an Approved Private School.

A Mental Health Therapist and Psychiatrist evaluate all children for admission to the Pace PHP prior to enrollment. The specific criteria for eligibility for admission are as follows:

1. The participant must have a psychiatric diagnosis which has been made by a certified psychiatrist.
2. Children who require 24 hour inpatient treatment will not be admitted to the program. Children suffering from an acute crisis may be accepted providing they are not suicidal or homicidal.
3. Children with a diagnosis of brain damage will be admitted on an individual basis upon written recommendation of a certified psychiatrist.
4. Program benefits and services will be available to all children without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), or gender.

## **ADMISSION PROCESS**

Referrals for admission to Pace School must be made by the student's resident school district. Referral for admission to the PHP program for existing Pace students can be made by agents of the local school district, community treatment facilities, parents, or staff member of Pace. Despite who the referring party is, the parent or legal guardian must authorize admission to the program, by affixing him/her signature to the Consent for Treatment form.

## **PHARMACY COLLABORATION**

Patients who are prescribed medication by the Pace School PHP Psychiatrist have the opportunity to participate in a program arranged through a designated pharmacy. The pharmacy will fill prescriptions and provide the school with the student's school time medication. The pharmacy will deliver or mail the remainder of the medication directly to the student's home. This arrangement alleviates the transfer of medication to the school by the parent/guardian since the pharmacy delivers directly to the school. A signed permission form to participate in this program is required. Contact the Pace School Health Office for further details.

## **PHP GRIEVANCE AND COMPLAINT PROCESS**

*It is the Policy of Pace Partial Hospitalization Program to protect child rights and to establish a reasonable mechanism for resolving problems and complaints. With the establishment of grievance review procedures, Pace encourages open communication between child, parents/guardians and Pace staff and fosters speedy resolution of complaints and problems on the local level.* Further, it provides a means whereby children and their parents/guardians can bring problems before an objective outside authority without intimidation, fear or discrimination and reprisals.

A complaint is a concern expressed orally or informally written (i.e. response on a daily note or email) by a client or family member about any issue regarding their treatment within a Pace program. It is typically resolved verbally within 72 hours of its communication. It can be reported to staff at any level, but usually related to direct care or supervisory staff and is resolved at one of those levels.

A grievance is a concern expressed in a formal/written manner by a client or family member about any aspect of an issue regarding their treatment within a Pace program, which has not been resolved at the complaint level. A grievance is also made if the client feels that their rights have been violated. A written grievance, like a complaint can be communicated to staff at any level. The procedures in this policy are effective when a written grievance is received.

Staff provides assistance and any resources necessary to help the client and/or family member write the grievance on the **Grievance and Resolution Form**. When a staff member is aware that a complaint has been voiced more than once, yet remains unresolved, staff may also encourage the client to file a formal written grievance.

If the client or family members submit a grievance in another format, the staff who receive the written grievance completes the **Grievance and Resolution Form** to document that a formal grievance has been made and to track the resolution process and attaches the written grievance to the form.

When a grievance is received by direct care staff, it is reported to the PHP Supervisor and the Chief Executive Officer or designee within one hour of receipt. A copy of page 1 of the Grievance and Resolution Form is given to the Chief Executive Officer and recorded in the program's Grievance Log.

The PHP Supervisor initiates action to address and resolve the grievance within two business days and responds back to the client in writing within 5 working days. The supervisor completes the Review and Action section of the **Grievance and Resolution Form**, indicating if the grievance is resolved as a result of their action, signing and dating that section of the form.

If resolution cannot be achieved at this level, it is referred to the Chief Executive Officer who will respond to the client in writing within 5 working days. The Chief Executive Officer completes the Review and Action section of the **Grievance and Resolution Form**, indicating if the grievance is resolved as a result of their action, signing and dating that section of the form.

If the client or family is not satisfied, then the **Grievance and Resolution Form** noting all prior attempts to resolve the grievance will be forwarded to the Pace Chief Executive Officer, at 2432 Greensburg Pike, Pittsburgh, PA 15221, who will respond to the client in writing within 5 working days.

Once a grievance is finalized, a **Notification of Final Resolution** letter is sent by the Chief Executive Officer to the client or family member who made the grievance. This letter is filed in the client record.

In instances in which the client and/or parent/guardian feels that they have been discriminated against, they may file a complaint with any of the following agencies:

Bureau of Equal Opportunity, Dept. of Human Services, Western Field Office  
301 Fifth Ave., Suite 410, Piatt Place, Pittsburgh, PA 15222

PA Human Relations Commission  
301 Fifth Avenue, Suite 390, Piatt Place, Pittsburgh, PA 15222

Commonwealth of Pennsylvania, Bureau of Equal Opportunity, Dept. of Human Services  
Rm. 225, Health & Welfare Bldg., P.O. Box 2675, Harrisburg, PA 17110

Office for Civil Rights, U.S. Dept. of Health & Human Services,  
Suite 372, Public Leader Building, Philadelphia, PA 19106

## **NOTICE OF PRIVACY PRACTICES**

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. WE HAVE A LEGAL DUTY TO SAFEGUARD YOUR PROTECTED HEALTH INFORMATION.

We will protect the privacy of the health information that we maintain that identifies your child, whether it deals with the provision of health care to your child or the payment for health care.

We must provide you with this Notice about our privacy practices. It explains so, when and why we may use and disclose your child's health information. With some exceptions, we will avoid using or disclosing any more of your child's health information than is necessary to accomplish the purpose of the use or disclosure. We are legally required to follow the privacy practices that are described in this Notice, which is currently in effect.

However, we reserve the right to change the terms of this Notice and our privacy practices at any time. Any changes will apply to any of your child's health information that we already have. Before we make an important change to our policies, we will promptly change this Notice and post a new Notice in our reception area and our therapists' offices. You may also request, at any time, a copy of our Notice of Privacy Practices that is in effect at any given time, from your child's Mental Health Therapist or by contacting our main office. You may view and obtain an electronic copy of this Notice on our website at [www.paceschool.org](http://www.paceschool.org).

We would like to take this opportunity to answer some of the questions concerning our privacy practices:

**QUESTIONS: HOW WILL PACE SCHOOL PHP USE AND DISCLOSE MY CHILD'S PROTECTED HEALTH INFORMATION?**

**Answer:** We will use and disclose health information for many different reasons. For some of these uses or disclosures, we need your specific authorization. Below we describe the different categories of our uses and disclosures and give you some examples of each.

**A. Uses and Disclosures Relating to Treatment, Payment or Healthcare Operations:**

We may, by federal law, use and disclose your child's health information for the following reasons:

1. **For Treatment:** With the possible exception of information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we need your specific authorization), we may disclose your child's general health information to other health care providers who are involved in your care. For example, we may disclose your medical history to a hospital if you need medical attention while at our facility, or to a residential care program we are referring you to. Reasons for such a disclosure may be: to get them the medical history information they need to appropriately treat your condition, to coordinate your care or to schedule necessary testing.
2. **To Obtain Payment for Treatment:** With the possible exception of information concerning mental health disorders and/or treatment, and HIV status (for which we need your specific authorization), we may disclose necessary health information in order to bill and collect payment for the treatment we have provided to your child.

For example, we may provide certain portions of your child's health information to your health insurance company, Medicare or Medicaid, in order to get paid for taking care of your child. To do this, we need to provide your child's health information to the billing companies that handle our health insurance claims.

3. **For Health Care Operations:** We may at times, need to use a disclose your child's health information to run our organization. For example, we may use your child's health information to evaluate the quality of the treatment that our staff has provided to you. We may also need to provide some of your child's health information to our accountants, attorneys and consultants in order to make sure that we're complying with the law; if this information concerns mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and/or HIV status, we may be further limited in what we provide and may be required to first obtain from you specific authorization.

**B. Certain Other Uses and Disclosures are Permitted by Federal Law.** We may use and disclose your health information without your authorization for the following reasons.

1. **When a Disclosure is Required by Federal, State or Local Law, in Judicial or Administrative Proceedings or by Law Enforcement.** For example, we may disclose your protected health information if we are ordered by a court, or if a law requires that we report some sort of information to a government agency or law enforcement authorities, such as in the case of a dog bite, suspected child abuse or a gunshot wound.
2. **For Public Health Activities.** Under the law, we need to report certain diseases, and about any deaths, to government agencies that collect that information. With the possible exception of information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we need your specific authorization), we are also permitted to provide some health information to the coroner or a funeral director, if necessary, after a client's death.
3. **For Health Oversight Activities.** For example, we will need to provide your health information if required to do so by the County and/or State when they oversee the program in which you receive care. We will also need to provide information to government agencies that have the right to inspect our offices and/or investigate our healthcare practices.
4. **For Organ Donation.** If one of our clients wished to make an eye, organ or tissue donation after their death, we may disclose certain necessary information to assist in the appropriate organ procurement organization.
5. **For Research Purposes.** In certain limited circumstances (for example, where approved by an appropriate Privacy Board or Institutional Review Board under Federal Law), we may be permitted to use or provide protected health information to a research study.
6. **To Avoid Harm.** If one of our counselors, physicians or nurses believes that it is necessary to protect you, or to protect another person or the public as a whole, we may provide protected health information to the police or others who may be able to prevent or lessen the possible harm.

(If you are treating with our organization for the propensity to commit a particular type of action, we may not report your statements or provide protected health information about that particular propensity for purposes of avoiding harm).

7. **For Specific Government Functions:** With the possible exception of information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we need your specific authorization), we may disclose the health information of military personnel or veterans where required by the U.S. Military Authorities. Similarly, we may also disclose a client's health information for national security purposes, such as assisting in the investigation of suspected terrorists who may be a threat to our nation.
8. **For Worker's Compensation:** We may provide your health information as described under the worker's compensation law, if your condition was a result of a workplace injury for which you are seeking worker's compensation.
9. **Appointment Reminders and Health-Related Benefits or Services.** Unless you tell us that you would prefer not to receive them, we may use your information to provide you with appointment reminders or to give you information about/send you newsletters about, alternative programs and treatments that may help you.
10. **Fundraising Activities.** For example, if our Organization chose to raise funds to support one or more of our programs or facilities, or some other charitable cause or community health education program, we may use the information that we have about you to contact you. If you do not wish to be contacted as part of any fundraising activity please contact the Develop Director at 412-244-1900.

**C. Certain Uses and Disclosures Require You to Have the Opportunity to Object.**

1. **Disclosures to Family, Friends or Others Involved in your care.** We may provide a limited amount of your health information to a family member, friend or other person known to be involved in your care or in the payment for your care, unless you tell us not to. For example, if a family member comes to your appointment with you and you allow them to come into the treatment room with you, we may disclose otherwise protected health information to them during the appointment, unless you tell us not to. [This information may not contain information about mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we need your specific authorization)]
2. **Disclosures to Notify a Family Member, Friend or Other Selected Person.** When you first started in our program, we asked you to provide us with an emergency contact person in case something should happen while you are at our facilities. Unless you tell us otherwise, we will disclose certain limited health information about you (your general condition, location, etc) to your emergency contact or another available family member, should you need to be admitted to the hospital, for example. [This information may not contain information about mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we need your specific authorization)].

- D. Other Uses and Disclosures Require Your Prior Written Authorization.** In situations other than those categories of uses and disclosures mentioned above, or those disclosures permitted under federal law, we will ask for your written authorization before using or disclosing any of your protected health information. In addition, we need to ask for your specific written authorization to disclose information concerning mental health, drug and alcohol abuse and/or treatment, or to disclose your HIV status.

If you choose to sign an authorization to disclose any of your health information, you can later revoke it to stop further uses and disclosures to the extent that we haven't already taken action relying on the authorization, so long as it is revoked in writing.

**QUESTION: WHAT RIGHTS DO I HAVE CONCERNING MY PROTECTED HEALTH INFORMATION?**

**Answer:** You have the following rights with respect to your protected health information:

- A. The Right to Request Limits on Uses and Disclosures of Your Health Information.** You have the right to ask us to limit how we use and disclose your health information. We will certainly consider your request, but you should know that we are not required to agree to it. If we do agree to your request, we will put the limits in writing and will abide by them, except in the case of an emergency. Please note that you are not permitted to limit the uses and disclosures that we are required or allowed to make by law.
- B. The Right to Choose How We Send Health Information to You or How we Contact You.** You have the right to ask that we contact you at an alternate address or telephone number (for example, sending information to your work address instead of your home address) or by alternate means (for example by e-mail instead of telephone). We must agree to your request so long as we can easily do so.
- C. The Right to See or Get a Copy of Your Protected Health Information.** In most cases, you have the right to look at or get a copy of your health information that we have, but you must make the request in writing. A request for is available from (the receptionist/from your counselor). We will respond to you within 30 days after receiving your written request. If we do not have the health information that you are requesting, but we know who does, we will tell you how to get it. In certain situations, we may deny your request. If we do, we will tell you, in writing, our reasons for the denial. In certain circumstances, you may have a right to appeal the decision.

If you request a copy of any portion of your protected health information, we will charge you for the copy on a per page basis, only as allowed under Pennsylvania state law. We need to require that payment be made in full before we will provide a copy to you. If you agree in advance, we may be able to provide you with a summary or an explanation of your records instead. There will be a charge for the preparation of the summary or explanation.

- D. The Right to Receive a List of Certain Disclosures of Your Health Information That We Have Made.** You have the right to get a list of certain types of disclosures that we have made of your health information. This list would not include uses or disclosures for treatment, payment or healthcare options, disclosures to you or with your written authorization, or disclosures to your family for notification purposes or due to their involvement in your care. This list also would not include any disclosures made for national security purposes, disclosures to corrections or law enforcement authorities if

you were in custody at the time, or disclosures made prior to April 14, 2003. You may not request an accounting for more than a 6 year period.

To make such a request we require that you do so in writing: a request for is available upon asking. We will respond to you within 60 days of receiving your request. This list that you may receive will include the date of the disclosure, the person or organization that received the information (with their address, if available), a brief description of the information disclosed, and a brief reason for the disclosure. We will provide such a list to you at no charge; but, if you make more than one request in a calendar year, you will be charged \$35.00 each additional request that year.

- E. The Right to Ask to Correct or Update Your Health Information.** If you believe that there is a mistake in your health information or that a piece of important information is missing, you have the right to ask that we make an appropriate change to your information. You must make the request in writing, with the reason for your request, on a request form that is available at (the reception desk/from your counselor/case manager). We will respond within 60 days of receiving your request. If we approve your request, we will make the change to your health information, tell you when we have done so, and will tell others that need to know about the change.

We may deny your request if the protected health information: (1) is correct and complete; (2) was not created by us; (3) is not allowed to be disclosed to you; or (4) is not part of our records. Our written denial will state the reasons that your request was denied and explain your right to file a written statement of disagreement with the denial. If you do not wish to do so, you may ask that we include a copy of your request form, and our denial form, with all future disclosures of that health information.

**The Right to Get a Paper Copy of This Notice.** If you have agreed to receive this Notice via e-mail, you will always have the right to request a paper copy of this Notice, also.

**QUESTION: HOW DO I COMPLAIN OR ASK QUESTIONS ABOUT THIS ORGANIZATION'S PRIVACY PRACTICES?**

**Answer:** If you have any questions about anything discussed in this Notice or about any of our privacy practices, or if you have any concerns or complaints, please contact the PHP Supervisor at 412-244-1900. You also have the right to file a written complaint with the Secretary of the U.S. Department of Health and Human Services. We may not take any retaliatory action against you if you lodge any type of complaint.

**QUESTION: WHEN DOES THIS NOTICE TAKE EFFECT?**

**Answer:** This notice takes effect on April 14, 2003.

## **DEFINITIONS**

<b>Controlled substance</b>	Under IDEIA 2004 §300.520(d)(1) - means: a drug or other substance identified under schedules I, II, III, IV, or IV, in Section 202(c) of the Controlled Substance Act (21 U.S.C. 812(c).
<b>Destructive device</b>	Under 18 U.S.C. Sec. 921(a)(3) means: a) an explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine; b) any type of weapon (other than a shotgun or shotgun shell particularly suitable for sporting purposes) by whatever name known which will or which may be readily converted to, expel a projectile by the action of explosive or other propellant, or which has any barrel with a bore of more than one-half inch in diameter; and c) any combination of parts either designed or intended for use in converting any device into a destructive device described in subparagraph (a) and (b) and from which a destructive device may be readily assembled.
<b>Firearm</b>	Under 18 U.S.C. Sec. 921(a)(3) means: a) any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. (Such term does not include an antique firearm.)
<b>Illegal drugs</b>	IDEIA 2004 §300.530(i)(2)- the term is defined as: a controlled substance , but does not include a substance the is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that act or any other provision of Federal Law.
<b>Pendency</b>	Sometimes referred to as the “stay-put provision”; refers to the provision that no change in the identification, evaluation, educational placement, or IEP of an eligible student may be made during the pendency of an administrative or judicial proceeding unless agreed to by the parties to the proceeding.
<b>Terroristic threat</b>	Pennsylvania defines a as a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard at the risk of causing such terror or inconvenience.

**Serious Bodily Injury** Section 1365(h)(3) of Title 18 U.S. Code defines this to mean a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss of the function of a bodily member, organ or mental faculty. (§615(k)(7)(D))

**Weapon** Under IDEIA 2004, 8300.530(i)(4) – has the meaning of “**dangerous weapon**” as defined under 18 U.S.C. Sec. 930(g)(2): a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length”

\* IDEIA 2004 provides the definition of weapon that must be used by the administration of Pace when determining what constitutes a weapon, especially when evaluating potential danger. However, the Pace administration considers the following to be weapons: firearms, exacto knife, knife blades, nun-chuck sticks, explosive devices, mace, pepper spray, bullets and other ammunition, stun guns, tazers, shockers, razor blades, brass knuckles, metal pipes, acid, and any objects designed to, created for, or capable of inflicting serious bodily injury.

## **REFERENCES**

### **Pennsylvania Department of Education, Bureau of Special Education**

New Discipline BEC, 12/15/97

### **Purdon’s Statute**

24 P. S. § 13-1317.2 (Public School Code)

### **State Board of Education Regulations**

22 Pa. Code §§14.1, 14.25, 14.32, 14.35, 14.61

22 Pa. Code Chapter 12

### **Department of Education Standards**

22 Pa. Code §§ 342.25, 342.32

### **Federal Statutes and Regulations**

P.L. 108-446 (Individuals with Disabilities Education Improvement Act – IDEIA 2004)

20 USC §1400 et seq.