



OPEN HOUSE

Parents/guardians, please join us for an open house. This is an opportunity to meet your child's teacher as well as turn in required back-to-school paperwork. The nurses and social workers will be available to assist with medical forms, medication and residency verification.

When: Monday, August 22, 2016
Where: St. Coletta School
1901 Independence Avenue, SE
Washington, DC 20003
Time: 1:00 – 3:00 p.m.

We look forward to seeing you. If you have any questions, please contact Catherine Decker, Director of Admissions, at (202) 350-8680.





St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

May 9, 2016

Dear Parents/Guardians:

It's that time of the year again! Enclosed is your 2016-2017 St. Coletta Back-to-School packet. The forms must be filled out and returned to the school prior to the start of the new school year. It is important that all forms be filled out completely and accurately. **YOU DO NOT NEED TO WAIT UNTIL ALL FORMS ARE COMPLETED BEFORE TURNING THEM IN TO THE SCHOOL, ESPECIALLY AS PHYSICAL AND DENTAL APPOINTMENTS MAY NOT YET BE SCHEDULED.** Copies of forms are available online on our website (www.stcoletta.org) for your convenience.

The Emergency Care Form consists of three pages, all of which must be fully completed each year, even if there have been no changes from previously submitted forms. The Permission for Medication form must be completed by a doctor if medications are to be dispensed to the student during the school day. Medications may be mailed to the school, attention: School Nurse, or dropped off in person at the front desk, but CANNOT be sent to the school with your child.

While these forms should be returned to school prior to the start of school on Tuesday, August 23, 2016, **again please return as many of the forms as possible prior to the end of this school year as it is extremely difficult to process all of the paperwork when we receive it close to the start of the new school year.**

I have enclosed a checklist to help track the completion of each form. As always, if you need any individualized assistance in completing paperwork, please do not hesitate to contact me at (202) 350-8680 ext. 1002.

Sincerely,

Catherine Decker
Director of Admissions

Seeing Possibilities Beyond Disabilities

tel. 202-350-8680 fax. 202-350-8656 stcoletta.org

May 9, 2016

There are several required registration forms that must be received by the school prior to the beginning of the school year, Tuesday, August 23, 2016. Below, please find a checklist to facilitate the completion of these forms.

- _____ DC Child Health Certificate & Immunization Record (Please insure the form is fully completed including the TB & lead screening, date, parent/guardian signature, and physician signature sections). **ALL STUDENTS**
- _____ Emergency Care Form (3 page form – please complete fully). **ALL STUDENTS**
- _____ Parent Handbook Acknowledgement (**Signed by parent/guardian**). **ALL STUDENTS**
- _____ Discipline Policy Acknowledgement (**Signed by parent/guardian**). **ALL STUDENTS**
- _____ Permission for Medication Form (Required for children taking any medications during the course of the school day). Form must be signed by a physician.
- _____ Authorizations for either Specific Health Medical Procedure or Feeding Tube Procedure (Required if your child will need any nursing procedure such as g-tube feeding, suctioning, dressing changes). Form must be signed by a physician.
- _____ Oral Health Care Certificate (Dental) Form must include the date of the exam, parent signature and dentist's signature. **ALL STUDENTS**
- _____ **Parent-School Compact for 2016-2017 school year (ALL STUDENTS)**
- _____ Family Life Education Permission Form (**Students in Houses 3 – 5**)
- _____ Community-Based Instruction Permission Form (**ALL STUDENTS**)
- _____ Photographic Release Form (**ALL STUDENTS**)
- _____ Special Olympic Permission/Health Care Form (**for students 8 & older - signed by a doctor**).
- _____ Career-Based Training Program Forms (**FOR SENIOR STUDENTS 16 & OLDER**)
- _____ Free and Reduced Lunch Form (**ALL STUDENTS**)

If you have any questions, do not hesitate to me at (202) 350-8680.

Sincerely,

Catherine Decker
Director of Admissions

ANNOUNCEMENTS



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

May 9, 2016

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is the federal law designed to protect the privacy of a student's scholastic records. Schools are required to notify parents and eligible students annually of their rights under FERPA. FERPA grants four basic rights to parents with respect to their children's scholastic records. These rights transfer to the student, or former student, upon reaching the age of 18. These rights are as follows:

- The right to inspect and review the student's scholastic records within a reasonable period but not to exceed 45 days after the day the school receives a request for access;
- The right to request the amendment of a student's scholastic records that the parent or eligible student believes are inaccurate or misleading;
- The right to consent to disclosures of personally identifiable information contained in a student's scholastic records, except to the extent that FERPA authorizes disclosure without consent;
- 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.

Eligible students and parents of minor students have the right to see their records. In general, parental consent is required for others to access information in a student's records. Below are some circumstances under which consent is not required (See 20 USC §1232g (b)-(j) and 34 C.F.R. §99.31):

- In an emergency " if knowledge of the information is necessary to protect the health and safety of the student or other individuals (See 34 C.F.R §99.36(a));
- Instances of abuse or neglect;
- Mandatory reporting of communicable diseases as required by local and federal requirements;
- Disclosure to "school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests (§ 99.31.(1)(i)(A);
- Certain legal situations including subpoenas or investigations of criminal offenses.

In addition, The Family Educational Rights and Privacy Act (FERPA), requires that St. Coletta School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, St. Coletta School may disclose appropriately designated "directory information" without written consent, unless you have advised the LEA to the contrary in accordance with LEA's procedures. The primary purpose of directory information is to allow the St. Coletta School to include this type of information from your child's education records in certain school publications.

If you do not want St. Coletta School to disclose directory information from your child's education records without your prior written consent, you must notify the LEA within two months of your child's enrollment in the school.

Should you have any questions, please do not hesitate to call me.

Sincerely,

Catherine Decker
Director of Admissions

Seeing Possibilities Beyond Disabilities

tel. 202-350-8680 fax. 202-350-8656 stcoletta.org

- **PARENT COMPACT AND PARENT COMPACT INPUT REQUEST**
- **PARENT INVOLVEMENT POLICY AND PARENT INVOLVEMENT POLICY INPUT REQUEST**



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

May 9, 2016

Re: Parent-School Compact

Dear Parents/Guardians:

Attached please find a copy of the 2016-2017 Parent-School Compact. This document was developed by the Parent-School Compact Committee comprised of school staff and parents. The purpose of this document is to recognize and provide written clarification of the shared responsibilities between St. Coletta School and its parents in ensuring our students' progress in the school setting.

Please review the attached compact and sign the two (2) copies. Keep one (1) copy at home for your records. Kindly return the other copy to school as part of your back-to-school packet. If you have any questions and additional input for the parent compact committee, please contact Catherine Decker, Director of Admissions at extension 1002, or complete the enclosed parent compact input form. Thank you for your commitment to this partnership.

Sincerely,

Janice Corazza, Principal

SCHOOL-PARENT/GUARDIAN COMPACT

St. Coletta School and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the responsibility for improved student achievement will be shared by all parties to build and develop a partnership that will help the students achieve.

This school-parent compact is in effect during the 2016-2017 school year.

School/Teacher Responsibilities

St. Coletta Special Education Public Charter School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to achieve in the school setting as follows:**
 - a. Provide specialized instruction and related services to all students in accordance with their Individualized Education Program (IEP) document.
 - b. Provide parents opportunities to discuss their child's achievement through participation in annual IEP meetings, mid-year parent-teacher conferences, scheduled observations and trainings pertinent to instructional activities for carryover between home and school.
 - c. Provide comprehensive staff development training in the area of education to promote school-wide student achievement, IEP goal progress and adequate yearly progress.
- 2. Communicate with parents/guardians as follows:**
 - a. Provide written communication (e.g. parent handbook and newsletters).
 - b. Provide quarterly student progress reports and results of statewide testing, as appropriate.
 - c. Provide classroom specific information via the home-school communication book.
 - d. Contact parent/guardian via phone as needed.
 - e. Maintain and update school's website.
- 3. Monitor and track student attendance.**
- 4. Provide parents/guardians opportunities for involvement in their child's achievement (e.g. volunteer opportunities, parent trainings,).**

Parent/Guardian Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- 1. Promote my child's educational progress by:**
 - a. Participating in annual IEP meetings.
 - b. Participating in mid-year parent conferences or other meetings scheduled to discuss my child's progress.
- 2. Regularly communicate with school in such areas as:**
 - a. Completion of necessary school documents.
 - b. Attendance issues.
 - c. Read/respond to my child's home-school communication book.
 - d. Parent will inform school of circumstances that may impact the child's day-to-day functioning in the school program.
- 3. Ensure that my child attends school.**
- 4. Be involved in school-wide events, training opportunities offered by the school and any other parent involvement opportunities, as much as possible.**

Signature of School Representative/Teacher

Date

Signature of Parent/Guardian

Date

SCHOOL-PARENT/GUARDIAN COMPACT

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 - e. Maintain and update school's website.
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Signature of School Representative/Teacher

Date

Signature of Parent/Guardian

Date

SCHOOL-PARENT/GUARDIAN COMPACT INPUT FORM

Please find enclosed, as part of the back-to-school packet your 2016-2017 school-parent/guardian compact. If you have any input and suggestions for the parent compact committee to consider, please include in the section below. Notification will be provided to parents of the next committee meeting date, should you wish to join us in this school- parent partnership.

SCHOOL-PARENT/GUARDIAN INPUT:

Policy

It is the policy of St. Coletta School to involve parents in their child's education to every extent possible. It is also our practice to remove barriers to involvement whenever possible. It is also our policy and practice to collaborate with parents and caregivers on educational strategies and techniques to promote the smooth transition of the routine of the school into the home and the community.

Procedure

Our approach to parental involvement is multi-faceted. First, parent trainings for a given school year are planned in response to those areas of need expressed through the most recent parent training survey completed by St. Coletta parents. Secondly, educators will continue to extend opportunities to parents for individual training sessions with therapists and teachers. St. Coletta will afford parents multiple opportunities to be involved in school-wide events throughout the school year.

Furthermore, parents are invited to provide feedback on the application of Title funding toward training and parental involvement, enhancing the overall climate of the school. Participating parents will also review the school-parent-guardian compact which outlines how the responsibilities for improved student achievement will be shared by all parties (school and parents/guardians) to build and develop a partnership that will help the students achieve. In addition, parent attendees will review the parental involvement policy to provide input and collaboration to enhance opportunities for increased school involvement for parents/guardians.

It is expected that all parents/guardians participate in the Individual Education Plan (IEP) process and parent conferences. St. Coletta continues to develop strategies that increase attendance at IEP meetings and mid-year parent conferences. For example, teachers offer parents flexible times and meeting locations. Parents can also participate via teleconference. Transportation and childcare may also be provided as needed to support attendance at training, and IEP meetings.

In addition, we look to increase participation in special student programs by ensuring that teachers provide reminders through the day-to-day communication books and specific invitations/flyers.

PARENT INVOLVEMENT INPUT FORM

Please find enclosed, as part of the back-to-school packet the current parent involvement policy. If you have any input with regard to the parental involvement policy, please use the section below, as the policy will be under revision for the 2016-2017 school year.

PARENTAL INVOLVEMENT POLICY INPUT:

**MCKINNEY-VENTO HOMELESS
EDUCATION PROGRAM**



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

May 2, 2016

Dear Parents and Guardians:

We would like to remind you about a resource available to all families of St. Coletta. The McKinney-Vento Homeless Education Act is put in place to ensure that all children have the same equal access to free and appropriate public education regardless of their home living circumstances.

As we understand the challenging times that our country continues to face, we would like to inform you that in the event that your family is faced with homelessness, displaced, or doubled up with someone else, we have a Homeless Liaison who is available to assist in making sure that your child is able to continue to receive the education to which they are entitled. We have included for your review with this letter an "Information for Parents" poster reminding you of your rights if you and your child encounter these unfortunate circumstances.

If you have further questions or concerns, please feel free to contact Jessica Drake or Lourdes Anne Licuanan using the contact information provided below.

Sincerely,

Jessica Drake, LICSW
Lead School Social Worker and Homeless Liaison
202-350-8680 ext. 1073
Jessica.drake@stcoletta.org

Lourdes Anne Licuanan, OTR/L
Director of Therapeutic Services
202-350-8680 ext. 1038
llicuanan@stcoletta.org

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

*Your school-age children may qualify for certain rights and protections under the
federal McKinney-Vento Act.*

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



Local Liaison

Jessica Drake, LCSW
202-350-8680

State Coordinator - MD

Maria Lamb
410-767-0310

If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:

1-800-308-2145 * homeless@serve.org * www.serve.org/nche

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- Receive educational services comparable to those provided to other students, according to your children's needs.

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Local Liaison

Jessica Drake, LCSW
202-350-8680

State Coordinator - VA

Dr. Patricia Popp
757-221-7776

If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:

1-800-308-2145 * homeless@serve.org * www.serve.org/nche

EMERGENCY CARE FORM



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

ST. COLETTA OF GREATER WASHINGTON, INC. EMERGENCY CARE INFORMATION 2016-2017

Student's Legal Name: _____
Last First Middle

Address: _____

Date of Birth: ____/____/____ **Country of Birth:** _____ **Gender:** M F **Race (Optional):** _____

Language Spoken at Home: _____ **Email Address:** _____

Parent/Guardians' preferred language of communication: _____

Male Parent/Guardian Name: _____
Last First

Address (if different than above): _____

Occupation/Employer: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Female Parent/Guardian Name: _____
Last First

Address (if different than above): _____

Occupation/Employer: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

EMERGENCY CONTACTS: In the event a parent/guardian cannot be reached, please give the name and phone number of two persons who could pick up and take your child home in a timely manner.

1) _____
Name Relationship Phone Number(s)

2) _____
Name Relationship Phone Number(s)

I agree to pick up my sick or injured child in a timely manner when contacted. If I cannot be reached, the above emergency contacts can be called to pick up my child. Additionally, if I cannot be contacted in an emergency, the school has my permission to take my child to the emergency room of the nearest hospital and I hereby authorize its medical staff to provide treatment that a physician deems necessary for the well being of my child.

Signature of Parent/Guardian

Page 1 of 3

Date

Seeing Possibilities Beyond Disabilities

tel. 202-350-8680 fax. 202-350-8656 stcoletta.org



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

ADDITIONAL INFORMATION

Student Name: _____

_____ Name of Insurance Company	_____ Name of Physician
_____ Policy/Group/Employee Number	_____ Physician Telephone Number
HMO Number (if applicable): _____	Medicaid ID# (if applicable): _____

MEDICAL INFORMATION

My child's last Tetanus (TD, dT, DTaP) shot was given on the following date: _____

My child has allergies to drug(s)/foods/other: ☐ Yes ☐ No

If yes, what is your child allergic to? Please list each item: _____

If you listed allergies please explain your child's allergic reaction to each item you listed; for example, skin rash: _____

My child has asthma: ☐ Yes ☐ No

If yes, what medication is used to treat the asthma? _____

My child has seizures: ☐ Yes ☐ No

If yes, please explain your child's seizure characteristics and medications used to control the seizures: _____

Please list all medical conditions your child has been diagnosed with and any important information that our staff and medical personnel must know about these medical conditions: _____

Does your child take any medications: ☐ Yes ☐ No If yes, please complete the following for each medication your child takes (NEXT PAGE).



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

Student Name: _____

<u>Medication Name</u>	<u>Dosage Given</u>	<u>How Often Given</u>	<u>Reason Medication Given</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

My child will need to take the following medication(s) at school: _____

_____. (You must have your child's physician complete the Permission for Medication Form for any medication that will be taken at school, to include over-the-counter medications. This form can be found in your school form packet).



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

PHOTOGRAPHIC PERMISSION

Student's Name: _____

Throughout the school year, there are situations in which photographs are taken or videotapes are made of students at school. These situations include:

- Administrative -- record-keeping, etc.
- Classroom -- as a record of student progress, etc.
- Publicity -- Special Olympics, newsletters, school brochures, newspaper articles, etc.
- Academic -- in student teaching, staff training, etc.

This release gives St. Coletta the authority to allow the taking and/or release of photographs or videotapes of students for any of the purposes listed above.

Permission to take or release any photographs, other than for administrative, classroom, school publicity, or academic purposes will be requested on an "as needed" basis, accompanied by a full explanation.

Please mark the appropriate space and return the form to school.

☐ **YES** -- I **do** give my permission for my child to be photographed or videotaped for *administrative, classroom, publicity, and/or academic purposes* and to provide his/her first name.

☐ **LIMITED** --I give permission for my child to be photographed or videotaped **only** for *classroom and academic purposes and medical files*.

☐ **NO** -- I **do not** give my permission for my child to be photographed for any purpose.

Signature of Parent/Guardian

Date

* Please be advised that parents desire to take pictures/videos during special holiday or other performances. Additionally, students take a class photo each school year on our scheduled Picture Day. If you do not want your child's photograph or video taken in either circumstance, let your teacher know that you do not want your child to participate. It is reasonable to expect that parents/guardians want pictures/videos of their children performing in special activities and many students/families enjoy receiving annual class photos.

Rev: 5/2016



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

NEIGHBORHOOD COMMUNITY-BASED INSTRUCTION PERMISSION

As part of the St. Coletta program, students are actively involved in the community. They frequently go for walks, go to the park or go grocery shopping. When a special outing is planned a specific permission slip will be sent to the home. On this form, we request your permission for your student's participation in the routine outings that are part of the instructional program.

Name of Student: _____

Teacher/Classroom _____

When:

Monday through Friday, during school hours of 8:30 a.m. - 3:00 p.m. (8:30 a.m. - 12:30 p.m. on Mondays)

Transportation: - Car - Walking - Van - Bus - Metro

- Eastern Market
- Southeast Library on 7th Street in Washington, DC
- Union Station
- Safeway on 14th Street and Harris Teeter on Pennsylvania Avenue in Washington, DC
- Local parks to include Garfield Park on 3rd and G Streets
- Neighborhood Walks
- Local Businesses on Pennsylvania Avenue, and 7th and 8th Streets, SE, Washington, DC

St. Coletta has my permission in an emergency, when I or my emergency contacts or physician cannot be contacted, to take my child to the emergency room of the nearest hospital.

PLEASE CHECK ONE, AND SIGN AND DATE:

_____ **YES, I do give** permission for my child to participate in neighborhood community-based instruction.

_____ **NO, I do not give** permission for my child to participate in neighborhood community-based instruction.

Signature of Parent/Guardian _____ Date _____

Printed Parent/Guardian

Name _____

Name of Physician

Physician's Telephone Number (with Area Code)

Rev. 6/15

SENIOR VOCATIONAL PROGRAM



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

Dear Parents and Guardians,

Welcome to the 2016-2017 school year! Your child is in the senior program at St. Coletta. Students in the senior program continue to focus on acquisition of functional life skills and functional academics as applied to those skills. However, as a senior your child will also participate in the Career-Based Vocational Training Program. The program is structured in phases. Younger senior students (ages 16-18) are introduced to career-based skills and older students learn to implement some of those skills in actual pre-vocational training sites within the school building (see reverse side for schematic of program structure). The overall goal of the career-based training is to encourage students to gain experience and skills. Information obtained from these experiences will aid the transition team in the development of the annual Individual Education Program (IEP), inclusive of the student and families, in making post-graduation decisions.

Students who are 16-18 years of age will be introduced to various career-based activities including: learning about how to search for employment, learning about jobs that people do, as well as discussing many career-related topics such as safety and responsibility. Students in this group will have the opportunity to participate in school-based pre-vocational activities including: tasks related to office work (shredding, sorting, assembling and collating papers), landscaping, food preparation, stocking supplies, recycling, working in the cafeteria, cleaning and landscaping.

Students who are 19-22 years of age will have additional opportunities to expand their experiences within both the school and the community. In school, students can apply and interview to be a helper or assistant in Physical Education, Music, Art or Horticulture classes. They may also apply for other training opportunities such as a kitchen or office assistant with staff support. Within the community, they receive experience in retail and sales, office work, customer and restaurant services. As they experience different training opportunities, students build their resumes and also determine their interests and preferences. At this time, the transition team will also determine how a student's strengths and skills may best interact with their pre-vocational interests.

Students who participate in the Career-Based Training Program earn an "incentive" to actively participate, in both school and community-based training sites. The purpose of the student incentive is to provide students with experiences in earning money (or not earning money) for attending training sites. This stipend is meant to encourage students to attend site and participate in completing tasks as appropriate for that student. Their incentive also enables teachers to work with students on daily living activities that involve managing one's personal finances such as making deposits, cashing checks, making purchases and maintaining a ledger. Students will have the opportunity to withdrawal these funds throughout the school year and make purchases with supervision.

Progressing through the senior program, your child will continue to learn and be exposed to various vocational skill experiences. With the valuable experiences obtained through the incorporation of this richly expansive hands-on process, the support and direction given to (IEP) teams offer significant information for development of the transition plan.

If you have any questions regarding the Career-Based Vocational Training Program, please feel free to contact Natalie Gibson, Vocational Coordinator, at 202-350-8680 extension 1074 or email at ngibson@stcoletta.org.

Sincerely,

Natalie Gibson,
Vocational Coordinator

Seeing Possibilities Beyond Disabilities

tel. 202-350-8680 fax. 202-350-8656 stcoletta.org

Career-Based Training/Preparing for the Future

CURRICULUM GOAL: to train and prepare students ages 16-22 for supported and future employment upon graduation

School Career-Based Training Programs

In-school training/volunteer opportunities at various sites including experiences such as: horticulture, physical education, clerical and facilities assistants, cafeteria helper, etc.

Person-centered planning

Community Career-Based Training Programs

Career-based training/volunteer opportunities at identified community sites including: experiences at retail and food businesses, government and service industries and outside of the school setting

Person-centered planning



Curriculum objectives include: acquisition of skills and knowledge about values met through work, contributions of work to family and society, self-pride and accomplishment, budgeting within the training incentive program, training for community travel, occupational safety, positive work habits and behaviors etc.



Students ages 16 to 18 discuss and explore the training/volunteer opportunities at school. They review descriptions and practice applying for 2 to 3 sites per quarter that they will experience. Students will learn to identify and demonstrate positive work qualities, such as good attendance, punctuality, appropriate dress, taking initiative, and asking question for clarification. They will begin to role play problems that may arise related to work and solve those problems. They will learn how to express confidence in oneself through positive statements, why and how to respect others and their property in cooperative work efforts and how to response to praise and constructive criticism. The students will identify likes or dislikes, their strengths, and advocate for support they will need to be successful.

Person-centered planning: individualized as per student needs

Students ages 18 to 22 will participate in career-based training/volunteer opportunities. They will focus on skills such as: knowing and exploring career possibilities, identifying steps in searching for a job, participating in simulated job/real interviews or training requirements, investigating local opportunities and sources of employment, making realistic choices, identifying personal qualifications matched to employment, managing emotions in the workplace, learning how to set goals, understanding safety at work, learning to structure time and breaks, searching for and identifying continuing training or supports that may be needed upon graduation; identifying resources for assistance such as transportation needs, and connecting with appropriate agency supports before graduation as needed.



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

PERMISSION FOR CAREER-BASED TRAINING PROGRAM

May 5, 2016

Parent/Guardian Name: _____

Student Name: _____

I understand that to participate in the Career-Based Training Program my child will:

- Travel to and from various training sites.
- Travel to and from various destinations in the community for travel training purposes.
- Participate in the tasks necessary to train at each site.
- Have a TB test result if required by the training site.
- Use all forms of public and private transportation.
- Eat lunch in areas, which are in route to or within walking distance of their destinations.
- Be accompanied by a staff member.

Please check one, sign and date for permission for your child to participate or not to participate in the Career-Based Training Program.

_____ **YES, I do give** permission for my child to participate in the Career-Based Training Program at St. Coletta of Greater Washington, Inc. during the 2016-2017 school year.

-Or-

_____ **NO, I do not give** permission for my child to participate in the Career-Based Training Program at St. Coletta of Greater Washington, Inc. during the 2016-2017 school year.

Signature

Date

Seeing Possibilities Beyond Disabilities

tel. 202-350-8680 fax. 202-350-8656 stcoletta.org

MEDICAL/HEALTH



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

May 2, 2016

Dear Parents/Guardians:

We are excited for another school year and would like to share a few updates regarding health requirements. Attached are forms for medical orders pertaining to medications, feeding tubes, and other medical procedures for school. In accordance with the DC School Health Program, all medical orders must be renewed by the physician at the beginning of each school year and again at the beginning of the second semester. Please provide all orders and medications by August 15, 2016 to ensure that all items will be prepared for the first day of your student's arrival. Medication, tube feedings, and nursing procedures cannot be administered without these properly completed permission forms.

D.C. Department of Health (DOH) has new immunization requirements continuing in the upcoming school year. Please refer to the DOH flyer, *District of Columbia Immunization Requirements--School Year 2016 – 2017*, for details. Please have your medical provider review your child's immunization record and provide updates as needed. These immunizations are mandatory for school attendance. In addition, physical and dental examinations are required annually. The necessary forms are enclosed.

If you have any questions, please contact the St. Coletta school nurses at 202-350-8690. The office fax number is 202-350-8699.

Thank you,

School Nurses:

Gary Kaplan, R.N.

Candice Turner, R.N.

Julie Orozco, R.N.

Cara Cowdrey, R.N.

Seeing Possibilities Beyond Disabilities

tel. 202-350-8680 fax. 202-350-8656 stcoletta.org



District of Columbia Immunization Requirements¹

School Year 2016 – 2017



All students attending school in the District of Columbia must present proof of appropriately spaced immunizations by the first day of school.

A Child 2 years or older entering
Preschool or Head Start

- 4 Diphtheria/Tetanus/Pertussis (DTaP)
- 3 Polio
- 1 Varicella (chickenpox) – if no history of disease²
- 1 Measles, Mumps & Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 3 or 4 Hib (Haemophilus Influenza Type B)³
- 4 PCV (Pneumococcal)

A student 4 years old entering
Pre-Kindergarten

- 5 Diphtheria/Tetanus/Pertussis (DTaP)
- 4 Polio
- 2 Varicella (chickenpox) – if no history of disease²
- 2 Measles, Mumps & Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 3 or 4 Hib (Haemophilus Influenza Type B)³
- 4 PCV (Pneumococcal)

A student 5 – 10 years old entering
Kindergarten thru Fifth Grade

- 5 Diphtheria/Tetanus/Pertussis (DTaP)
- 4 Polio
- 2 Varicella (chickenpox) – if no history of disease²
- 2 Measles, Mumps & Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A (if born on or after 01/01/05)

A student 11 years & older entering
Sixth thru Twelfth Grade

- 5 Diphtheria/Tetanus/Pertussis (DTaP/Td)
- 1 Tdap
- 4 Polio
- 2 Varicella (chickenpox) – if no history of disease²
- 2 Measles, Mumps & Rubella (MMR)
- 3 Hepatitis B
- 1 Meningococcal
- 3 Human Papillomavirus Vaccine (HPV)

¹ At all ages and grades, the number of doses required varies by a child's age and how long ago they were vaccinated. Please check with your child's school nurse or health care provider for details.

² All Varicella/chickenpox disease histories **MUST** be verified/diagnosed by a health care provider (MD, NP, PA, RN) and documentation **MUST** include the month and year of disease.

³ The number of doses is determined by brand used.



DISTRICT OF COLUMBIA UNIVERSAL HEALTH CERTIFICATE INSTRUCTIONS

This form replaces all physical examination forms dated before April 1, 2015. The District of Columbia Universal Health Certificate (DC UHC) is required annually for children enrolled in Child Development Facilities, Head Start, and DC public, public charter, private and parochial schools.

Exception: The DC UHC does not replace EPSDT forms or the Department of Health Oral Health Assessment Form. The DC UHC was developed by the DC Department of Health and follows the American Academy of Pediatrics (AAP) recommendations for child and adolescent preventive health care from birth to 21 years of age. This form is a confidential document, consistent with the requirements of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA) for health providers, and the *Family Educational Rights and Privacy Act of 1974* (FERPA) for educational institutions.

General Instructions: Please use a black ball point pen when completing this form.

Part 1: Child's Personal Information:

Parent or Guardian: Please complete all of your child's personal information including the child's last name, first and middle name, date of birth and gender. Also include your name, phone number, home address, the ward in which your address is located, and the name and phone number of an emergency contact in case you cannot be reached. Provide the name of the school or child care facility. Check the box that describes your child's type of health insurance coverage. In addition, please provide the name of the insurance company and the child's identification number in the space provided. Write the name of the child's licensed health practitioner/primary care provider (doctor or nurse practitioner). If your child does not have a particular licensed health practitioner who provides care, write "none" in the space provided. **This form will not be complete without the parent or guardian's signature in Part 5.**

Part 2: Child's Health History, Examination & Recommendations: (To be completed by the licensed health practitioner). Please mark all relevant boxes.

- **Date of Health Exam:** All children must have a physical examination conducted by a physician, or nurse practitioner (some nurse practitioners also use the Advanced Practice Registered Nurse or APRN credential), as per the AAP recommendations, and DC Official Code § 38-602(a). The date entered here must indicate the actual date of the examination.
- **WT:** Child's weight in either pounds (LBS) or kilograms (KG); **HT:** Child's height in either inches (IN) or centimeters (CM).
- **BP:** If a child is three (3) years of age or older, write the blood pressure value in the box and check if normal or abnormal. If abnormal, provide an explanation and resolution in Part 2: Section A.
- **Body Mass Index (BMI):** If the child is two (2) years of age or older, the BMI has to be calculated and recorded inclusive of percentile. BMI is a measurement calculated from a child's weight and height.
- **HGB/HCT:** Hemoglobin (HGB) or Hematocrit (HCT) is **required for all children under six (6) years of age**. Also, in accordance with AAP recommendations, anemia screening is recommended for menstruating girls. Please record the blood level and indicate which test was performed by encircling HGB, HCT or both.
- **Vision and Hearing Screens:** Children should begin receiving regular objective vision screens at age three (3), and objective hearing screens at age four (4). If an objective screen cannot be completed, but there is cause for concern, provide an explanation and resolution in Part 2, Section A.
- **HEALTH CONCERNS:** The health care provider must perform the following health screens: asthma, seizure, diabetes, language, developmental/behavioral and other disorders that may require special health care "needs." For any of the health screens where there are "HEALTH CONCERNS," the health care provider must check the box indicating that the proper referral has been made or the child is currently being treated (Under Rx) for the concern. If there are **NO/NONE** "HEALTH CONCERNS" check the **"NO"** or **"NONE"** box in each health screening area.
- **SPECIAL NOTE:** "Dental Exam" – The health care provider must indicate whether a dentist has screened or examined the child within the last 12 months. If "No" the child should be referred to a dental home. The American Academy of Pediatrics and the American Academy of Pediatric Dentistry recommend that children begin visiting the dentist within six (6) months of the eruption of the first tooth or by 12 months of age, and every six (6) months thereafter. For children under three (3) years of age, a licensed health practitioner may provide fluoride varnish applications if a dental home has not yet been established. Fluoride varnish applications are not required for entrance to child care or school.
- **A:** Please note any significant health history, conditions, communicable illness and restrictions that may affect the child's ability to perform in a school-related activity or program or mark "NONE."
- **B:** Please note any significant allergies that may require **emergency medical care** at a school-related activity or program or mark "NONE."
- **C:** Please note any long-term medications, over-the-counter drugs or special care requirements at a school-related activity or program or mark "NONE."
- **SPECIAL NOTE:** Please note any medications or treatments required at a school-related activity or program in Part 2: Section C and complete a Medication Plan or Licensed Practitioner's Medication Authorization Order and attach it to the DC UHC.

Part 3: Tuberculosis & Lead Exposure Risk Assessment & Testing: TUBERCULOSIS (TB) RISK ASSESSMENT: Perform a risk assessment for TB as defined by the *AAP Tuberculin Skin Test Recommendations for Infants, Children and Adolescents in the most recent AAP RED BOOK*, and in accordance with DC Official Code § 38-602 (c) (1) *Examination Requirements* and *DCMR 29-325.3 (g) Public Welfare, Child Development Centers*. Current DC regulations require that all children attending a child development facility (CDF) or school undergo a comprehensive annual physical examination inclusive of a tuberculosis exposure risk assessment, which is documented on the DC UHC. A tuberculin skin test (TST) should only be conducted upon recognition of **high risk factors** for exposure to tuberculosis. For children who are assessed as **HIGH RISK OF EXPOSURE**, please conduct the TST and mark the test outcome (negative or positive). **If the TST is positive**, then mark the chest X-Ray outcome (CXR) and if the child is treated mark the "treated" box. **All positive TSTs of children younger than five (5) years of age must be reported to the DC T.B. Control Program on 202-698-4040.** If the child is assessed as having a low risk of exposure, mark "low" in the box. **Please note that universal tuberculin skin testing of children entering CDFs and schools is neither recommended nor required.**

• **LEAD EXPOSURE RISKS:** Every child less than six years of age must be tested twice for lead, regardless of perceived exposure risk. Please document both the "Date" and "Result" of the most recent lead test on the DC UHC. Please indicate if "Pending." "Pending" results will be valid for two months from the date of testing and will not cause a child to be excluded from school-related activities or programs. The 'Certificate of Testing for Lead Poisoning' may also serve as test documentation and is available on the DDOE website: <http://ddoe.dc.gov/publication/lead-screening-guidelines>. **ALL lead tests must be reported electronically by labs to the DC Childhood Lead and Healthy Housing Program.** For detailed instructions, call 202-654-6036/202-535-2624. Providers may fax results to secure fax: 202-535-2607. Please include the name, address, and phone numbers of the licensed health practitioner and parent/guardian.

Part 4: Required Licensed Health Practitioner's (physician or nurse practitioner) Certification and Signature: Providers remember to print your name and use the office/clinic stamp. Licensed health practitioner please respond by marking "Yes" or "No" to the following statements:

The child was appropriately examined with a review of the health history;

The child is cleared for competitive sports (based on the assessment and consistent with the AAP Pre-participation Physical Evaluation; and the child has received age-appropriate screenings (in accordance with AAP recommendations and EPSDT guidelines) within the current year. If "No" is marked, explain the reason in the space provided. All information will be kept confidential.

Part 5: Required Parent/Guardian Signatures. (Release of Health Information).

The parent or guardian must print their name; provide a signature and the date. By signing this section the parent or guardian gives permission to the licensed health practitioner to share the health information on this form with the child's school, child care facility, camp, or appropriate DC Government agency.

Forms are available online at www.doh.dc.gov.

Access health insurance programs at <https://dchealthlink.com>. You may contact the School Nurse through the main office at your child's school.



DISTRICT OF COLUMBIA UNIVERSAL HEALTH CERTIFICATE

Part 1: Child's Personal Information

Parent/Guardian: Please complete Part 1 clearly and completely & sign Part 5 below.

Child's Last Name:	Child's First & Middle Name:	Date of Birth:	Gender: ☐ M ☐ F	Race/Ethnicity: ☐ White Non-Hispanic ☐ Black Non-Hispanic ☐ Hispanic ☐ Asian or Pacific Islander ☐ Other _____
Parent or Guardian Name:	Telephone: ☐ Home ☐ Cell ☐ Work.	Home Address:		Ward:
Emergency Contact Person:	Emergency Number: ☐ Home ☐ Cell ☐ Work	City/State (if other than D.C.)		Zip code:
School or Child Care Facility:	☐ Medicaid ☐ Private Insurance ☐ None Name/ID Number _____		Primary Care Provider (PCP):	

Part 2: Child's Health History, Examination & Recommendations

Health Practitioner: Form must be fully completed.

DATE OF HEALTH EXAM:	WT ☐ LBS ☐ KG	HT ☐ IN ☐ CM	BP: _____ (^{>3yrs}) ☐ NML ☐ ABNL	Body Mass Index (BMI) _____ (^{>2 yrs}) %
HGB / HCT (Required for children under age 5)	Vision Screening Right 20/____ Left 20/____ ☐ Glasses ☐ Referred ☐ Attempted	Hearing Screening Pass _____ Fail _____ ☐ Device ☐ Referred ☐ Attempted		
HEALTH CONCERNS:		HEALTH CONCERNS:		
Asthma	☐ NO ☐ YES	Language/Speech	☐ NONE ☐ YES	☐ Referred ☐ Under Rx
Seizures	☐ NO ☐ YES	Development/Behavioral	☐ NONE ☐ YES	☐ Referred ☐ Under Rx
Diabetes	☐ NO ☐ YES	Other _____	☐ NONE ☐ YES	☐ Referred ☐ Under Rx
ANNUAL DENTIST VISIT: Has the child seen a Dentist/Dental Provider within the last year? ☐ YES ☐ NO ☐ Referred ☐ Fluoride Varnish Date: _____				

A. Significant health history, conditions, communicable illness, or restrictions that may affect school, child care, sports, or camp.
☐ NONE ☐ YES, please provide details:

B. Significant food/medication/environmental allergies that may require *emergency medical care* at school, child care, camp, or sports activity.

☐ NONE ☐ YES, please provide details:

C. Long-term medications, over-the-counter-drugs (OTC) or special care requirements. ☐ NONE ☐ YES, please provide details.
(For any medications or treatment required during school hours, a Licensed Health Practitioner's Medication Plan or Medication Authorization Order should be submitted with this form).

Part 3: Tuberculosis & Lead Exposure Risk Assessment & Testing:

TB RISK ASSESSMENTS	☐ HIGH → ☐ LOW	Tuberculin Skin Test (TST) DATE:	☐ NEGATIVE ☐ POSITIVE	If TST Positive ☐ CXR NEGATIVE ☐ CXR POSITIVE ☐ TREATED	Health Practitioner: POSITIVE TST should be referred to PCP for evaluation. For questions, call T.B. Control: 202-698-4040
LEAD EXPOSURE RISKS	LEAD TEST DATE:	RESULT:	Health Practitioner: <u>ALL</u> lead levels must be reported to DC Childhood Lead Poisoning Prevention Program: Fax: 202-636-2607		

Part 4: Required Licensed Health Practitioner's Certification and Signature

☐ YES ☐ NO This child has been appropriately examined & health history reviewed and recorded in accordance with the items specified on this form. At time of the exam, this child is in satisfactory health to participate in all school, camp or child care activities except as noted above.			
☐ YES ☐ NO This athlete is cleared for competitive sports.			
☐ YES ☐ NO Age-appropriate health screening requirements performed within current year. If no, please explain: _____ _____			
Print Name	MD/APRN/NP Signature		Date
Address	Phone		Fax

Part 5: Required Parental/Guardian Signatures. (Release of Health Information/civil liability waiver)

I give permission to the signing health examiner/facility to share the health information on this form with my child's school, child care, camp, or appropriate DC Government Agency. In addition, I hereby acknowledge and agree that the District, the school, its employees and agents shall be immune from civil liability for acts or omissions under DC Law 17-107, except for criminal acts, intentional wrongdoing, gross negligence, or willful misconduct.

Print Name

Signature

Date

DISTRICT OF COLUMBIA UNIVERSAL HEALTH CERTIFICATE

Student Last Name: _____

Student First Name: _____

DOB: _____

Section 1: Immunization: Please fill in or attach equivalent copy with Licensed Health Practitioner's signature and date.							
IMMUNIZATIONS	RECORD COMPLETE DATES (month, day, year) OF VACCINE DOSES GIVEN						
	1	2	3	4	5		
Diphtheria, Tetanus, Pertussis (DTP, DTaP)							
DT (<7 yrs.)/ Td (>7 yrs.)							
Tdap Booster							
Haemophilus influenza Type b (Hib)							
Hepatitis B (HepB)							
Polio (IPV, OPV)							
Measles, Mumps, Rubella (MMR)							
Measles							
Mumps							
Rubella							
Varicella							
Chicken Pox Disease History: Yes ☐ When: Month _____ Year _____ Verified by: _____ (Health Practitioner) Name & Title							
Pneumococcal Conjugate							
Hepatitis A (HepA) (Born on or after 01/01/2005)							
Meningococcal Vaccine							
Human Papillomavirus (HPV)							
Influenza (Recommended)							
Rotavirus (Recommended)							
Other							

Signature of Licensed Health Practitioner _____
Print Name or Stamp _____
Date _____

Section 2: MEDICAL EXEMPTION. For Licensed Health Practitioner Use Only.

I certify that the above student has a valid medical contraindication to being immunized at the time against: (check all that apply)

Diphtheria: ☐ Tetanus: ☐ Pertussis: ☐ Hib: ☐ HepB: ☐ Polio: ☐ Measles: ☐ Mumps: ☐ Rubella: ☐ Varicella: ☐ Pneumococcal: ☐
 HepA: ☐ Meningococcal: ☐ HPV: ☐

Reason: _____

This is a permanent condition ☐ or temporary condition ☐ until ____/____/____.

Signature of Licensed Health Practitioner _____
Print Name or Stamp _____
Date _____

Section 3: Alternative Proof of Immunity. To be completed by Licensed Health Practitioner or Health Official.

I certify that the student named above has laboratory evidence of immunity: (Check all that apply & attach a copy of titer results)

Diphtheria: ☐ Tetanus: ☐ Pertussis: ☐ Hib: ☐ HepB: ☐ Polio: ☐ Measles: ☐ Mumps: ☐ Rubella: ☐ Varicella: ☐ Pneumococcal: ☐
 HepA: ☐ Meningococcal: ☐ HPV: ☐

Signature of Licensed Health Practitioner _____
Print Name or Stamp _____
Date _____

HUMAN PAPILLOMAVIRUS INFORMATION

Genital human papillomavirus (HPV) is the most common sexually transmitted virus in the United States. There are about 100 types of HPV. Most infections don't cause any symptoms and go away on their own. HPV is important mainly because it can cause cervical cancer in women and several less common types of cancer in both men and women. It can also cause genital warts and warts of the upper respiratory tract. There is no cure for HPV, but the problems it causes can be treated.

About 20 million people in the U.S. are infected, and about 6 million more get infected each year. HPV is usually spread through sexual contact. More than 50% of sexually active men and women are infected with HPV at some time in their lives. Every year in the U.S., about 12,000 women get cervical cancer and 4,000 die from it with rates of cervical cancer in DC being higher than national averages.

HPV vaccine is an inactivated vaccine (not live) which protects against four major types of HPV. These include two types that cause about 70% of cervical cancer and 2 types that cause about 90% of genital warts. HPV vaccine can prevent most genital warts and most cases of cervical cancer.

Protection is expected to be long-lasting. But vaccinated women still need cervical cancer screening because the vaccine does not protect against all HPV types that cause cervical cancer.

HPV vaccine is routinely recommended for girls and boys 11-12 years of age, but may be given as early as age 9 years. It is important for girls and boys to get HPV vaccine before their first sexual contact-because they have not been exposed to HPV. The vaccine protects against some – but not all – types of HPV. However, if female or male is already infected with a type of HPV, the vaccine will not prevent disease from that type. It is still recommended that females and males with HPV get vaccinated. In addition, the HPV vaccine can prevent vaginal and vulvar cancer in females, and genital warts and anal cancer in both males and females.

The vaccine is also recommended for females 13-26 years of age and males 13-21 years of age (or to age 26 in some cases) who did not receive it when they were younger. It may be given with any other vaccines needed.

HPV vaccine is given as a three-dose series:

- **1st Dose: Now**
- **2nd Dose: two months after Dose 1**
- **3rd Dose: six months after Dose 1**

People who have had a life-threatening allergic reaction to yeast, are pregnant, moderate to severe illness should not receive the vaccine. Side effects are mostly mild, including itching, pain, redness at the injection site and a mild to moderate fever.

If additional information is needed, please contact your healthcare provider, the D.C. Department of Health Immunization Program at (202) 576-7130 or the Centers for Disease Control and Prevention (CDC) at 1-800-CDC-INFO (1-800-232-4636).

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Health



Annual Human Papillomavirus (HPV) Vaccination Opt-Out Certificate

INSTRUCTIONS FOR COMPLETING THIS FORM

Section 1: Enter student information

Section 2: Have parent/guardian or student (if 18 years of age or older) sign and date after reading the HPV Information Statement.

Section 1: Student Information			
Name of School			
Student Name:		Date of Birth:	Grade:
Street Address:	City:	Zip Code:	Phone:
Name and Address of Healthcare Provider:	City:	Zip Code:	Phone:

Beginning in 2009 and in accordance with D.C. Law 17-10 (Human Papillomavirus Vaccinations and Reporting Act of 2007) and the December 19, 2014 Notice of Rulemaking to expand Title 22 of the DC Municipal Regulations, the parent or legal guardian of a student enrolling in grades 6 through 12 for the first time at a school in the District of Columbia is required to submit certification that the student has:

1. Received the Human Papillomavirus (HPV) vaccine; or
2. Not received the HPV vaccine this school year because:
 - a. The parent or guardian has objected in good faith and in writing to the chief official of the school that the vaccination would violate his or her religious beliefs;
 - b. The student's physician, his or her representative or the public health authorities has provided the school with written certification that the vaccination is medically inadvisable; or
 - c. The parent or legal guardian, in his or her discretion, has elected to opt out of the HPV vaccination program by signing a declaration that the parent or legal guardian has been informed of the HPV vaccination requirement and has elected not to participate.

Section 2: Signatures

Annual Opt-Out for Human Papillomavirus (HPV) Vaccine

I have received and reviewed the information provided on HPV and the benefits of the HPV vaccine in preventing cervical cancer and genital warts if it is given to preteen girls and boys. After being informed of the risk of contracting HPV and the link between HPV and cervical cancer, other cancers and genital warts, I have decided to opt-out of the HPV requirement for the above named student. I know that I may readdress this issue at any time and complete the required vaccinations.

Signature of Parent/Guardian or Student if >18 years

Date

Print Name of Parent/Guardian or Student if >18 years

District of Columbia Oral Health (Dental Provider) Assessment Form



Parent/Guardian Instructions:

Part 1: Please complete all sections including child's race or ethnicity. Please indicate the ward of your home address, list primary care provider, dental provider, and type of dental insurance. If the child has no dental provider and is uninsured, then please write "None" in each box.

Part 2: By signing this section the parent or guardian gives permission to the dentist or facility to share the oral health information on this form with the child's school, childcare, camp, Department of Health, or the entity representing this document. All information will be kept confidential. This form will not be completed without parent/guardian signature. The parent/guardian must sign, print and date this part.

Part 1: Child's Personal Information (to be completed by the parent/guardian)

Child's Last Name:	Child's First & Middle Name:	Date of Birth: MM/DD/YYYY	Gender: ☐ M ☐ F	School or Child Care facility: Grade:
Parent/Guardian Name 1:	Telephone 1: ☐ Home ☐ Cell ☐ Work	Home Address:		Ward:
Parent/Guardian Name 2:	Telephone 2: ☐ Home ☐ Cell ☐ Work	Emergency Contact:		Telephone:
Race Ethnicity: ☐ White Non-Hispanic ☐ Black Non-Hispanic ☐ Hispanic ☐ Asian or Pacific Islander ☐ Other				
Primary Care Provider (Medical):	Dentist/Dental Provider:	Type of Dental Insurance: ☐ Medicaid ☐ Private Insurance ☐ None ☐ Other		

Part 2: Required Parent/Guardian Signatures

Parent/Guardian Release of Health Information:

I give permission to the signing health examiner or facility to share the health information on this form with my child's school, childcare, camp, or Department of Health.

PRINT NAME of parent/guardian: SIGNATURE of parent/guardian: Date:

Dental Provider Instructions:

Part 3: Indicate Circle Yes or No in finding column. For Yes, please explain in Comments Section.

Part 4: Indicate whether the child has been appropriately examined and if treatment is complete. If treatment is incomplete, refer patient for follow up care. Dentist must sign, date, and provide required information.

Part 3: Child's Findings and Parent Recommendations (please indicate in finding column)

	Findings	Comments
Gingival inflammation	Y N	
Plaque and/or calculus	Y N	
Abnormal gingival attachments	Y N	
Malocclusion	Y N	
Treated Dental Caries	Y N	
Untreated dental caries	Y N	☐ Check box if Urgent
Sealants on permanent molars	Y N	
Cleft lip and palate	Y N	
Preventative services completed	Y N	What kinds of preventative services were completed? ☐ Prophylaxis ☐ Fluoride ☐ Oral Hygiene

Part 4: Final Evaluation/Required Dental Provider Signatures

This child has been appropriately examined. Treatment ☐ is completed ☐ is not completed ☐ under treatment ☐ refused treatment ☐ not necessary.
The child has ongoing ☐ urgent ☐ non-urgent treatment needs and is under treatment ☐ by me or ☐ has been referred to:

DDS/DMD Signature: Print Name:
Address: Fax: Phone: Date:

District of Columbia Health Certificate:

This Form replaces the previous version of the District of Columbia Oral Health (Dental Provider) Assessment Form used for entry into DC Schools, all Head Start programs, Childcare providers, camps, all school programs, sports or athletic participation, or any other District of Columbia activity requiring a physical examination. The form was approved by the DC Department of Health and follows the American Academy of Pediatric Dentistry (AAPD) Guidelines on Mandatory School-Entrance Oral Health Examination. AAPD recommends that a child be given an oral health exam within 6 months of eruption of the child's first tooth and no later than his or her first birthday. The DC Department of Health recommends that children 3 years of age or older have an oral health examination performed by a licensed dentist and have the DC Oral Health Assessment form completed. This form is a confidential document. Confidentiality is adherent to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for the health providers, and the Family Education Rights and Privacy Act (FERPA) for the DC Schools and other providers.

CONFIDENTIAL FORM



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

School Health Program
AUTHORIZATION FOR ADMINISTRATION OF MEDICATION

Dear Parent/Guardian and Physician:

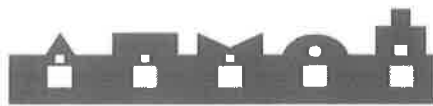
If medication is needed while in school, please see the following requirements:

1. No medication will be administered without the parent's/guardian's signed consent and the physician's written medication authorization order. This will be kept in the student's file. The parent/guardian is responsible for obtaining the required information from the physician.
2. A separate parent/guardian consent form and physician's medication authorization order must be on file for each medication a student is to receive at school.
3. The medication must be properly labeled by the pharmacist. The label must include:
a.) Name of student, b.) Name of medication, c.) Date, d.) Dosage and time of administration, e.) Route of administration, and f.) Directions for administration.
4. Inform a school nurse if this is a new medication.
5. All medications must be either brought to school by the parent/guardian and given to authorized personnel or mailed to school.
6. The parent/guardian is responsible for submitting to the school, in writing from the physician, notification of any change in dosage or time of administration whenever possible.
7. All medication kept in school will be stored in a secure area accessible only to authorized administering personnel.
8. One week after expiration of the physician's order, the unused portion of the medication must be collected by the parent/guardian or it will be destroyed.

Sources:

Adapted from District of Columbia Public Schools (2015).

<http://dcps.dc.gov/downloads/SCHOOLS/Enrollment/SCHOOL%20OPS-ENROLLMENT%20FORMS-MEDICATION%20ADMINISTRATION%20FORM.pdf>



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

Authorization for Medication Administration at School

Healthcare provider: Please complete and sign the following order.

Student name: _____ Date of birth: ____/____/____

Reason for medication: _____

Date of authorization: ____/____/____ Order expiration date: ____/____/____

Medication name: _____

Route of administration: _____

Dosage (please include concentration): _____

Time of administration (if prn, specify frequency): _____

If prn, list indicators for administration: _____

Possible side effects: _____

Healthcare provider name: _____

Healthcare provider telephone number: _____

Healthcare provider signature: _____ Date: ____/____/____

Parent/guardian: Please complete and sign the following.

I hereby authorize the school nurse/trained school personnel to administer medications as directed by the physician to my child (insert name here) _____.

I have read and agree to comply with the District of Columbia School Health Program regulations regarding medications in school.

Parent/guardian name: _____

Parent/guardian signature: _____ Date: ____/____/____

School nurse signature: _____ Date: ____/____/____

Seeing Possibilities Beyond Disabilities

tel. 202-350-8680 fax. 202-350-8656 stcoletta.org



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

School Health Program

AUTHORIZATION FOR FEEDING TUBE PROCEDURES AT SCHOOL

Dear Parent/Guardian and Physician:

Students in need of feeding tube procedures during school hours must meet the following requirements:

1. Parents/guardians must present to the school nurse a signed consent and physician's written authorization for the procedure/treatment. The physician's authorization and parent's consent will be maintained in the student's file.
2. The parent/guardian's signed consent and physician's authorization must be in place before the student receives the specific medical procedure/treatment.
3. The physician's order must include: a.) Name of student, b.) student's date of birth, c.) address, d.) telephone number, e.) diagnosis, f.) name of the procedure/treatment, and g.) reason for and any precautions or possible adverse reaction to the procedure/treatment that authorized personnel may expect.
4. As needed, the parent/guardian will meet at the school with the school nurse to initiate medical procedure/treatment.
5. Supplies to provide a specific medical procedure/treatment must be provided by the parent/guardian. All equipment and supplies that are required must remain in the school if possible.
6. If any adjustments are made to the procedure (e.g. technique, frequency, medications), a new Physician Authorization and Parental Consent Form will be required.
7. All equipment and supplies kept in school will be stored in a secure area accessible only to authorized administering personnel.

Sources:

Adapted from District of Columbia Public Schools (2015).

<http://dcps.dc.gov/downloads/SCHOOLS/Enrollment/SCHOOL%20OPS-ENROLLMENT%20FORMS-MEDICATION%20ADMINISTRATION%20FORM.pdf>



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

Authorization for Feeding Tube Procedures at School

Healthcare provider: Please complete and sign the following order.

Student name: _____ Date of birth: ____/____/____

Student diagnosis: _____

Student address: _____

Student telephone number: _____

Please specify which of the following are indicated for this student while at school.

☐ Replace g-tube as needed OR ☐ Do not replace g-tube

Reason for procedure: _____

Precautions, possible adverse reactions: _____

☐ Tube feeding

Formula: _____

Route of administration: _____

Quantity: _____

Time: _____

Delivery (bolus, pump, etc.), given over how many minutes: _____

Flush: _____

Reason for procedure: _____

Precautions, possible adverse reactions: _____

☐ Oral intake (NPO, pureed, thickened liquids, etc.): _____

Date of authorization: ____/____/____

Order expiration date: ____/____/____

Healthcare provider name: _____

Healthcare provider telephone number: _____

Healthcare provider signature: _____ Date: ____/____/____

Parent/guardian: Please complete and sign the following.

I hereby authorize the school nurse/trained school personnel to perform enteral tube feeding procedures as directed by the physician for my child (insert name here) _____. I have read and agree to comply with the District of Columbia School Health Program regulations regarding authorization for specific health assistance in school.

Parent/guardian name: _____

Parent/guardian signature: _____ Date: ____/____/____

School nurse signature: _____ Date: ____/____/____

Seeing Possibilities Beyond Disabilities

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St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

School Health Program
AUTHORIZATION FOR SPECIFIC MEDICAL PROCEDURE/TREATMENT

Dear Parent/Guardian and Physician:

Students in need of specific medical procedures during school hours must meet the following requirements:

1. Parents/guardians must present to the school nurse a signed consent and physician's written authorization for the procedure/treatment. The physician's authorization and parent's consent will be maintained in the student's file.
2. The parent/guardian's signed consent and physician's authorization must be in place before the student receives the specific medical procedure/treatment.
3. The physician's order must include: a.) student's name, b.) student's date of birth, c.) address, d.) telephone number, e.) diagnosis, f.) name of the procedure/treatment, and g.) reason for and any precautions or possible adverse reaction to the procedure/treatment that authorized personnel may expect.
4. As needed, the parent/guardian will meet at school with the school nurse to initiate medical procedure/treatment.
5. Supplies to provide a specific medical procedure/treatment must be provided by the parent/guardian. All equipment and supplies that are required must remain in the school if possible.
6. If any adjustments are made to the procedure (e.g. technique, frequency, medications), a new Physician Authorization and Parental Consent Form will be required.
7. All equipment and supplies kept in school will be stored in a secure area accessible only to authorized administering personnel.

Sources:

Adapted from District of Columbia Public Schools (2015).

<http://dcps.dc.gov/downloads/SCHOOLS/Enrollment/SCHOOL%20OPS-ENROLLMENT%20FORMS-MEDICATION%20ADMINISTRATION%20FORM.pdf>



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

Authorization for Specific Medical Procedure at School

Healthcare provider: Please complete and sign the following order.

Student name: _____ Date of birth: ____/____/____

Student address/telephone number: _____

Date of authorization: ____/____/____

Order expiration date: ____/____/____

Diagnosis: _____

Type of Procedure: _____

Reason for Procedure: _____

Instructions: _____

If prn, list indicators for administration: _____

Precautions/Possible adverse reactions: _____

Healthcare provider name: _____

Healthcare provider telephone number: _____

Healthcare provider signature: _____ Date: ____/____/____

Parent/guardian: Please complete and sign the following.

I hereby authorize the school nurse/trained school personnel to provide the above procedure as directed by the physician to my child (insert name here) _____.

I have read and agree to comply with the District of Columbia School Health Program regulations regarding medical procedures in school.

Parent/guardian name: _____

Parent/guardian signature: _____ Date: ____/____/____

School nurse signature: _____ Date: ____/____/____

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FAMILY LIFE EDUCATION



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

Students in Houses 3, 4, and 5 will have the opportunity to participate in the Family Life Education Program. The Family Life Education Program is designed to provide students with knowledge and skills necessary to make healthy, responsible, and respectful decisions related to human growth and development, and relationships. The information outlined in the topics listed below will be discussed with your child as adapted for his or her developmental level and taught in a group setting. A representative from a local community agency may visit to discuss HIV/AIDS and substance abuse. The Family Life Education Program is taught in 45-minute group sessions by a school social worker and a school nurse.

Family Life Education Topics and Descriptions

Topic 1: *Puberty and Reproduction*

The students will recognize the physical and emotional changes that occur during puberty. The students will learn to identify male and female reproductive organs and their functions. Students will become aware of how a pregnancy occurs. Students will also learn appropriate social behaviors in regards to sexually (i.e. inappropriate versus appropriate touch, private versus public in regards to masturbation).

Topic 2: *Introduction to Sexually Transmitted Diseases (including HIV)*

The students will become aware of the existence of sexually transmitted diseases (STDs). The students will learn the responsibility of the individual to prevent the spread of STDs and other diseases that could be caused by sexual contact, consequences related to sexual activity, and alternate ways to express affection.

Topic 3: *Value of Postponing Sexual Activity*

The students will learn the benefits of abstinence in preventing the spread of STDs and pregnancy.

Topic 4: *Peer Pressure*

The students will recognize that pressure from peers may influence decision making and will identify ways for dealing with these influences. Students will practice different ways to say, "NO."



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

Topic 5: *Drug and Alcohol Abuse Prevention*

The students will learn about the physical, emotional and legal consequences of drug and alcohol use. The students will learn about how to implement coping strategies to deal with peer pressure.

Topic 6: *Healthy Living Physically*

The students will learn about and discuss the importance of taking care of your body including making good decisions regarding healthy nutrition and exercise.

Topic 7: *Healthy Living Emotionally*

The student will learn about and discuss how to care for one's emotional well-being. Students will discuss self-esteem as well as how to engage in socially appropriate relationships with others.

By signing below, I give my child, _____, permission to participate in the Family Life Education Program.

Please circle any topics that you do NOT want your student to participate in learning. Please note that topics 1-3 are typically taught together.

Topic 1 – *Puberty and Reproduction*

Topic 2 and 3– *Introduction to Sexually Transmitted Diseases and Value of Postponing Sexual Activity*

Topic 4 – *Peer Pressure*

Topic 5 – *Drug and Alcohol Abuse Prevention*

Parent/Guardian Signature

Date

PARENT HANDBOOK



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

ACKNOWLEDGEMENT

I acknowledge receipt and responsibility for review of the contents of this 2016-2017 Parent Handbook for St. Coletta School. Please detach, sign and return this acknowledgement to the school.

Parent/Guardian Signature

Parent/Guardian Name (please print)

Date

Student's Name (Print)

Seeing Possibilities Beyond Disabilities

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WELCOME TO THE 2016-2017 SCHOOL YEAR!

Dear Students, Parents and Guardians,

Welcome to school year 2016-2017. We extend a special welcome to the families of our new students. As we enter our eleventh year in the District of Columbia, we look forward to continuing to forge strong parental and community involvement. We thank you for your continued input, participation and support of the St. Coletta School program.

Sharon Raimo
Chief Executive Officer

Janice Corazza
Principal

Parent Handbook

2016-2017



St. Coletta School
1901 Independence Avenue, SE
Washington, DC 20003

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St. Coletta School Calendar 2016 - 2017 (5/16/2016)

Mon. 8:30 am - 12:30 pm/ Tues – Fri. 8:30 am - 3:00 pm (After care available Mon. 12:30 pm - 3:00 pm)

AUGUST

Friday - Mon July 29 – Aug 22, 2016
 Wed – Mon Aug 10 – Aug 22, 2016
 Tues - Mon Aug 16 – Aug 22, 2016

Monday August 22, 2016
 Tuesday August 23, 2016

No School For Students

Orientation and Professional Development for new staff
 Orientation and Professional Development (for returning
 and new staff)

Open House (1:00 pm—3:00 pm)

First Day of School—*Students return to School*

SEPTEMBER

Monday September 5, 2016
 Thursday September 22, 2016
 Friday September 23, 2016

Labor Day Holiday – *School Closed*

Back-to-School Night (6:00 pm— 7:30 pm)

Staff Development Day – *School Closed for Students*

OCTOBER

Monday October 10, 2016
 Wednesday October 26, 2016
 Thursday October 27, 2016
 Wed.– Fri. October 26-28, 2016
 Friday October 28, 2016

Columbus Day Holiday – *School Closed*

House 1 Fall Festival (10:00 am—11:30 am)

House 2 Fall Festival (10:00 am—11:30 am)

Senior Bake Sale

Staff Development Day—*School Closed for Students*

NOVEMBER

Friday November 11, 2016
 Friday November 18, 2016
 Friday November 18, 2016
 Tuesday November 22, 2016
 Wednesday November 23, 2016
 Thurs – Fri November 24—25, 2016
 Wednesday November 30, 2016

Veterans Day Holiday – *School Closed*

House 3 Thanksgiving Luncheon (12:30 pm—2:00 pm)

First Quarter Progress Reports Go Home

Seniors Thanksgiving Luncheon (12:30 pm—2:00 pm)

Early Dismissal – 12:30 pm dismissal – *No After Care*

Thanksgiving Holiday – *School Closed*

Graduates Day Trip—Special Activity

DECEMBER

Tuesday December 6, 2016
 Thursday December 8, 2016
 Friday December 9, 2016
 Wednesday December 14, 2016
 Friday December 16, 2016
 Friday December 16, 2016
 Mon-Mon Dec 19, 2016—Jan 2, 2017

House 1 Holiday Celebration (12:30 pm—2:00 pm)

House 2 Holiday Celebration (12:30 pm—2:00 pm)

House 3 Holiday Celebration (12:30 pm—2:00 pm)

Senior Graduation Ceremony (12:30 pm—2:00 pm)

Senior Winter Dance (12:30 pm—2:00 pm)

Last day for students before Winter Break

Winter Break – *School Closed*

JANUARY

Tuesday January 3, 2017
 Monday January 16, 2017
 Thursday January 19, 2017
 Friday January 20, 2017

Students Return to School

Martin Luther King Jr. Holiday—*School Closed*

Staff Development Day—*School Closed for Students*

Inauguration- *School Closed*

SY 16-17 Calendar Continued (TENTATIVE)

FEBRUARY

Friday	February 3, 2017	Second Quarter Progress Reports Go Home
Wed.—Fri.	February 8-10, 2017	Seniors Bake Sale
Friday	February 17, 2017	Staff Development Day - <i>School Closed For Students</i>
Monday	February 20, 2017	Presidents' Day Holiday - <i>School Closed</i>
Wednesday	February 22, 2017	House 3 Nature Fair (12:30 pm—2:00 pm)

MARCH

Wednesday	March 1, 2017	Seniors Black History Month Display (12:30 pm—2:00 pm)
Thursday	March 9, 2017	Staff Development Day — <i>School Closed for Students</i>
Friday	March 10, 2017	Staff Development Day — <i>School Closed for Students</i>

APRIL

Mon- Friday	April 17—21, 2017	Spring Break- <i>No School</i>
Wednesday	April 26, 2017	House 1 Spring Outing (10:00 am—12:00 pm)
Thursday	April 27, 2017	House 2 Spring Outing (10:00 am—12:00 pm)
Friday	April 28, 2017	Staff Development Day — <i>School Closed for Students</i>

MAY

Friday	May 5, 2017	Third Quarter Progress Reports Go Home
Wednesday	May 10, 2017	House 2 Spring Festival (10:00 am—11:30 pm)
Friday	May 12, 2017	House 1 Mother's Day Tea Party (1:30 pm—3:00 pm)
Friday	May 19, 2017	Staff Development Day - <i>School Closed for Students</i>
Friday	May 26, 2017	Early Dismissal —12:30 pm dismissal -- <i>No After Care</i>
Monday	May 29, 2017	Memorial Day Holiday — <i>School Closed</i>
Wednesday	May 31, 2017	Seniors Career Readiness Fair (12:30 pm—2:00 pm)

JUNE

Wednesday	June 14, 2017	House 5 Day Trip
Thursday	June 15, 2017	House 4 Day Trip
Friday	June 16, 2017	Senior Graduates Day Trip - Special Activity
Friday	June 30, 2017	House 3 Science Fair (12:30 pm—2:00 pm)

JULY

Monday	July 3, 2017	Observance of July 4 th Holiday— <i>School Closed</i>
Tuesday	July 4, 2017	July 4 th Holiday Celebrated - <i>School Closed</i>
Thursday	July 6, 2017	Senior End of Year Event (12:30 pm—2:00 pm)
Friday	July 7, 2017	Senior End of Year Event (12:30 pm—2:00 pm)
Tuesday	July 11, 2017	House 1 End of Year Event (11:30 am—1:30 pm)
Wednesday	July 12, 2017	House 2 End of Year Event (11:30 am—1:30 pm)
Friday	July 21, 2017	Fourth Quarter Progress Reports Go Home
Friday	July 21, 2017	Senior Graduation Ceremony (12:30 pm—2:00 pm)
Wednesday	July 26, 2017	Senior End of the Year Dance (12:30 pm—2:00 pm)
Thursday	July 27, 2017	Last Day of School for Students —12:30 pm dismissal - <i>No After Care</i>
Friday	July 28, 2017	Staff Day - Clean-up



**THE PEOPLE OF ST. COLETTA OF GREATER WASHINGTON
202-350-8680**

President, St Coletta Board of Trustees	Sue Goodhart (ext. 1001)
Chief Executive Officer	Sharon B. Raimo (ext. 1001)
President, St. Coletta Special Education PCS	Peggy O'Brien (ext. 1001)
Board of Trustees	
Principal (ext. 1003)	Janice Corazza
Assistant Principal (ext. 1031)	Christie Mandeville Assistant
Principal (ext. 1039)	Jessica Sitcovsky
Director, Finance/Controller (ext. 1001)	Kathy Rowland
Director, Operations (ext. 1001)	Kaiheem Mason
Director, Development (ext. 1001)	Rebecca Hill
Director of Therapeutic Services (ext. 1038)	Loni Licuanan
Director of Admissions (ext. 1002)	Catherine Decker
IEP & Assessment Coordinator (ext. 1004)	Dave Knight
Vocational Coordinator (ext. 1074)	Natalie Gibson
Teachers House 1 (ext. 1012)	Michael Hazeltine, House Manager
	Andrea Williams, Adele Carnemark, Kawan Jones, Shayna Perella, Kelsey Newkirk
House 2 (ext. 1017)	Shante Lane, House Manager
	John Parsons, Jennifer Todino, Kristina Dews, Jessica Watson
House 3 (ext. 1020)	Lauren Pagett, House Manager
	Tonia Collins, Kyle Merrill, Alyssa Marcum, Lucas LaFaver, Katie Brown
House 4 (ext. 1075)	Shannon Ball, House Manager
	Keshawn Gary, Olivia Leonard, Robert Blessing,
	Paul Howe, Lisa Melbourne
House 5 (ext. 1079)	Lauren Headrick, House Manager
	Paul Yeager, Jessica Quinn, Michael Dobbs, Sarah Cheetham, Dennis Garcia
Instructional Coach (ext. 1063)	Lauren Lamore
Adapted Physical Education Teacher (ext. 1009)	Theresa Reckner
Music Therapist (ext. 1058)	Joni Thompson
Art Specialist (ext. 1072)	Daniel Foley
Horticulture Therapist (ext. 1127)	Kaifa Anderson-Hall
Therapy Coordinator (ext. 1073)	Katie Short
Physical Therapists (ext. 1025)	Keith Albarillo, Landon Ingram, Lauren Fery
Occupational Therapists (ext. 1073)	Beth Rosenberg, Jessica May, Margret Freuen, Lisa Gallea, Katherine Dempsey, Diana Goodman
Speech/Language Pathologists (ext. 1073)	Kristen Anderson, Erica Douma, Margret Akselrod, Sherelle Smith, Janette Ozoa, Alex Koller, Ken Chester
Assistive Technology Specialist (ext. 1071)	Amanda Soper
Behavior Specialists/Staff (ext. 1059)	Ester Pline, Ann Marie Nataro
Counselors (ext. 1073)	Jessica Drake, Laura Ottenritter, Sharon Seiler
Nurses (ext. 1022)	Gary Kaplan, Candice Turner, Julie Orozco, Cara Cowdrey
Senior Accountant (ext. 1033)	Paulette Williams
Human Resources Manager (ext. 1126)	Lorraine Chan
Recruitment (ext. 1080)	Kendra Hardy
IT Director (ext. 1040)	Brian Mandeville
Facilities Manager (ext. 1041)	Jamar Surratt
Assistant Facilities Manager	Roberto Cuevas
Facilities Assistants	Joshua Ledbetter, Quinton George, Thomas House
Administrative Assistants	Chloe Harrell and Nakia Pearson
Attendance Manager (ext. 1005)	Judyvette Acevedo
Records Manager/Program Assistant (ext. 1015)	Eboney Myers
Transportation Coordinator (ext. 1024)	Shandell Matthews

IMPORTANT CURRENT PHONE NUMBERS

TRANSPORTATION SERVICES

D.C. Transportation	202-576-5000
Alexandria City Transportation	703-461-4169
Montgomery County Transportation.	301-840-8130
Prince George's County Transportation.	301-952-6572/6579
Fairfax County Transportation	703-446-2031

ANSWERS TO FREQUENTLY ASKED QUESTIONS

Here are some questions that have been raised by parents over the years. We think you will find the answers helpful. Of course, your own questions are always welcome as we work together to serve your child.

Tell me about the school my child is now attending.

St. Coletta of Greater Washington is an independent, non-sectarian, non-profit organization whose mission is to serve children and adults with intellectual disabilities. Individuals may also have diagnoses of autism and other primary or secondary disabilities. At St. Coletta, we believe in the immeasurable value of the human spirit and in the right of each individual to live as full and independent a life as possible. We respect the dignity of all persons entrusted to our care and our goal is to serve them in an atmosphere that encourages their talents, celebrates their successes and builds their self-esteem. At St. Coletta, each person is recognized for personal strengths rather than by needs and is evaluated by their potential rather than by our expectations. Our goal is to give individuals with intellectual disabilities every chance to show the world what they can do.

St. Coletta, an 11-month program, focuses on the individual and what they need to learn in order to be successful in school and in the wider community. We believe that individuals learn best through hands-on, exploratory experiences. Teachers and therapists plan an integrated theme-based approach and develop a series of learning experiences that allow children to explore a subject while working on skills and competencies spelled out in their Individualized Education Program (IEP). The basic program includes: functional academics (linked to Common Core Standards), skills of daily living, community-based instruction, adaptive physical education, arts education, computer skills and vocational training.

What is the history of St. Coletta School?

St. Coletta was founded in 1959, in Arlington, Virginia, by Joe and Hazel Hagarty. Their daughter had Down Syndrome, and they were not satisfied with programs offered by the local public schools and were unwilling to send their daughter to an institution. Before acquiring the new DC site in September, 2006, to open the St. Coletta Special Education Public Charter School, the school occupied space at St. Coletta School on Peyton Street in Alexandria, St. Charles School in the Clarendon Presbyterian Church, and at Marymount University.

What are the facilities like and what special equipment is available?

St. Coletta School is located in a beautiful, state-of-the-art facility, which occupies 99,000 square feet at 19th Street and Independence Avenue, SE, in the District. Students have access to a variety of technology including computers, touchscreen monitors, and tablet devices (e.g., iPads). Assistive technology and adaptive devices are available to all students with a need for such devices. There are studios for art, music, physical therapy, and horticulture. A sensory room and hydrotherapy pool are available as per student need. A full-sized gymnasium and outdoor basketball court are available for students, as well as an adapted playground and amphitheater for outdoor arts and a school garden.

Kitchen facilities are included in each house. Outdoor cameras and round-the-clock security are available to ensure the safety of staff and students, and assist in maintaining a secured environment.

What does a typical classroom look like?

At St. Coletta, a typical classroom consists of 10-15 students, a teacher, teacher's assistant and individual assistants. Often these assistants may act as individual attendants for particular students if that related service is included in a student's IEP.

What is the tuition at St. Coletta? Are there any other fees I'll need to pay?

All students at St. Coletta are publicly funded. Periodically, the school may request money for special activities; however, no student is ever denied an opportunity to participate in an activity due to lack of funds.

What services does St. Coletta School offer?

The program of services is developed, and is always evolving, as an extension of the IEP for each student. The program is planned with a vision that St. Coletta graduates are happy, productive individuals living as independently as possible.

BASIC PROGRAM

The goal of the basic educational program is to help students achieve their (IEP) goals, increase their independence, utilize their community, express themselves in a variety of ways, promote their health and well-being, and encourage their peer relationships. The basic program can include:

Functional Academics	Daily Living Skills	Behavior Support Services
Community-Based Instruction	Adaptive Physical Education	Computer/Keyboard Skills
Music and Art Classes	Hydrotherapy	Horticulture

SPEECH/LANGUAGE THERAPY

Speech/language therapy is provided to the students as indicated on their IEPs. Speech/language therapy focuses on providing each student with a functional system of communication using speech, sign, picture symbols, assistive devices, or a combination of these so that the student can express his or her feelings, wants, and needs, as well as participate in their educational program.

OCCUPATIONAL AND PHYSICAL THERAPIES

Occupational and/or physical therapy is provided to students as indicated on their IEPs. The therapists work with the classroom teachers, the PE teacher and the vocational staff on a regular basis. The goal of physical and/or occupational therapy is to help the student access the educational environment. The physical therapist focuses on improving gross motor skills, balance, and range of motion, and the occupational therapist focuses on improving fine motor, eye-hand coordination and management of the sensory environment, so that the student is better able to perform functional academics and the tasks of daily living, hands-on classroom projects, and eventually vocational skills, as possible.

COUNSELING

Counseling is provided to students as indicated on their IEPs. Students who require counseling may receive these services at St. Coletta School. Counseling focuses on helping students improve their social-emotional skills and improve peer interactions within their educational environment.

VOCATIONAL PROGRAM

The Individuals with Disabilities Education Improvement Act (IDEIA) regulations require that all persons with disabilities age fourteen and older receive transitional and vocational services. All students that are DC residents begin transition planning at age fourteen in accordance with the *Enhanced Special Education Services Act*. To this end, St. Coletta provides pre-vocational skills and career-based training preparation. The goal of the career-based program is to help students learn

about the world of work and provide them with the skills and support to make a successful transition to employment, supported employment or an appropriate post-secondary program, upon graduation. In order to provide guidance and instruction, any of the following staff may accompany students into the community: teachers, therapists, and paraprofessionals (job coaches and teacher assistants). In addition, if a student has a dedicated aide, an aide will accompany them into the community.

ASSISTIVE TECHNOLOGY

St. Coletta believes that each student has the right to assistive technology devices that may remove a barrier to learning and increase access to the educational curriculum and/or educational environment. The Multidisciplinary Team will work together to make data-driven decisions to help with the selection of appropriate assistive technology for each individual student. Assistive technology devices may include adaptive equipment, hearing aids, an augmentative communication device, or a computer program or adaptation.

How is my child's IEP developed and who participates at the meeting?

If a child/student enrolls with a valid IEP, an IEP review is held; then at a minimum annually thereafter. We expect the LEA representative, the parent or guardian, the transition-age student, and the teachers and therapists to be active participants in the scheduling and development of the IEP. Re-evaluation meetings are held once every three years by the IEP team to determine whether further individualized testing is indicated for the purpose of determining the student's eligibility for special education services.

Besides participating at the IEP, how will my local school jurisdiction be involved in my child's education?

The administration of St. Coletta keeps in close contact with the school jurisdictions responsible for each student. It is our goal to work as a team in providing the best possible services for our students. St. Coletta staff members inform the jurisdictions of progress or any other matters of concern involving students.

How do we know our child is progressing? Will my child receive grades?

Progress is noted on the IEP goals four times per year, as well as during IEP meetings which at a minimum must be held annually. These progress reports are sent home to parents and guardians. Parents/guardians are encouraged to make appointments at any time of the year to review their child's progress. Mid-year parent-teacher conferences will also be held. Daily communication books are also utilized for ongoing dialogue between parent/guardian and school. St. Coletta does not use a traditional grading system. Data is maintained for each student, by the classroom teacher, to provide additional documentation of progress.

Will my child have to participate in the State-wide testing initiatives?

Decisions regarding student assessment are part of the IEP process. St. Coletta students often are not able to participate in the standardized assessment, even with the maximum amount of testing accommodations allowed; thus, students may participate in an alternate assessment, as prescribed by the jurisdiction, during those grade equivalent years in which students are required to be tested.

If I am dissatisfied with some part of my child's program what recourse do I have?

A parent or guardian can ask for a meeting of the Multidisciplinary Team to review the IEP and discuss their child's program at any time during the school year. The goal of the team, including the parent and the student of transition age, is to collaborate to create an educational program which meets the student's needs and provides the student with a free and appropriate public education. If the parent, guardian, or student who is their own guardian, does not agree with the recommendations of the team, the parent, guardian or student can initiate their due process rights and/or notify the local education agent (LEA) representative, as needed. You may call to schedule a meeting with your child's teacher and/or therapist(s) to discuss program concerns at any time.

What will my child receive when he or she graduates from St. Coletta?

Graduating students receive a High School Certificate at a graduation ceremony, if the IEP team has

determined that a certificate is indicated. A student may graduate from St. Coletta at the end of the semester or year in which he or she turns twenty-two, depending upon the jurisdiction. Students who are at least eighteen years of age may choose to graduate sooner. Students and families work with appropriate adult agencies from their respective jurisdictions to aid in the transition process and/or identify appropriate programming and/or support for employment after graduation.

How is the St. Coletta program structured?

The St. Coletta program is structured by age level. Each age level is a designated house. The upper ages of each designated age level may vary slightly depending on the individual needs of the students. Your child will be assigned a classroom and teacher. Your primary contact is your teacher; however, for any needs you may have, each house has a House Manager who is your administrative point of contact.

How will I know what is going on in my child's classroom?

Each student will be given a communication book on the first day of school which will go from school to home and back each day. The book provides a means of communication between parents/guardians and teachers. Parents or guardians are asked to read the book daily and either initial the latest entry or enter a comment. The communication book is a valuable aid to the home-school partnership. The books will be collected at the end of the school year and will become part of the student's anecdotal record. In addition, parents receive newsletters throughout the year informing them of house activities.

The school welcomes scheduled parent/guardian visits. However, to ensure the safety, privacy and well-being of our students we must know who is in the building at all times. All daily visitors must first sign-in at the school's front desk then wait for a school personnel escort before going any other place on school premises. If your child forgets something at home, please bring it to the school's front desk and we shall be responsible for getting the item to the student. If you are picking up your child during the school day for an appointment, you must sign your child out when you arrive to pick them up from school and inform the Front Desk staff as well as your child's teacher. If you bring your child to school, you must come in with your child and sign them in via the front desk.

Will my child participate in Community-Based Instructional (CBI) activities?

One of the primary components of the St. Coletta program is community-based instruction. Community-based instructional activities include frequent trips to area museums, parks, libraries, restaurants and other community resources. Generally, community-based instruction is tied directly to the theme or lessons addressed within the classroom to allow for experiential learning to reinforce concepts taught in the classroom. Included in the Back-to-School packet is a Neighborhood Community-Based Instruction (CBI) Permission Form. This form is intended for a select group of commonly visited sites that are a regular part of the day-to-day school programming. For any other CBI outings, a separate permission form will be sent home and must be signed and returned to the teacher in order for the student to participate in that CBI. If parents/guardians do not sign the CBI form, their child will not be included on the outing. Verbal permission, for the most part, will not be accepted unless as authorized by an Assistant Principal under special circumstances.

How is my child transported to school and on community-based instruction outings (CBIs)?

Children are transported to and from school by their local public school jurisdiction. Transportation is a related service and must be provided in accordance with the child's IEP. Problems with transportation should be referred to the local jurisdiction, as well as to the school office. In the event that a student is unable to be transported home from school at the end of the day via bus due to illness or unsafe behaviors, it is the responsibility of the parent/guardian to provide transportation home for their child in a timely manner.

The school owns passenger vans that may be used to transport students during the school day on CBIs. Only employees on the insurance policy for these vans may drive them. If the vans are full, teachers sometimes drive students in their own vehicles. For school-wide trips, St. Coletta usually hires buses. Staff and students frequently utilize the metro and bus systems. Permission slips for community-based

instruction will specify travel arrangements and modes of transportation.

What is the length of the school day?

School will be in session from 8:30 a.m. until 3:00 p.m., except for each Monday when school is dismissed at 12:30 p.m. to allow for staff work and development time.

Do you offer before and after school care?

There is no before school and after school care available. On Mondays, day care is available from 12:30 p.m. to 3:00 p.m. However, since most school jurisdictions will not provide transportation, private arrangements must be made by the student's parent or guardian. Parents must pick up their children by 3:00 p.m. so staff can attend weekly staff meetings. If you are unable to pick your child/student up by 3 p.m. on Monday afternoons, St. Coletta (with involvement from the parent/guardian) may reassess utilizing Monday day care at the school. Parents are expected to notify the school by 9:30 a.m. if they wish to access Monday afternoon day care. Parents/Guardians may call school's Front Desk or notify the classroom teacher.

Similarly, we ask that parents/guardians notify the school throughout the week regarding any changes to your child's/student's afternoon transportation arrangements (e.g. my child will not ride the bus this afternoon). Please inform the school of such changes as early in the school day as possible.

What are the policies regarding attendance?

Regular attendance is critical to ensure that students have every opportunity to progress academically. St. Coletta's school day begins promptly at 8:30. Students who arrive after 8:30 are documented as tardy. If a student is going to be absent, it is required that parent/guardian contact the school to report the absence. You must report your child's absence by dialing the school number (202) 350-8680 and accessing the student absence extension #1101. The parent/guardian will be contacted if the child's absence is not reported; however, it is the expectation that the parent inform the school of his/her child's absence.

The reason for each absence is recorded. Valid excuses for absences include: illness (a doctor's note may be required), death in a student's family, observance of a religious holiday, required court appearances, lawful suspension or exclusion from school by school authorities, medical or dental appointments, and other absences approved in advance by the principal upon the written request of a parent or guardian. If the reason is not considered valid, it is marked as unexcused. Vacation time is considered an unexcused absence. If no information is received from the parent/guardian regarding the student's absence, it is marked as unexcused.

What are the policies regarding truancy?

District of Columbia Students

DC's Compulsory Education and School Attendance law requires youth ages 5 to 17 to be in school. Per DC regulations, for a student to be marked present for the school day, he or she must be present for at least 80% of the day. Students who are tardy or leave early for more than 20% of the day will be counted as absent.

If a student reaches 3 unexcused absences, a letter is sent home alerting the parent of attendance concerns. If a student accrues 5 unexcused absences an attendance conference will be scheduled with the parent and school social worker. The purpose of the conference will be to **review educational and attendance concerns, develop attendance intervention strategies, and identify local community resources to improve school attendance. If a student accrues 10 unexcused absences, a report of educational neglect will be made to CFSA, as required per DC regulations.** When a student ages 14-17 accrues 15 unexcused absences, a referral will be made to Court Services Division of the Family Court and to the Juvenile Student Division of OAG.

Further information may be found at:

<http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Truancy%20Guide-ONLINE-021014.pdf>

<http://www.lexisnexis.com/hottopics/dccode/>

<http://www.dcregs.org/Gateway/ChapterHome.aspx?ChapterID=230295>

Maryland Students

The *Code of Maryland Regulations (COMAR)* requires students ages 5 to 16 to attend school. If a student has 3 unexcused absences, a letter will be sent home alerting the parent of attendance concerns. If a student accrues 5 unexcused absences, an attendance conference will be scheduled with the parent and school social worker. Students who are habitually truant, or miss more than 20% of days within a school year, will be referred to the Department of Juvenile Services.

Further information may be found at:

<http://www.oag.state.md.us/Opinions/2010/95oag191.pdf>

http://www.pgcsa.org/uploaded_files/23/pgcps_attendance_handbook.pdf

Virginia Students

The Commonwealth of Virginia's Compulsory Attendance Law, Code of Virginia, 22.1-254 requires students ages 5 to 18 to attend school. If a student has 3 unexcused absences, a letter will be sent home alerting the parent of attendance concerns. If a student accrues 5 unexcused absences, an attendance conference will be scheduled with the parent and school social worker. If attendance does not improve, the family will be referred to Juvenile Court.

Further information may be found at:

<https://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+22.1-254>

<http://www.fcps.edu/dss/ips/ssaw/attendance/>

<http://www.acps.k12.va.us/superintendent/attendance.php>

What is the school's policy on bullying?

St. Coletta is committed to creating a safe learning environment for all students. It is the policy of St. Coletta to prohibit bullying, harassment or intimidation of any person on school property, school-sponsored functions, while in transit to school or school-sponsored functions, or by the use of electronic technology. Students who are found in violation of St. Coletta's bullying policy will be subject to consequences that are consistent with the school's discipline policy.

Does my child need a physical exam before he or she can attend the school?

District of Columbia regulations require that a physical and dental exam and a current record of immunization be on file for each student. This means, EACH AND EVERY YEAR, students are required to have a new physical and dental exam. St. Coletta may require more frequent physical exams for children with serious health and medication issues. Students without current immunizations or exams may be excluded from school.

What happens in the event of inclement weather or school closures?

St. Coletta School will follow the District of Columbia Public Schools for snow closings. On snowy or inclement weather days, please listen to the radio or TV. If the District schools are closed, St. Coletta is closed; if they open late, St. Coletta opens late. If school must be closed early, teachers will notify the parents or guardians. If St. Coletta must close for any other reason when DCPS is scheduled to remain open (i.e., water main break or a situation specific to the school), we will notify TV and radio networks, and communicate via the school text alert system. To receive texts from the school, families must first provide the school with a phone number and/or email. Families will then "opt-in" by responding "YES" to a text sent to their mobile device.

MD and VA Students:

Parents should attend to their individual jurisdictional weather-related decisions on closures, delays and early dismissals.

My child takes medication. How are medications administered?

All medication, both prescription and over-the-counter (Tylenol, cough drops, etc.), must be in the original labeled container accompanied by an Authorization of Administration of Medication form. The form must be signed by the physician and the parent/guardian, and is required for all medicines administered at school. Medicines **cannot be transported to school by the student, nor by the bus driver/aide.** Medications may only be brought by the parent/guardian or sent through the mail. The school needs to know what additional medications are administered in the home, in the event an emergency occurs during school hours. Medication procedures are overseen by the school nurse. Individual medications can be administered by staff who are medication trained. If a student requires a nursing procedure such as g-tube feeding or suctioning, an authorization form is required from the health care provider. In addition, parent/guardian permission is required in writing to apply sunscreen or any other lotion to a child.

Are meals provided?

St. Coletta School stresses healthy meals and snacks. All students receive hot breakfasts and lunches (multiple options are available) which are prepared daily in a USDA-approved kitchen. Students are also provided with snacks on an as needed basis. As all meals and snacks are provided by the school, and since many of our students have specific food allergies, students are not to bring their own food or drink to school. This includes all bottled drinks or packaged snacks. Students on special dietary restrictions must have permission from the school and a doctor's order specifying the nature of the medical necessity in order to bring their own lunches. Students in Houses 3, 4 and 5 may prepare their own lunches and meals as part of their educational program. Student birthdays are celebrated on a monthly basis in their individual houses. Parents will be notified of the date when these celebrations will take place and can provide store-bought items only.

How is student behavior managed?

It is the philosophy of St. Coletta School to foster productive student behavior. Toward this goal, staff are expected to provide: clear rules for student conduct, collegiality among staff members, a pervasive caring environment for students, effective instruction, and a focus on providing positive reinforcement and options for students.

Effective methods for responding to disruptive student behavior include:

- Using positive redirection and reinforcement whenever appropriate;
- Developing positive personal relationships with students that indicate high teacher expectations and respect for students;
- Closely monitoring performance and behavior;
- Using brief, non-disruptive interventions;
- Handling conflicts calmly and avoiding engaging in power struggles;
- Clarifying students' choices so that options are clear and students are responsible for the consequences of their choices;
- Using effective listening skills to help students identify problems and gain insight.

When students exhibit serious behavioral difficulties, a Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) may need to be developed. St. Coletta School has Board Certified Behavior Analysts (BCBAs) to support this process. The development process should include the multidisciplinary team involved with the student and the following six steps:

- Attempt to determine the function(s) of the behavior through an FBA;
- Focus on one or two specific student behaviors that need to change in order for the student to have a successful school experience;
- Determine specific interventions to bring about these changes;

- Assign responsibility to staff for implementing each intervention;
- Determine the data to be collected to test the effectiveness of the intervention; and,
- Review the program at a minimum annually, or as determined by the IEP team.

Copies of the FBA and BIP are discussed with and given to parents/guardians and staff working with the child. A copy is placed in the student's record.

Select St. Coletta staff members are trained in The Mandt System of passive restraint. Only trained staff members are allowed to physically intervene using this system. The Mandt System involves the use of many non-physical interventions. Physical intervention is used only as a matter of last resort when someone is a danger to themselves or others. Parents must be notified if a restraint is utilized and a behavior plan must be developed.

There are quiet rooms at St. Coletta that are available for students to use if they need to calm themselves. These rooms are unlocked and students are never left alone. Use of the quiet room requires that an administrator be notified, an incident report written and the parent notified. St. Coletta policy prohibits the use of mechanical and chemical restraints.

The St. Coletta School Behavior Management Plan **strictly prohibits:**

- Deprivation of drinking water or food necessary to meet daily nutritional needs;
- Denial of the use of toilet facilities;
- Any action humiliating, degrading or abusive;
- Deprivation of health care including counseling;
- Intrusive aversive therapy;
- Use of mechanical and/or chemical restraints.

Corporal punishment will never be administered by any staff person. If abuse or neglect is suspected, the school will contact Child Protective Services (CPS), Adult Protective Services (APS) or the Metropolitan Police Department (MPD). Before CPS/APS comes, a parent/guardian may be notified, unless the parent/guardian is the suspect. CPS/APS or the MPD may interview the child without consent from the parent or guardian. The parent may also contact any of these entities should they suspect any abuse or neglect. CPS may be reached at (202) 671-7233. APS may be reached at (202) 541-3950 and MPD may be reached at (202) 727-9099.

What is St. Coletta School's policy on student suspension?

While St. Coletta School is dedicated to serving students with challenging behaviors by providing intensive behavior supports, there may be incidents where suspension is deemed necessary. This includes, but is not limited to: drug and/or weapon possession, incidents that may result in serious bodily injury, and other incidents of such nature in which it is felt the safety of the student and others is at risk. Dependent on the seriousness of the offense and/or danger to others, outside authorities may also be contacted. Further disciplinary action, up to and including expulsion, may be considered. Parents will be notified via certified mail and phone of this decision within 24 hours of the suspension.

If suspension equals ten consecutive or cumulative days over the school year, then a Manifest Determination IEP meeting must be held. A Manifest Determination Meeting, per DCPS and other jurisdictional regulations, will be scheduled within ten days to determine if the behavior was a manifestation of the child's disability. Depending upon the outcome of this meeting, the recommendations of the IEP team will be implemented. Please refer to the Discipline Policy within your yearly Back-to-School packet for additional details.

My child has difficult behaviors. Can he/she be discharged from the program?

Although St. Coletta is committed to serving difficult-to-place children, there are times when we feel we cannot provide the intensity of service that a child requires. An IEP to discuss placement would be held in these circumstances and our recommendations of such would be made. DCPS or other jurisdictions would then provide alternate placement options. In terms of day-to-day behavior difficulties, we are dedicated to providing students the needed supports and will not call to have them picked up or sent home unless we feel it is a medical or safety necessity.

What is the school's weapons/drug policy?

Any student who brings a weapon or an object that could be used as a weapon to school, brings drugs to school, or is involved in a situation that causes serious bodily injury can be suspended or expelled immediately. Depending upon the seriousness of the offense or the danger to others, outside authorities may be called. Further disciplinary action as noted under the student suspension policy section and within the Discipline Policy will be followed.

Does the school have an emergency preparedness plan?

St Coletta staff has a safety plan to be implemented in the event of a chemical or biological attack. If a terrorist action should materialize, we will immediately go into a lockdown mode. This means that parents and guardians should not come to the school, but should wait by the phone. If you have a cell phone number that we do not have, please provide it to the school by calling the Front Desk or notifying your student's teacher. The building occupied by St. Coletta has windows that are sealed. In case of a biological or chemical event, we would shut down our air handlers and close off the ventilation systems to the best of our ability. We will not open the doors to anyone except official security or police personnel since to do so would compromise the air in the building. No one should come before they are notified. Emergency water and food supplies are stocked in the building. There will be enough food and water to last three to four days.

The school has a delineated plan for fire and other emergency-related events (e.g. earthquake, tornado, violent intruder). All staff are trained in emergency procedures. Students and staff practice drills throughout the year as prescribed by regulations.

Regarding transportation and emergency planning: Though this is largely in the hands of the local school jurisdictions, we have communicated to them our suggestions. If buses, taxis and vans are in route and close to the school, students will be delivered to the school. If transportation has recently departed the school with students, they will return students to the school. If buses, taxis or vans are close to students' homes for pick-up in morning or delivery in afternoon, students will be taken to their home. If students are at a career-based training site and the event is chemical or biological they will have to remain there with the staff that accompanied them. We will work with employers to discuss their safety procedures. If the event is not chemical or biological, students will be retrieved from training sites and brought back to St. Coletta. Parents/guardians will be notified when it is safe to come and get their children. In the event of an emergency or crisis-related event, St. Coletta will send a text message and/or e-mail to parents notifying them of the emergency. To receive this message, a cell phone number and/or e-mail, must first be provided by the parent/guardian to the school. Once the school has a number on file, families need to "opt-in" in order to receive text messages. Families may opt-in by responding "YES" to a text message sent to their device. This text message system will only be used in the event of an unusual circumstance.

As you are well aware, there are no guarantees in these situations and we will all do whatever we can to ensure the safety of our students first and everyone involved.

Parent/Guardian phone numbers/e-mails:

It is critical that you provide us with current phone numbers, in case of an emergency. If your phone number changes, it is your responsibility to call and update us so we can update our records. Your phone number (and e-mail if you have one) will be added to our emergency text notification system so that in an event of an unusual occurrence, we can notify you and provide instructions, if needed. If you do not want your information in this system, please call the school to inform us.

I have to work and cannot afford babysitters. Why can't I send my child to school when they are sick?

Health regulations require that a child with a contagious illness, a severe cold, sore throat or cough, or who has a badly upset stomach must be kept home. A child with a fever must be kept at home for 24 hours after the temperature has returned to normal. The office should be immediately informed regarding a child who has a contagious illness or infection. Parents and/or guardians will be called if a child exhibits any of the above symptoms or if the administrator believes the child is sick and should not be at school. Parents/guardians must make arrangements to pick students up as soon as possible, if and when they become ill.

Since the staff members know my child so well can teachers and assistants provide services to me at home?

Due to the family atmosphere fostered at St. Coletta and the needs of the students, the staff may become well-acquainted with the parents/guardians. While such relationships are wholly acceptable, and are in fact necessary to successful education, professional integrity and confidentiality must be maintained at all times. In keeping with this standard, staff may not babysit, provide respite care, or transport students for pay in their own vehicles. All communication regarding the student is relayed through your child's teacher or related service provider working with your child.

Who is allowed to see my child's records?

All data in your child's educational record is available for parents' and guardians' inspection and review. Parents/Guardians have the right to:

- Inspect and review the student's scholastic records within a reasonable period, but not to exceed 45 days from the day the school receives a request for access;
- An explanation and interpretation of records;
- Copies of records and names of people who have seen the records;
- Give or withhold consent to other people seeing their child's records except to the extent that The Family Educational Rights and Privacy Act (1993) (FERPA) authorizes disclosure without consent;
- Request destruction of records which are no longer needed;
- Request that information be amended that is inaccurate, misleading or violates privacy or rights;
- File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA (1993) and Health Insurance Portability and Accountability Act HIPAA(1996);
- Review only records pertaining to their child.

No one else, other than authorized school personnel, may review the student's records without a Release of Information form signed by the parent or guardian, unless as authorized by FERPA. Please see the FERPA Guidelines as provided as part of your yearly back-to-school packet.

What about photographs?

St. Coletta School does not take or release photographs of its students without permission from the parent/guardian. However, sometimes pictures are needed for school publicity or for academic purposes. A photographic release form is provided for this purpose.

Please be advised that parents desire to take pictures/videos during special holiday or other performances. Additionally, students take a class photo each school year on our scheduled Picture Day. If you do not want your child's photograph or video taken in either circumstance, let your teacher know that you do not want your child to participate. It is reasonable to expect that parents/guardians want pictures/videos of their children performing in special activities and many students/families enjoy receiving annual class photos.

What is the school's policy on cell phones and electronic devices?

The use of cell phones and electronic devices (MP3 players, PDAs, iPods, etc.) are not allowed during normal school hours. If you need to contact your child, please call the main office and they will be notified. If there are needed exceptions, parents/guardians must obtain these exceptions from the assistant principal. These exceptions may include students who participate in our independent work and travel program as indicated on their IEP or appropriate permission forms. At all times during the school day, student phones and electronic devices (games, etc.) should be turned off and put away. If a student continuously disregards school policy on personal cell phone and electronic device use, the school will require that the device is placed in a secure location during the day to be returned to the student at the end of the day. The parent/guardian will be notified. A meeting will be scheduled with the parent/guardian, teacher and school administrator as necessary. The school is not responsible for any electronic devices students bring to school.

Can I learn about the qualifications of my child's teacher?

A parent/guardian may inquire about the qualifications of their child's teacher at any time. All inquiries may be directed to either Christie Mandeville/Assistant Principal or Jessica Sitcovsky/Assistant Principal.

How will the school inform the parents about the State Education Agency Complaint Resolution Policy?

St. Coletta will send a copy of the District of Columbia State Education Agency to families yearly as part of the Back-to-School packet.

Is there a dress code?

Clothing should be safe, comfortable and not restrictive to learning activities. Sneakers are much safer than sandals. Construction/hiking type boots are not allowed as they not only impede mobility but also because serious injury/property damage can occur if a student kicks someone or something. Clothing should be free of loose strings around the neck or other items that could cause injury during active play; this includes, but is not limited to, heavy chains, worn as either necklaces, belts, or hanging from belt loops. Undergarments should be worn at all times and students should be dressed appropriately for the weather. Short shorts, dresses/skirts, halter tops and low-cut blouses are not acceptable for school. In the event your child needs a change of clothing, it is requested that you send an extra pair of clothing to school (labeled with your student's name), including underwear.

Can my child participate in Special Olympics?

Interested students, 8 years and older, may participate in Special Olympics, a very rewarding and enriching experience. Special Olympics provides opportunities for peer social interaction and exposure to life-long leisure and healthy lifestyles. A separate medical form and permissions are required to be completed, if you want your child to participate. See required forms and explanations within the Back-to-School packet. Students are transported via school bus or van.

CHARITABLE CONTRIBUTIONS

Charitable Contributions are essential to sustain the quality of services at St. Coletta School because tuition and fees cover only a portion of the cost needed to meet the needs of each child in our care. Each year we must raise approximately \$500,000 to meet our general operating expenses. Achieving this goal requires the support of foundations, corporations, organizations and hundreds of individuals in the metropolitan area. Contributions allow us to bring special services such as community-based instruction, participation in Special Olympics, adaptive equipment in Assistive Technology, arts programs and field trips to our children and young adults. St Coletta invites and appreciates your support. You may make a contribution by contacting the Development Office or through designations made to the United Way and Combined Federal Campaigns. St. Coletta's designation number is **8969**.

More Questions?

Please call 202-350-8680.

St. Coletta of Greater Washington admits students and clients of any race, color, religion, nationality, ethnic origin, gender or age to all the rights, privileges, programs and activities generally accorded to or made available to students and clients of St. Coletta. It does not discriminate on the basis of race, color, religion, nationality, ethnic origin, gender, sexual orientation, age or veteran's status in educational programs or in other school-administered activities. St. Coletta does not discriminate on the basis of race, color, religion, nationality, ethnic origin, gender, sexual orientation, age, disability, veteran's status, or any other factor protected by local, state, or federal law with regard to employment.

School employees are required by law to report suspected cases of child abuse or neglect to Child Protective Services or Adult protective Services.

*Handbook Revised May, 2014; March, 2015; May 2015, May 2016
Handbook Available on line at www.stcoletta.org and is subject to revision*

DISCIPLINE POLICY



St. Coletta of Greater Washington

1901 Independence Avenue SE, Washington, DC 20003

ACKNOWLEDGEMENT

I acknowledge receipt and responsibility for review of the contents of this 2016-2017 Discipline Policy for St. Coletta School (Revised 6/2015). Please detach, sign and return this acknowledgement to the school.

Parent/Guardian Signature

Parent/Guardian Name (please print)

Date

Student Name (Print)

Seeing Possibilities Beyond Disabilities

tel. 202-350-8680 fax. 202-350-8656 stcoletta.org

St. Coletta School serves students with significant disabilities, which may include students that present with behavior challenges. All students are managed on an individual basis to determine the level of supports and/or consequences required to address severe behaviors that may disrupt the classroom environment or put themselves and/or others at risk of harm. While a majority of behaviors are able to be addressed through the use of positive behavior supports, there are instances when alternate consequences, such as suspension or expulsion, are deemed necessary.

PROCEDURE

Positive Behavior Supports

It is the philosophy of St. Coletta School to foster productive student behavior. Toward this goal, staff are expected to provide: clear rules for student conduct; collegiality among staff members; a pervasive caring for students; effective instruction; and a focus on providing positive reinforcement and options for students.

Effective methods for responding to disruptive student behavior include:

- *Using positive redirection and reinforcement whenever appropriate.
- *Developing positive personal relationships with students that indicate high teacher expectations and respect for students.
- *Closely monitoring performance and behavior.
- *Using brief, non-disruptive interventions.
- *Handling conflicts calmly and avoiding engaging in power struggles.
- *Clarifying students' choices so that options are clear and students are responsible for the consequences of their choices.
- *Using effective listening skills to help students identify problems and gain insight.

When students exhibit serious behavioral difficulties such as aggression, self-injury, significant property destruction and elopement (running away), a Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) may need to be developed. The development process should include the multidisciplinary team involved with the student and the following six steps:

- *Attempt to determine the function (s) of the behavior through an FBA;
- *Focus on one or two specific student behaviors that need to change in order for the student to have a successful school experience;
- *Determine specific interventions to bring about these changes;
- *Assign responsibility to staff for implementing each intervention;
- *Determine the data to be collected to test the effectiveness of the intervention; and,
- *Review the program at a minimum annually, or as determined by the IEP team.

Copies of the FBA and BIP are discussed with and given to parents/guardians and affected staff. A copy is placed in the student's record.

St. Coletta staff members are trained in the Mandt system of passive restraint. Only trained staff members are allowed to intervene using this system. The Mandt system involves the use of many interventions. Physical intervention is used only as a matter of last resort when someone is a danger to themselves or others. Parents must be notified if a restraint is utilized and a behavior plan must be developed.

There are Quiet Rooms at St. Coletta that are available for students to use if they need to calm themselves. These rooms are unlocked and students are never left alone. Use of the Quiet Room requires that an administrator be notified, an incident report be written and the parent notified. St. Coletta policy prohibits the use of mechanical and chemical restraints.

The St. Coletta School Behavior Management Plan **strictly prohibits:**

- Deprivation of drinking water or food necessary to meet daily nutritional needs.
- Denial of the use of toilet facilities.
- Any action humiliating, degrading or abusive.
- Deprivation of health care including counseling.
- Intrusive aversive therapy.
- Use of mechanical restraints, chemical restraints, or seclusion.

Corporal punishment will never be administered by any staff person. If abuse or neglect is suspected, the school will contact Child Protective Services (CPS). Before CPS comes, a parent/guardian must be notified. If the parent/guardian objects, the child will not be interviewed. This does not apply if the parent/guardian is the suspect. In such a case, CPS may interview the child without consent from the parent or guardian.

Student Suspension/Expulsion

While St. Coletta School is dedicated to serving students with challenging behaviors by providing intensive behavior supports, there may be incidents where suspension is deemed necessary. All cases are determined on a student by student basis and take into consideration their specific circumstances such as cognitive skill level and social awareness. In some situations suspension/expulsion is deemed necessary if the safety of others or the student involved is put at risk. Dependent on the seriousness of the offense and/or danger to others, outside authorities may also be contacted and the Public Charter School Board notified.

St. Coletta School employs the following levels of suspension:

Level I:

In School Disciplinary Action: disciplinary actions to include exclusion from school common areas and required participation in conflict resolution or peer mediation sessions, or similar actions of short duration that do not result in the student's loss of academic instruction time.

OR

In-House suspension: When a student continues to attend school with provisions made to their program that includes 1:1 supervision and suspension of all community outings. Instruction and related services will be conducted in a designated environment separate from the student's classroom.

Level II:

Short Term Out of school suspension: When a student is to remain home for the duration of the suspension to exceed no more than 5 school days.

Level III:

Long Term Suspension/Expulsion: When a student is suspended out of school for a minimum of 5 days and up to, or extending beyond, 10 school days.

This level of suspension is reported to appropriate school jurisdictions and, if the suspension is beyond 10 days or an expulsion has been recommended, a manifestation determination meeting must be scheduled to determine the relationship of the behavior to the disability of the student, update or create behavior plans/functional behavior assessments and possibly determine an alternate placement.

Behaviors Resulting in Suspension include but are not limited to:

Level I:

- *Fighting
- *Stealing
- *Smoking
- *Intentionally destroying school property
- *Threatening others with bodily harm
- *Running away from staff in the community

Level II:

- *Drugs on premises
- *Alcohol on premises
- *Possession of a dangerous object
- *Causing bodily harm to others

Level III:

- *Possession of weapons
- *Significant aggressive/destructive behavior posing an immediate threat of severe injury to others and/or self

Notification of Suspension/Expulsion:

Once an infraction has been reported, the student(s) will meet with a school administrator to discuss their side of the incident. Incident reports will be written and submitted to the school administrator by witnesses of the incident.

In the event of a suspension/expulsion recommendation, parents/guardians will be informed immediately via telephone call (see also **Long Term Suspension/Expulsion Due Process Procedures** below). If parents/guardians are unable to be contacted, the student will be sent home with a letter of suspension/expulsion to be signed with a request that the letter be signed and returned. Parents/guardians and/or students, if they are 18 and their own guardian, will also be notified via certified mail and phone of this decision (preferably immediately as noted above), but no later than within 24 hours of the suspension/expulsion. In the case of a short term suspension, parents/guardians or students who are their own guardians will be extended the opportunity to meet with school administrators and can request to appeal the short term suspension decision. This appeal will be reviewed by the school's discipline committee.

Long Term Suspension/Expulsion Due Process Procedures:

If a suspension equaling more than ten consecutive or cumulative days over the school year occurs, or an expulsion is recommended, then, according to the *Individuals with Disabilities Improvement Act (IDEIA)*, a Manifest Determination and placement review IEP meeting must be held. In addition, all expulsion recommendations must be made by the Principal or in their absence, appropriate designee (Assistant Principal) and communicated as required to the St. Coletta Public Charter School Board. A Manifest Determination Meeting, per DCPS and other jurisdictional regulations, will be scheduled within ten days. Further steps taken will be determined by the IEP team at the Manifestation Determination meeting. Parents and/or students also have the right to have an advocate or attorney present at any expulsion hearing or meeting.

The St. Coletta Public Charter School Board reviews all suspensions/expulsions at each board meeting and can make recommendations regarding policy. Suspensions extending beyond 5 school days and expulsions are also required to be reported to the DC Public Charter School Board. Parents and/or students have the right to appeal any decision to the school's discipline committee or the St. Coletta Public Charter School Board. Expulsion recommendations will be reported immediately to the St. Coletta Special Education Public Charter School Board chairperson and the CEO of St. Coletta of Greater Washington.

Philosophy

St. Coletta of Greater Washington is committed to ensure the safety of all students by encouraging a school climate where everyone is free to learn. Students who are bullied and those who bully others are at a significant risk of health, safety and educational risks.

Policy

It is the policy of St. Coletta of Greater Washington to prohibit bullying, harassment or intimidation of any person on school property, school-sponsored functions, while in transit to school or school-sponsored functions, or by the use of electronic technology. Using electronic technology to bully includes any incident that occurs on school property with school technology, or that otherwise adversely affect a student's ability to participate or benefit from the school's educational programs or activities. It is also the policy to prohibit reprisal or retaliation against anyone who reports reliable information about acts of bullying, harassment, or intimidation or who are victims.

As used in this policy, "bullying" means any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of intrafamily offense, place or residence of business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
 - a. Place the youth in reasonable fear of physical harm to his person or property;
 - b. Cause a substantial detrimental effect on the youth's physical or mental health;
 - c. Substantially interfere with the youth's academic performance or attendance; or,
 - d. Substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

"Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer, or pager.

“Harassment” means perceived or actual experiences of discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics by a student which adversely affects that student’s ability to participate in or benefit from the school’s educational programs or activities.

“Intimidation” means subjection of a student to intentional action that seriously threatens and induces a sense of fear and/or inferiority which adversely affects that student’s ability to participate in or benefit from the school’s educational program or activities.

“Retaliation” means an act of reprisal or getting back at a person for an act he /she has committed.

Procedure

This policy will be made available within the front office. Additionally, it will be distributed to staff and students annually and students and staff will be reminded that these policies extend to school sponsored functions.

Code of Conduct

St. Coletta School serves students with significant disabilities, which may include students that present with behavior challenges. All students are managed on an individual basis to determine the level of supports and/or consequences required to address severe behaviors that may disrupt the classroom environment or put themselves and/or others at risk of harm.

Prevention

All school staff will participate in annual professional development to increase awareness of the prevalence, causes, and consequences of bullying and to increase the use of evidence-based strategies for preventing bullying, as well as the procedure for reporting incidences of bullying. Additional professional development may be provided for new employees who are hired after the start of the school year.

Students will participate in learning about their rights to an environment free from bullying and the appropriate responses.

All school staff will promote student involvement in the anti-bullying efforts, peer support, mutual respect, and a culture which encourages students to report incidents of bullying to adults.

Procedure for Reporting Acts of Bullying, Harassment or Intimidation

1. Students, staff, parents, and guardians may report any incident of bullying, harassment, or intimidation to Assistant Principals, Christie Mandeville

(cmandeville@stcoletta.org) or Jessica Sitcovsky (jessica.sitcovsky@stcoletta.org), or Lead Social Worker, Jessica Drake (jessica.drake@stcoletta.org) at 1901 Independence Ave SE, Washington, DC 20003 or at (202)350-8680.

2. Incidences of bullying may be reported anonymously; however, disciplinary action cannot be taken solely on the basis of the anonymous report. The anonymous report may trigger an investigation that will provide actionable information.
3. An employee or youth who promptly and in good faith reports an incident of, or information on, bullying in compliance with the policy of the agency, educational institution, or grantee shall be immune from a cause of action for damages arising from the report.
4. If a student complains that he/she is currently the victim of bullying, harassment, or intimidation, the staff member to whom the report is made will respond quickly and appropriately to investigate and intervene, as safety permits.
5. If a student expresses a desire to discuss an incident of bullying, harassment, or intimidation with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age-appropriate way of doing so.

Procedures for Investigation

1. All reports of bullying will be documented using the *Incident Report Form*. They must then be promptly and appropriately investigated by school administrators or the administrative designee, consistent with due process rights, using the *Incident Report Form* within 2 school days after receipt of a reporting form or as timely as possible for school administration.
2. School administrators or the administrative designee will determine whether bullying, harassment, or intimidation actually occurred by taking steps to verify who committed the act of bullying, harassment, or intimidation and whether others played a role in perpetuating this act. Other related complaints, if any, will be reviewed in making this determination.
3. Efforts will be made to ensure the safety of the alleged victim of the reported bullying incident. For instance, administrators may alter the bully's seating or schedule to reduce access to the alleged victim.
4. School administrators or the administrative designee will immediately notify parents of the victim and offender of the incident.
5. School administrators or the administrative designee will apply consequences and/or remedial actions consistent with the school's discipline policy. St. Coletta

School is dedicated to serving students with challenging behaviors by providing intensive behavior supports; however, there may be incidents where further disciplinary action is necessary. All cases are determined on a student by student basis and take into consideration their specific circumstances such as cognitive skill level and social awareness. Possible consequences include: in-school disciplinary action, in-house/in-school suspension, short term out-of-school suspension, or long-term suspension or expulsion. Please see the discipline policy for a further description of each consequence. The offender will be informed that retaliation against a victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues. These consequences may include in-school disciplinary action, in-house/in-school suspension, short term out-of-school suspension, or long-term suspension or expulsion.

6. Additionally, bullies and victims of bullying may be referred to appropriate support services, such as counseling.
7. The administrator/designee will create a written record of the bullying, harassment, or intimidation incident and any disciplinary actions taken, as well as obtain the statements of the victim, witnesses, and offender. Discussions with all parties should be documented as soon as possible after the event.
8. If parties are dissatisfied with the outcome of a bullying investigation, an appeal may be made in writing to Janice Corazza, Principal (jcorazza@stcoletta.org) at 1901 Independence Ave SE, Washington, DC 20003, (202)350-8680. This appeal must be submitted no later than 30 days after the initial determination. Upon receipt of an appeal, the Principal must conduct a secondary investigation within 30 days of the receipt of the appeal. This 30 days may be extended up to an additional 15 days if the Principal sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Principal must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act (ohr@dc.gov) at 441 4th Street NW, Suite 570 North, Washington, DC 20001, (202)727-4559.

Resources:

Board of Education of Montgomery County. Montgomery County Public Schools. Special Education and Student Services. *Policy-Bullying, Harassment, or Intimidation*. <http://www.montgomeryschoolsmd.org/departments/policy/pdf/jhf.pdf>

District of Columbia. *Bullying and Intimidation Prevention Act of 2011 (B19-11)*. <http://dctranscoalition.files.wordpress.com/2011/04/dc-b19-11-one-pager-update.pdf>

District of Columbia. *District-wide Model Bullying Prevention Policy*. http://ohr.dc.gov/sites/default/files/dc/sites/ohr/publication/attachments/DCBullyingPreventionPolicy_PressQ_022513.pdf

Prince George's County Public Schools. *Administrative Procedure (5143) - Bullying, Harassment or Intimidation (November 9, 2009)*.
http://www1.pgcps.org/uploadedFiles/Schools_and_Centers/High_Schools/High_Point/Admin%20Policy%20Bullying.pdf

FREE AND REDUCED LUNCH

INSTRUCTIONS FOR APPLYING

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), TEMPORARY ASSISTANCE FOR NEEDY FAMILIES, OR THE FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR), FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of school for each child.

Part 2: List the case number for any household member (including adults) receiving SNAP, TANF or FDPIR benefits.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 6: Answer this question if you choose to.

IF NO ONE IN YOUR HOUSEHOLD GETS STATE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), OR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of school for each child.

Part 2: Skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your child's school.

Part 4: Complete only if a child in your household isn't eligible under Part 3. See instructions for All Other Households.

Part 5: Sign the form. The last four digits of a Social Security Number are not necessary if you didn't need to fill in Part 4.

Part 6: Answer this question if you choose to.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

If all children in the household are foster children:

Part 1: List all foster children and the school name for each child. Check the box indicating the child is a foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 6: Answer this question if you choose to.

If some of the children in the household are foster children:

Part 1: List all household members and the name of school for each child. For any person, including children, with no income, you must check the "No Income" box. Check the box if the child is a foster child.

Part 2: If the household does not have a case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your child's school. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all household members with income.
- **Box 2 —Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you.
- For **other income**, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits.
- Under **All Other Income**, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDIPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 5: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 6: Answer this question, if you choose.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of school for each child. For any person, including children, with no income, you must check the "No Income" box.

Part 2: If the household does not have a case number, skip this part.

Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your child's school. If not, skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

- **Box 1—Name:** List all household members with income.
- **Box 2 —Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. Gross income is the amount earned *before* taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you.
- For **other income**, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under **All Other Income**, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDIPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. Do not include income from SNAP, FDIPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 5: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 6: Answer this question if you choose.

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

PART 1. ALL HOUSEHOLD MEMBERS

Names of <u>all</u> household members (First, Middle Initial, Last)	Name of school for each child/or indicate "NA" if child is not in school	Check if a foster child (legal responsibility of welfare agency or court) * If all children listed below are foster children, skip to Part 5 to sign this form.	Check if NO income
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

PART 2. BENEFITS

IF ANY MEMBER OF YOUR HOUSEHOLD RECEIVES [SNAP], [FDPIR] OR [TANF Cash Assistance], PROVIDE THE NAME AND CASE NUMBER FOR THE PERSON WHO RECEIVES BENEFITS AND SKIP TO PART 5. IF NO ONE RECEIVES THESE BENEFITS, SKIP TO PART 3.

NAME: _____ CASE NUMBER: _____

PART 3. IF ANY CHILD YOU ARE APPLYING FOR IS HOMELESS, MIGRANT, OR A RUNAWAY CHECK THE APPROPRIATE BOX AND CALL YOUR CHILD'S SCHOOL.

HOMELESS ☐ MIGRANT ☐ RUNAWAY ☐

PART 4. TOTAL HOUSEHOLD GROSS INCOME. You must tell us how much and how often.

1. NAME (List only household members with income)	2. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED			
	Earnings From Work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security, SSI, VA benefits	All Other Income
(Example) Jane Smith	\$199.99/weekly	\$149.99/every other week	\$99.99/monthly	\$50.00/monthly
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____

PART 5. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: _____ Print name: _____

Date: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Last four digits of Social Security Number: *** - * * - ____ ☐ I do not have a Social Security Number

PART 6. CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

Choose one ethnicity:

☐ Hispanic/Latino

☐ Not Hispanic/Latino

Choose one or more (regardless of ethnicity):

☐ Asian

☐ American Indian or Alaska Native

☐ Black or African American

☐ White

☐ Native Hawaiian or other Pacific Islander

DO NOT FILL OUT THIS PART. THIS IS FOR SCHOOL USE ONLY.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income: _____ Per: ☐ Week ☐ Every 2 Weeks ☐ Twice A Month ☐ Month ☐ Year; Household size: _____

Categorical Eligibility: ☐

Eligibility: Free ☐ Reduced ☐ Denied ☐

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

Verifying Official's Signature: _____ Date: _____

Your children may qualify for free or reduced price meals if your household income falls at or below the limits found at this website: <http://www.fns.usda.gov/cnd/governance/notice/iegs/RPIeg.pdf>

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability: To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."