

HMS SCHOOL
for Children with Cerebral Palsy

PARENT HANDBOOK

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HMS SCHOOL MISSION STATEMENT

HMS School educates, nurtures, and cares for children and young adults with complex physical disabilities resulting from cerebral palsy, traumatic brain injury or other neurological impairments, with the goal of enabling each to reach his or her maximum potential. We promote independence and improve the quality of life for youth in a safe and secure environment so each can lead a fulfilling, stimulating life now and as an adult.

HMS SCHOOL PURPOSE

HMS School for Children with Cerebral Palsy offers a school program of special education and intensive therapy services: physical, speech/language, and occupational along with recreation, music, and dance/movement therapies. The program is supported by an extensive health care team that includes experienced pediatric nurses as director and supervisor, team nurses, Personal Care Assistants (PCAs), a medical director who is a pediatric cerebral palsy specialist, and a dietitian, who work with others of the students' teams to enable achievement of school goals. Students whose families live too far away for a daily commute and those whose transitional goals are best met by group living in a barrier-free environment reside during the school year as 5- or 7-day residential students. School program goals are reinforced in the residence and as students participate in extra curricular activities after school, in the evenings, and on weekends.

The overall aim of the HMS program is to move each child towards the maximum of their capabilities so that they may return to their own community and school district better able to profit from the local education program. In all cases, we attempt to enable students to function as competently and independently as possible in their home communities.

Special features of the education program include opportunities to work with computerized instructional programs, life skills programs, wheelchair assessment and mobility training, and particular emphasis on the development of communication skills, using a range of high- and low- tech Augmentative and Alternative Communication (AAC) devices. Extensive training and practice in use of assistive technology, using state-of-the-art equipment and adaptations, is a hallmark of our school and residence.

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For the health and safety of our students and staff, HMS School is **fragrance-free, latex-free, and peanut free**, with therapeutic exceptions. In addition, **smoking is not permitted** anywhere within the building or grounds of HMS School.



4400 Baltimore Ave., Philadelphia, PA 19104

SUBJECT: Nondiscrimination in Services
TO: Parents/Guardians
FROM: Diane L. Gallagher, Executive Director

Admissions, the provisions of services, and referrals of students/clients shall be made without regard to race, color, religious creed, disability [except as limited by PA Department of Education program approvals], ancestry, national origin (including limited English proficiency), age [within school ages], or gender.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to: equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Executive Director
HMS School for Children with Cerebral Palsy
4400 Baltimore Ave.
Philadelphia, PA 19104

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
P. O. Box 2675
Harrisburg, PA 17105

U.S. Dept. of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 S. Front St., Fifth Floor
Harrisburg, PA 17104

Commonwealth of Pennsylvania
DHS Bureau of Equal Opportunity
Southeast Regional Office
801 Market St., Suite 5034
Philadelphia, PA 19107

Dpw 7/09 (rev. 6/10; 12/10; 6/13; 6/15)

I. EDUCATION PROGRAM

The IEP Process

Approximately 30 days after admission to HMS, and at least annually after that time, parents/guardians and school districts are requested to participate in the development, review and revision of their child's Individualized Education Program plan (IEP). Included in the IEP planning meeting are the teacher, therapists, social worker, nurse, Personal Care Assistant (PCA), nurse, other HMS staff who are members of the student's program team, parents/guardians and representatives from the family's local education agency (LEA). Additional participants may include the Supports Coordinator from the Office of Developmental Programs (Developmental Disability Services) or advocate. We encourage participation of the Supports Coordinator to assist with provision of community supports and services. For students ages 14 and older, transition issues are addressed as IEPs are developed. These IEP meetings may include representatives of other organizations to assist in planning for the student's future. Parent/guardian participation is essential. Every effort is made to arrange a mutually convenient time for the IEP planning meeting. The finalized IEP document is sent to the students' school district representative, who then forwards a copy to the parent/guardian.

Evaluations

Ongoing assessment of your child's abilities is part of his/her total program at HMS. Procedures may vary from the use of standardized tests to structured observation of typical performance. Many of the testing measures used do not require a motor or verbal response from students. All information collected formally and informally is used to compile a complete picture of the student's current levels of functioning. Our staff is also interested in student performance at home. At times, even for residential students, behavior at home varies greatly from behavior at school.

Re-evaluation (RR)

Every two or three years (depending upon exceptionality and state of residence) a student's local education agency (i.e., school district) is required to re-evaluate the appropriateness of your child's educational placement at HMS School. HMS notifies LEAs when this is due to occur. Parent/guardian permission is required only if additional testing is needed. Upon completion of the re-evaluation, a written **Re-evaluation Report (RR)** is generated. HMS participates in the process either by meeting with families and LEA representatives and/or by furnishing pertinent re-evaluation information to school districts and families. Information from parents or persons with whom the student lives is an essential component of the RR. The RR is reviewed at the IEP planning meeting. The report is sent with the IEP to the School District to send to the family.

Curriculum

Student goals are derived from Pennsylvania Department of Education alternate academic standards set for all schools. We offer curriculum in traditional content areas such as language arts, social studies, science and other educational programs intended to meet student's individual needs. HMS provides programming for students to age 21. Functional Life Skills/Transition activities are an important part of each student's program. We do not, however, offer a secondary academic program. Each goal and short-term objective on the IEP is designed "in order to do...". Curriculum is best reflected in IEP goals.

Report Cards

Report cards are issued four times a year. Student progress is monitored, charted and reported using the actual goal sheets from the IEP. We request that parents review the report card, contact the director of education with any questions, and return the signature page in the self addressed stamped envelope provided. School Districts are also provided with copies of report cards.

Parents' Evenings

Two late afternoons/evenings are set aside each year specifically as times for parents/guardians and staff to meet. The first Parents' Evening is usually the Thursday before Columbus Day weekend in October, and the second is the Thursday before Spring Break. In addition to meeting with team members, Parents' Evening offers the opportunity to talk with some of our consultant faculty and to attend presentations on topics of interest to families of children with disabilities and neurological impairment. Topics have included Transition to Adult Life, 100 Things I Can Do for Myself, Waivers 101, and Understanding Cerebral Palsy. Parents' Evening is a time to meet and network with other HMS families to share experiences, ideas, challenges and successes.

Parents' Evening schedules allow for brief meetings with individual members of the education and therapy team who work with each student. In depth team meetings (especially IEP meetings) will be scheduled on a day other than Parents' Evening. Attendance at Parents' Evening is important in keeping a flow of information and connection between school staff and families. Students may remain after school in order to avoid the additional travel home and return. HMS offers activities for the students as well as their siblings so that both parents/caregivers can attend. Refreshments and a light supper is available for the students and families who attend Parents Evening.

Planning and preparation for each Parents' Evening is multi-faceted and complex. Information and an RSVP form is sent home two weeks prior to the event to find out which team members and consultants each parent wants to meet with, and whether students will be going home on the bus or remaining at HMS after school to meet their parents when they arrive. It is essential for parents to send the RSVP form back to HMS as quickly as possible so that the students' care/supervision and the Parents' Evening schedules can be planned.

Transition

At age 14 we begin to look ahead to goals and plans for post-21 adult life, at the transition services and supports that students will require and how they can best be provided. Parent/guardians and students are asked to complete a questionnaire and have beginning discussions with their HMS social worker. The information and responses provide the student's team with a framework of goals and objectives for IEPs during the transition years. As the student reaches their later teen years, families become increasingly more involved in transition activities, and options are identified. Transition plans may change as a student approaches the age of 21 and the last few years of their education program. Community agency involvement is essential in planning and preparing for adult life, supports and programming.

At age 14 students are officially involved in the transition phase of their education program and the HMS team's role begins to change. Active and positive partnerships between families and community agencies are essential. The HMS social worker and transition support specialist work closely with the student, family, community supports coordinator and HMS team to identify post-21 activities and supports. They coordinate visits to day and residential service providers. This is especially important

once the student is within two years of graduation. Whenever possible, the transition specialist or social worker will participate in these visits. Transition specifics are discussed in IEP meetings and in team meetings throughout the school year. It is crucial that parents/guardians be actively involved in these activities. If appropriate, and with parent/guardians' authorization, the Supports Coordinator from the Office of Developmental Programs, Office of Long Term Living, or Office of Developmental Disabilities is invited to IEP meetings to be aware of student needs and to discuss post-21 supports and plans. Many of our students are eligible for county/state funding of services to address these needs through the Office of Intellectual Disabilities/Developmental Programs/Office of Long Term Living. Transition guides and information/resource sheets are available and will be given to parents/guardians at each IEP meeting during this phase. The HMS social worker and transition specialist are available to students, families and team members throughout the transition planning years for assistance and support.

Education Staff

All HMS teachers are PA certified Special Education Teachers of Bachelor's or Master's degree level. Few teacher-training programs offer a specialization in working with students who have cerebral palsy or other significant neurologically-based disability. HMS, therefore, provides staff development and in-service training for educators to familiarize them with current techniques in working with children with cerebral palsy and other complex disabilities. HMS teachers are required to continually sharpen their knowledge base and teaching skills.

II. THERAPY PROGRAMS

Therapy programs at HMS School are provided in order to maximize each child's educational and functional potential. Therapists may offer direct individual treatment, small group intervention as well as consultation to classroom teachers, nurses, and PCAs.

Occupational, Physical and Speech/Language Therapy

Therapists welcome your involvement in your child's program throughout the year. If you have questions or concerns and would like to meet to discuss them or to observe a therapy session, please contact the therapist in advance. Please recognize that their schedules are full, and they may not always be able to talk when you call because they are treating a student. Every effort will be made to return your call/email in a timely manner.

Feeding therapy is managed by our speech/language (ST) feeding specialist. Many feeding issues also involve nutrition. Nursing, speech therapy and our dietitian work cooperatively in partnership with families and physicians to best manage students' feeding needs. If you have concerns about your child's feeding skills or see a change in his/her feeding and swallowing abilities, please communicate this to your child's speech therapist and/or charge nurse.

When adaptive equipment is needed for your child, you will be involved in the selection process. It is important for you to make us aware of your insurance coverage and any changes that may occur during the school year. Once we have shared our equipment recommendations with you and have mutually agreed on equipment to be purchased, please let us know if you have a preference of vendors who can provide the equipment. Your insurance may dictate which vendor we have to use. If not, we will use one of our local vendor contacts. The vendor will then work out a payment plan directly with you and/or your insurance company. While a child is attending school at HMS, we would like to work with

you to choose vendors we feel will give us the most efficient service. If the vendor is local, equipment can also be serviced more easily. If you should experience any problems with a particular vendor we have chosen, please let us know. *If you get an insurance denial letter, please let us know immediately so we can help with an appeal.*

HMS provides a Functional Life Skills program to facilitate transition to adult activities directed by occupational therapy that is available for students to explore new interests. Specially adapted equipment enables them to learn tasks that may help them after graduation. Often team members are able to visit future placements for students, analyze the daily requirements of the setting, and provide opportunities for training these tasks while still at HMS.

Augmentative and Alternative Communication (AAC) Systems

A major component of the Speech/Language therapy program for many students at HMS is evaluation and training in augmentative and alternative modes of communication (AAC). This may involve the use of displays of pictures, symbols or written words. Language boards are usually constructed at HMS at no charge to the family. AAC may also involve computers or high-tech communication devices. This may include the use of HMS evaluation and training equipment or loaner devices. You will be asked to sign a statement of responsibility for loaner equipment if your child takes it home.

At HMS we believe that students using AAC also need manual systems. This is because high-tech systems do break down, and they may not be functional in every situation. Also, the visual organization of a communication board can aid language development.

AAC evaluation and development of a student's AAC system are team processes. We will need your input concerning your child's communication needs and interests, as well as your expectations. We also need your assistance with determining appropriate vocabulary and possibly obtaining pictures or photographs from home for use on communication boards or device overlays.

If an augmentative communication device is recommended for your child, various funding sources are available. These include your school district funding, Medical Assistance, private insurance and private fund raising. Applying for and obtaining funding is a process that takes time. Your involvement in this process will vary depending upon the funding source, but your assistance is always needed and appreciated. As with any need for financial assistance, the HMS social workers are available to you and to the team to identify available resources.

When equipment is funded by the school district, that equipment does not belong to your child. If you move to another district or your child graduates, the equipment must be returned. Repair and battery replacement for this equipment due to everyday use is paid for by the home school district/LEA. In other cases, when the equipment is your child's personal property, repair of equipment and battery replacement is your responsibility. HMS can assist with repair arrangements. Insurance or extended warranty agreements cover repair costs in some cases. You may want to check your homeowners and health insurance policies to see what would be covered. HMS maintains an inventory of communication devices that are available for student use until his/her own is obtained.

Once funding is obtained and new communication equipment has arrived, the work has just begun. It often takes considerable time to set up a new communication system. Updates and revisions of vocabulary are needed frequently. Input is needed from everyone involved with your child. It can take a long time for someone to learn to use an AAC device effectively. However, the rewards of your child's being able to "speak" for himself/herself are well worth the effort.

III. RECREATION AND EXPRESSIVE ARTS THERAPIES

Therapeutic Recreation

Therapeutic recreation is therapy that adapts a variety of leisure activities to each individual regardless of disability. Activities may include sports, adapted switch toys, games, arts and crafts, and other leisure time activities, including off-campus activities.

Children learn, grow and develop creatively. They become involved, expand their skills, and develop confidence through self-discovery. They choose activities, have fun and forget their disabilities. The children have the opportunity to participate in the same activities as other children. Rules of play and/or means of student access for an activity may need to be changed or adapted, but a feeling of accomplishment is the desired outcome.

Another focus of therapeutic recreation activities is to have students interact appropriately with one another and the materials with which they are working. Activities often involve peer groups. Students are given the chance to participate in a variety of programs brought into HMS School, and trips are regularly scheduled to places away from school. All of these opportunities provide our students with a variety of recreational experiences.

Recreation therapy seeks to combine the efforts of other therapies and education with our knowledge of healthy child development. Its most important function is to provide students with recreational experiences in a stimulating and social environment.

Student birthdays are celebrated typically in the classroom with classmates and for residential students, with an evening celebration coordinated by the recreation staff. Please remember that **NO LATEX BALLOONS or other latex products are allowed in the building or at events for our students at ANY time!** Some students are highly allergic. For this reason, HMS School maintains a latex-free environment.

Parents/guardians, grandparents, siblings, relatives and friends are always invited to our special events at school: the winter holiday program, annual Expressive Arts Festival, theater and dance performances, carnival, Fall Festival, Science Fair, etc. If siblings or other children come along, you must supervise them at all times. Halloween is celebrated at HMS. Students and staff wear Halloween costumes in the afternoon of the school day on or closest to Halloween (October 31). There is an annual Spring Dance (sometimes known as the Prom) when alumni, students (age 13 and older), and their families get together for music, dancing, food, etc. Students are welcome to invite a date (from within or outside the HMS community), but this is not an expectation. Many students enjoy attending this event and seeing former schoolmates. Semi-formal attire is encouraged, but outfits should also be comfortable for dancing and sitting.

Art

Every child at HMS participates in making art - using their hands, using their feet, using adapted brushes and tools - whatever works. Our talented art instructor empowers students to express their motivation, creativity and emotions through their artwork. Her philosophy: "art is like food - everybody needs it."

For children who may have little control over their hand or arm movements, who are nonverbal or have limited verbal skills, art is an important form of communication and source of increasing self-esteem. Even a child's smallest movements can become the means for powerful artistic expression.

HMS hosts an Annual Expressive Arts Festival where student art work is exhibited, dance and theater performances held, with a festive opening reception, guest judges and lots of awards. Students look forward to viewing and commenting on one another's creations and performances. Student artwork has been recognized by several community organizations, including Art in City Hall, which honored students with several exhibitions.

Dance/Movement Therapy

Dance/Movement Therapy (DMT) creates a safe, supportive and joyful environment that opens up new possibilities for youngsters' self-expression and social interaction and increased capacity for movement by expanding their movement repertoire. DMT helps children establish an awareness of their whole self with movement activities that involve many senses—kinesthetic, touch, hearing and vision.

The therapist designs experiences that stimulate, redirect and relax youngsters on both a physical and mental level, supporting emotional self-expression and helping each child to integrate mind, body and spirit. For children with minimal motor control, DMT often provides the motivation to expend the effort toward purposeful movement, with evident pleasure. HMS added DMT to its therapeutic programs in 2000, and it has become an essential tool to enhance students' development. A collaborative dance experience with the junior troupe of a local dance company, fusion2, occurs in weekly after school sessions and culminates in a joint performance as part of the dance company's annual recital. An additional dancing partnership occurs with Drexel University dance students whose work is showcased at a spring performance at Drexel's Mandell Theatre.

Music/Music Therapy

The sound of music is a pervasive and joyful part of life at HMS. From music therapy with individuals and class groups to jam sessions, sing-a-longs, hoedowns and performances, music offers students an important avenue for communication and self-expression.

Music therapy motivates youngsters to use words or to vocalize if they cannot speak, incorporating songs that reflect natural speech patterns and melody and lyrics that encourage children's responses. Assistive technology - computer software, adaptive instruments and mounting devices allow students to make music directly or through pre-programmed switches.

Reaching with arms and hands for the keys, sounding drums with the feet, activating electronic controls with movement of the head, music encourages body movement in children who are seated in wheelchairs much of the day. The power of the music motivates their movement.

Theater

HMS enjoys a fruitful relationship with the education outreach arm of Walnut Street Theatre in Philadelphia. For many years Walnut Street Theatre's teaching artists have visited HMS to perform. Now, HMS and Walnut Street Theatre staff collaborate on a weekly, interactive theater-arts program that introduces students to the concepts of taking on theatric roles, developing simple dramatic plot lines and performing original works using costumes, props and communication devices.

Many students respond enthusiastically to this activity that encourages social interaction, promotes development of communication skills, and provides students an important outlet for expressing feelings and for having fun. What began as an after-school pilot project for resident students has expanded into the day program, with all children now participating in some form of theater-arts programming.

IV. HEALTH SERVICES

Mission

To provide for, promote and encourage the physical, psychological and social well-being of students, and to give assistance to students with activities they cannot perform themselves, while encouraging independence when appropriate.

In addition, our mission includes working collaboratively with parents/guardians, the program team and the student's medical providers to ensure that students receive the health support necessary for their participation in school and achievement of IEP/ISP goals.

Nursing and PCA Staff

Health Services is comprised of a director of health services, a nursing supervisor, a student care supervisor, nurses and Personal Care Assistants (PCAs). Our director is the administrator of HMS Health Services and is responsible for the organization, direction and management of the program. The director ensures continuity of student care, coordination of services and overall program quality. Our nursing supervisor provides leadership and guidance to nurses and monitors the daily provision of care to assure students' optimal well-being. Additionally, her role is to facilitate communication of health needs between nurses, parents, physicians and the HMS interdisciplinary team. The student care supervisor trains, monitors and mentors the PCAs.

The nurses and PCAs of Health Services at HMS School provide for the physical and social/emotional well-being of students. Nurses provide direction and guidance to the PCAs and ensure that all physician orders are current, medications and treatments are administered, and that each student's health status is carefully assessed and closely monitored on a continual basis. All PCAs are under the direct supervision of the student care supervisor and our licensed nursing professionals.

PCAs do for the students those things that they are physically unable to do for themselves, along with supervising and encouraging students to do for themselves those things that they are learning to do with limited assistance. PCAs transport students to and from scheduled activities or see to it that they do so on their own and assure that each student's assistive equipment is with the student as needed throughout the program. PCAs actively participate with students during in-school and outside activities (e.g., trips, play performances) as well as encouraging leisure activities in the dorm for residential students.

A PCA's goal is to promote healthy, physical and social/emotional growth and adjustment for each student. It is the responsibility of the PCA to identify and report any student needs or concerns to the nurse, and maintain, inventory, and return student belongings. At the beginning of the school year, in January, and after spring break, we will inventory and verify with families all items belonging to residential students. Belongings of day students will also be inventoried.

Some students may require a one-to-one nurse from a nursing agency accompany their child to school. Typically, students who require a personal nurse are those with exceptionally complex or technologically dependent medical needs. One-to-one nurses are privately contracted by families and/or school districts. HMS does not fund, employ or replace private nurses for enrolled students. If a private nurse is required but unavailable to accompany a student to school, a parent (or a parent's designated trained family member) may attend as their child's caregiver or contact the director of health services to make other mutually acceptable arrangement. A student's private nurse is a respected member of that child's HMS nursing, education and therapy teams. HMS welcomes and supports these nurses and works with their employers (agencies) and contracting families to ensure continuity of nursing care and provision of school based services for the student.

Emergency Care Management

The director of health services, in collaboration with the school's medical director, works together with parents/guardians, primary care physicians and specialists, and HMS staff to ensure that students receive the medical support necessary to participate in school and achieve IEP/ISP goals. The medical director and consulting physicians do not replace your child's personal pediatrician or specialist. It continues to be your responsibility, as parents/guardians, to request that your pediatrician or primary care physician provide all routine and specialty care. Because of the complex medical needs of HMS students, it is necessary for us to work closely with you and your child's healthcare team to provide continuity of care and carry out the medical plan for your child while they are at HMS School.

The nurse, PCA and/or their designee will participate in your child's IEP/ISP meeting to ensure that the medical care plan, which is an essential component of your child's goals, continues to be comprehensively implemented. The medical director and director of health services are always available to you to discuss your child's medical plan. With your understanding and authority, Health Services will communicate as a team to you and/or your child's physician, any progress or problems regarding your child's medical condition, which are identified at HMS.

Health related emergencies are handled by the director of health services and nursing staff with support from the medical director, who is off-site. Parents/guardians are notified if a student develops an acute illness, has an accident, or there is a change in the status of the child's medical condition. In the event of an **emergency**, which cannot be handled at HMS, we will call 911, and the student will be transported to Children's Hospital of Philadelphia, 34th & Civic Center Boulevard. An HMS staff person will accompany the child in the ambulance if the parent/guardian is not available at the time of transport. Students over the age of 18 may be taken to the Hospital of the University of Pennsylvania or other area adult acute care facility. The medical director provides Health Services with "standing orders" for all HMS students which may be administered by a nurse to stabilize a child while waiting for emergency responders. We will always notify you by phone of such an emergency. **We must have your current home, cell, work and additional emergency contact phone numbers.** The hospital will expect you to be present for legal reasons and to aid in your child's care. In the event there is an accident at school or on a school related activity in which your child is injured and receives emergency medical treatment, you will be advised of the results of the school's investigation and response to the accident. Please feel free to call the school's executive director, director of health services, social workers, director of education or director of residential services with any questions.

Physician's Orders for Medication/Feeding/Treatments

If your child needs to be given medications, tube feedings or requires any type of medical treatment during the school day, a Physician's Order (prescription) is required. **Nurses will not** be able to administer non-emergency care, if there is no prescription. Prescriptions are valid for one school year. Each Fall new prescriptions are required for any medications, enteral feedings, and/or asthma action plans and treatments to be administered by nurses at school. These updated medical orders are required to be sent to HMS by mid-August in preparation for the new school year.

PLEASE NOTE: HMS is required to have a list of each student's 24-hour medication orders as part of our Emergency Response Plan. Please send this to the director of health services.

Day Students

Medications will be administered only by HMS nurses. Medications provided by families for day students must be sent to school in the original package, clearly labeled with the student's name, date of birth, prescribing physician's name, dosing instructions, and number of remaining refills. At least a one-week supply of medication must be on hand every Monday throughout the entire school year. If your child is a day student, it is your responsibility to refill prescriptions as necessary. Students whose daily medication is not provided and who require that medication as prescribed by their physician, may be sent home until the medication is provided as specified above.

Residential Students

Medications will be administered only by HMS nurses and/or the medical director. HMS requires families of resident students to have medications delivered directly to HMS by arrangement with the HMS contracted pharmacy or a private or national pharmacy of your choice. Refilling prescriptions will be handled by Health Services through your chosen pharmacy arrangement. It remains the parents' responsibility to obtain and submit new and/or refill prescriptions and physician orders to HMS Health Services or their chosen pharmacy as needed from your child's doctor.

Physicals, Immunizations and Medical History

Because of the increasingly complex medical needs of our students, it is essential that we have up-to-date medical records for your child. Having current information allows us to provide necessary support to your child, anticipate potential problems and work collaboratively with your child's healthcare team. We recognize that you, the parents/guardians, are the coordinators of your child's medical services, and supplying us with this information helps us to provide better care and programming for your child.

Each student must have an annual *Physical Form, Immunization Record* and *Authorization to Release/Obtain Protected Health information (PHI)* completed and on file in order to attend school each year. These forms are included in the summer information packet and are also available on the HMS website.

It is especially important for us to know if your child has had any medical emergencies, hospitalizations, or surgeries during school breaks. Please fill out the *Vacation Health & Incident Report* and return it to HMS when your child returns to school in the fall, and following other school breaks. This form is included in the summer information packet and is also available on the HMS website.

Laboratory studies and hospital records of past evaluations are of value to HMS staff who work with your child. We ask that you arrange for summary or significant findings reports to be sent to HMS Health Services prior to your child's admission. Throughout your child's time at HMS we ask that you continue to provide nursing, physical/occupational and speech therapy with interim reports from your doctors, specialists and consultants. A supply of authorization forms to release information is sent to you each summer to be completed and given to any doctors your child has seen. Forms are also available on the HMS website.

Absence, Illness and Infection

When your child is sick or will be absent due to a medical appointment please call the Student Absence Hotline (215-222-1689 ext. 171) prior to 8:30 AM each day of their illness/absence/ appointment. If you are calling after 8:30 AM, please speak directly to your child's nurse, the student services coordinator, or the social worker. For student safety purposes, if your child is absent and we have not received a message, we must reach you by phone to check on their whereabouts and status. Please send in signed absence note following each incident.

If you know your child has been exposed to a contagious disease or is ill with symptoms of a contagious disease, please let the director of health services, nursing supervisor or social worker know immediately. In some cases, we may not be able to accept your child back to school for a few days. If your child is at home with a contagious disease, they cannot be brought back to school until they are no longer contagious. Written documentation of your child's clearance from contagious disease or illness must be provided to your child's nurse or the director of health services by their physician in order to return to school.

Students should remain at home if experiencing any of the following:

- Temperature of 100 degrees or higher (Axillary or Temporal)
- Severe cold symptoms
- Productive cough
- Nasal discharge that is thick or discolored
- Infectious Conjunctivitis (Pink eye caused by bacteria, viruses or fungus)
- Throat ulcers or soreness
- Unexplained rash
- Vomiting
- Diarrhea

Your child must remain at home until they have been free from fever, vomiting or diarrhea for 24 hours. **They must be fever free without medication administration for 24 hours.** If your child is seen in the emergency room or is hospitalized, it is very important that you discuss your child's return to school with the director of health services and make sure that the discharge instructions and discharge summary are sent to school with your child or faxed to 215-662-5159 prior to your child's return. In cases of lengthy hospitalizations, we will require a "return to school" team conference with you on the day of return. Otherwise, "return to school" conferences may be held as requested by you or any member of your child's team.

A **Written Excuse of Absence form** must be completed and returned with your child when they return to school. **For absences of three or more days, a doctor's note must accompany the written excuse.** This is a Pennsylvania Department of Education (PDE) requirement. Absences of three or more consecutive days are reported to sending school districts as required by Pennsylvania law. If we do not receive a written note from you, we are obligated to record the absence as an "unexcused absence." School districts may request a report of excused/unexcused absences.

Day Students

If your child is a day student and becomes ill during the day, you will be called and will be expected to pick them up so that they can be cared for and comfortable at home.

Residential Students

As parents of a resident student, you may be expected to pick up your child and take him/her home, depending on the severity of the illness, need to be seen by a doctor, and other factors.

Again, please remember to call the HMS Student Absence Hotline (215-222-1689 ext. 171) prior to 8:30 AM to notify the school of your child's absence if s/he is sick or absent for any reason, and follow up with signed absence note.

Physician/Specialist/ER/Hospital Visits

During your child's time at HMS School, your child may have appointments with their physician/specialist. Health Services requests that you make us aware of these appointments by providing a copy of the Visit Summary to review and assure continuity of care. Your child may receive treatment in an emergency room, be admitted to a hospital or be scheduled for surgery or in-patient treatment. If this occurs please provide a copy of the Discharge Summary.

If a planned surgery is to be scheduled it is your responsibility to consult with your child's surgeon and medical team concerning the hospitalization and surgical procedure. Our director of health services, nursing supervisor or your child's nurse will be happy to communicate with your child's physicians, at your request, to offer additional medical assessments made in the context of your child's program at HMS. With permission from all parties, the HMS social worker may be able to connect you with other HMS parents/guardians whose children have been through similar procedures. This input may help you with your decision-making and preparation. If your child is having a medical procedure, please notify the director of health services or your child's nurse regarding the plan and schedule.

Residential Students

Your presence during any surgical procedure and at the hospital is essential. Transportation of your child to and from the hospital is your responsibility. If your child is a residential student and is having surgery in Philadelphia, arrangements can be made for you to stay at HMS, if this is beneficial. Many pediatric hospitals allow for parents to stay at the bedside. For residential students, Ambulance service

is available for transportation back to HMS. The cost of the ambulance may be covered by private insurance and/or Medical Assistance. We cannot offer HMS transportation for this service.

Arrangements for transportation back to HMS should be made through the hospital.

In order to readmit a residential student following surgery, **we must have a Discharge Summary from the hospital with signed Physician Orders**. This is best accommodated by having your child's physician complete the "*Post-Op/Post-Hospitalization Summary and Orders Form*" and requesting that the hospital discharge planner fax this form with the discharge summary and signed orders to the director of health services at 215-662-5159. The "*Post-Op/Post-Hospitalization Summary and Orders Form*" will be or provided to you by Health Services and is also available on the HMS website (www.hmsschool.org) - parents section. The Physician's orders for post-hospitalization follow up care and treatment are **essential** to your child's continuity of care and safe return to school. Plans for return to school will be discussed with you, your child's doctor and the HMS director of health services to develop a strategy which best meets the needs of your child and the ability of HMS nursing staff to provide the care. For residential students, there may be times when HMS staff cannot accommodate a weekend hospital discharge and admission back to HMS.

When a student has been absent from school for an extended period of time due to illness, hospitalization and/or surgery, we request that you accompany him/her on their first day back in order to have a "return to school" team meeting to review any changes to their previous daily routine, handling restrictions and precautions.

School Health Screening Programs

In accordance with the Pennsylvania Department of Health and the Pennsylvania Public School Code, HMS provides the following screenings each school year: growth (height, weight and Body Mass Index [BMI]), vision, hearing, scoliosis, dental, and a review of immunization dates.

Dr. Benjamin McKee, a board certified pediatric dentist with many years' experience treating children with cerebral palsy, performs dental screenings and prophylaxis (cleaning) during the school year. Parents must give written consent or denial for any screening or treatment done by Dr. McKee. There is no charge for this service. If parents choose to have their child seen only by the family dentist, a written report of the examination and findings must be forwarded to the Department of Health Services at least once a year for day students and twice a year for resident students.

An occupational therapist will carry out a vision screening on each student once during the school year. Parents will receive a letter informing them about the results and, if needed, any recommendations for additional evaluation. We continue to use the services of Dr. Elise Ciner from the Special Populations Assessment and Rehabilitation Clinic (SPARC) at Salus University in Philadelphia to complete functional visual-perceptual evaluations. These visual exams provide valuable information to assist in addressing the educational needs of our students. Evaluations are recommended at the discretion of the student's team. There is no charge to families for this service. If eyeglasses are recommended, it is the responsibility of the parents/guardians to purchase them. Medical Assistance will cover this expense for those having Access cards. Repair to glasses is also a family responsibility. Resources for financial assistance are available by contacting the social worker. Heights, weights, and (Body Mass Index) BMIs will be done quarterly by the department of health services with guidance from HMS's dietitian. These assessments may be done more frequently if recommended by either the dietitian or a child's physician. Results will be made available at each student's IEP/ISP or more frequently at the parent/guardian's request.

The department of health services and the speech therapy department will work collaboratively to do annual hearing screening on all students. Parents/guardians will receive a letter informing them about the results and, if needed, any recommendations for additional evaluation.

HMS physical therapists will evaluate each child for scoliosis each year. Parents/guardians will be notified about any changes, abnormal findings or recommendations for further evaluation.

The director of health services will review each student's immunization record for compliance with the State of Pennsylvania School Immunization Requirements. It is very important for parents to supply the most current immunization dates to the school each year. If dates of required vaccines are missing or if required vaccines have not been administered, parents must either take their child for the missing immunization or forward documentation from the child's physician explaining why the immunization was refused/contraindicated. Admission to school may be denied if immunization documentation is not current.

Health Insurance/Medical Assistance Cards

We require copies of your child's health insurance card(s), including private insurance and Medical Assistance (MA). In Pennsylvania, individuals with Medical Assistance may be issued an Access card. Whether you have an Access, Health Choices, HMO or private insurance card for your child, we require a copy of both sides of the card. Each time you receive a new card, please make a copy of front/back for your child's HMS record. Please send it to the attention of the director of health services.

Communication with Health Services

All members of the Health Services program (nurses, PCAs, nursing supervisor and the director of health services) are available daily by phone and email. The contact information for your child's Health Services team assignment will be provided prior to the start of school so that students and families may become familiar with their caregivers.

In September Health Services will be launching Best Notes, a HIPAA compliant, electronic medical record and customer relationship management database system designed for use in the healthcare industry. This is a pilot program intended to provide a central repository for demographic information, health information and documentation of daily medication, treatments and progress notes. Best Notes also offers a parent portal to facilitate better communication with and within the Health Services team. This portal will allow parents 24/7 online access to their child's medical record at HMS.

Residential Students

It is very important that your child have frequent contact with his/her family. We encourage frequent phone calls and mail (both traditional and email). Personal mail will be opened with the student with assistance from their PCA. "Official" mail received at HMS and addressed to your child will be given to the Social Worker to open. She will communicate with you regarding its contents. Please try to call, send emails or a letter weekly. This contact helps to remind your son or daughter that they remain an important part of the family even though away from home. Phone calls are best received from 4:00 - 5:00 PM and 7:00 - 8:00 PM during the week or 9:00 - 11:00 AM, 1:00 - 4:00 PM, or 7:00 - 8:00 PM on weekends. Students may call home as requested. For calls when the school's office is closed (after 5:00 P.M. and before 8:00 A.M. Mondays through Fridays) and also on weekends, you can reach the nurse's station by dialing zero or extension #119, or by calling 215-203-4168 if there is no answer at the nurses deck. You can leave a message in voice mail.

V: FAMILY INVOLVEMENT

We value the involvement of all family members at HMS School. As parents, you are a crucial member of your child's team, and your input throughout your child's program is so important to their success. Whether it is during formal meetings, such as an IEP meeting, or through updates via daily news, provision of updates from appointments, or questions or concerns about your child's program, we welcome communication and involvement from you. We are also very happy to have families in the building- for public events, volunteer experiences, and planned visits!

All Students

Birthday Celebrations

We enjoy birthday celebrations at HMS and work with students, families, and staff to plan a fun celebration at school. All students will have a celebration in their class, and residential students will have a residential celebration in addition to their classroom celebration. This is so they have an opportunity to celebrate with their classmates as well as their friends in residence. We welcome family involvement in planning these celebrations, and have students take an active part in planning their birthday celebrations. Please contact your child's teacher, the residential Recreational Therapist, or Social Worker 1-2 weeks in advance of your child's birthday to make plans. Please also feel free to come in and join the party!

Please remember that **NO LATEX BALLOONS** or other latex products are allowed in the building or at events for our students at **ANY TIME**. Some students are highly allergic.

Additionally, as of 2016-2017 we now maintain a **PEANUT FREE ENVIRONMENT**. There are to be no peanut products to be brought into the building for any birthday celebrations. Our Speech Department maintains a list of "Unsafe foods" that we do not feed students at HMS. Please check the list prior to sending in foods for your child to share with their classmates or residential friends. You may also choose to send in an activity for students to enjoy instead of snacks!

School-Wide Events

We host a number of school-wide events during the year, and consider these "Public Events" for families and friends to come and enjoy. Some of these events are the Holiday Show in December, and Expressive Arts Festival in the Spring. A comprehensive list of these events is included in the indices in the back of this Handbook, and details will be shared in Friday News, Friday envelopes, and other communications from the school as the time for these events nears. Please remember, if you bring siblings or other students with you, they must be supervised by you at all times.

Care of Equipment

Once the equipment is obtained, it is the parents' responsibility to keep the equipment clean and in working order. During the periods that residential students are at school, nursing and therapy will clean and care for equipment. Whenever students are home (evenings, weekends and over summer vacation and breaks), families are responsible to maintain equipment in clean and operating condition. You may want to contact your insurance company or broker to obtain insurance for your child's equipment. HMS will inventory student equipment on a regular basis.

For the safety of your child and others, please be sure the anti-tippers on your child's manual wheelchair are in place. They are vital to keeping the wheelchair stable. Also, student bags and backpacks should regularly be emptied of unnecessary contents so they don't add to the instability of the wheelchair.

Belongings/Clothes

All Students

Clearly mark all clothing, supplies, belongings and equipment with your child's name where it can be seen easily. This includes hats, gloves, socks, jackets, back packs etc.

- When choosing clothing for/with your child, please be careful that all clothing will appropriately cover him/her at all times during recreation, therapies, etc. We ask that you consider your young person's age, developmental and social/emotional levels when choosing clothing styles.
- We strongly suggest scarves/bandanas rather than traditional "bibs" to keep clothing and skin dry from saliva. Bandanas or neck scarves with terry cloth or other absorbent lining are extremely helpful in keeping your student dry and comfortable, and are more fashionable and age appropriate.
- For safety, all students must have shoes, sneakers or slippers to wear when they are in their wheelchairs.
- It is the responsibility of the family to provide disposable diapers and liners, special creams for rash, and wipes (for day students using diapers). You may send them in daily, weekly or monthly. You may arrange to have a supply of diapers sent here by your vendor (**residential students**). Note that we may use more diapers/wipes during the HMS day than at home due to health/safety standards (i.e., more frequent changes). Please replenish your child's supplies in a timely fashion. Nursing staff will alert you when supplies are running low.

Day Students need an extra set of clothing at HMS. Accidents from water play, painting or toileting can and do occur. HMS provides terry cloth clothing protectors for all students to use during meals and snacks at HMS.

Residential students who are having their laundry done at HMS need to have sufficient clothes to allow for some to be laundered, some in their drawer and some to wear. Students may need at least 10, marked with their name. Each time you bring or send clothing to HMS, please include a list of the items so we can keep track of your child's belongings. Even if your child's clothing is not regularly laundered at HMS, items that are soiled with urine, feces, or formula will be laundered here before they are sent home.

- When your child is home, please send them back with clean wheelchairs and equipment.
- **HMS cannot be responsible for expensive jewelry or other hard-to-replace items.**
- No outside microwaves or refrigerators are allowed in the residence. A microwave is available for use in the dining room if needed.

Family/Staff Communication

Day and residential students receive a communication book that is to be kept in their backpack/bookbag so that family and staff can share information about your child and his/her activities at school and at home. Teachers, therapists, PCAs, and nurses may write a note, and it is helpful to know if you have read that information. Please initial at the end of the message so we know it was received. We greatly appreciate receiving return information, including what happened overnight or over the weekend, etc. HMS staff will initial your notes as well. Feel free to call or email staff in addition to using the blue communication book. They may not be able to speak with you immediately if they are in class or working with another child, but they will get back to you as soon as possible. Staff email format is: (no spaces) first initial last name @hmsschool.org. For example sjones@hmsschool.org. A list of student's team members with full names and email addresses will be distributed in the fall of each new school year.

Every Friday all day and 5-day resident students take home a family communication envelope with the *HMS Friday News* -- a letter from the social worker that includes school news, resources, advocacy alerts, and upcoming special events. Please take the time to read the information each week. The envelopes must be returned the following Monday. Seven-day resident students' families receive the same information by mail/*email*. Families with email will receive the *HMS Friday News* electronically. *HMS Friday News* is also posted on the HMS website. In addition, 7-day residential families will receive a summary of their child's week via the social worker. Parents can opt out of the print copies and receive only via email.

Should a mobile device be used to view, send, or receive HMS School information, it is requested that precautions and safeguards (e.g. security codes) be taken to protect the confidentiality, integrity, and security of the HMS School information exchanged.

HMS School understands that staff become well acquainted and comfortable with students and their families over the years that they work together. However, employees are not permitted to participate or become active on social networking websites, blogs or other public sites with students or families of students. Communication directly by email is permissible.

HMS staff provide photos/videos of a student's activities and accomplishments for demonstration, training purposes, or in response to parents' specific questions. If you have such a request, please direct it to your child's teacher, therapist, or to the director of education.

Parents/visitors are not permitted to take photos/video of school activities except during public events such as the holiday show, fall festival, or theater/dance performances, graduation, or other special events.

Transportation

Your School District or Intermediate Unit is responsible for providing transportation for your child between home and school. After we get to know your child, our physical therapy department will include a written statement in the IEP about the recommended method of transportation for your child. If you are having trouble with transportation, please call your school district transportation office, as well as informing the HMS Transportation Liaison, who oversees transportation from the HMS side. We will assist in any way we can, although the responsibility for providing transportation rests with your school district.

Parents must have students ready in the mornings when the school bus arrives since any delays add significantly to the bus ride for all students. Drivers are directed to proceed if the child is not ready.

If a student is being picked up from HMS by someone other than the bus or parent, we must be advised by you of that change. We will require identification from the person picking up your child. Parents who need to pick up early or bring their child late to school should enter HMS via the main entrance on Baltimore Avenue and sign in/out at the reception desk is required. ***Students/parents will then check in/out with the student's nurse.***

Visits

We value visits by parents, families, and community support representatives. However, to ensure the safety of our HMS students and staff, we must know who is in the building and has access to our community at all times. If the proper policies and procedures are not followed, visitors may be denied entry to HMS School.

All Students

Parents/guardians are welcome to visit at any time during the school day. Other relatives and non-family members may visit only with prior authorization from the parent/guardian and pre-planning with the HMS social worker. In an effort to improve communication and offer additional security for students, we ask that you inform HMS of expected visits to the school. Please contact HMS social worker, 10am – 4pm, Monday through Friday, giving advance approval of who will be visiting, the date, approximate time, etc. In addition, please advise the visitors that I.D. will be requested. Unexpected visits by anyone besides parents will be refused.

All visitors must sign in at the reception desk and wear visitor photo badges during the visit. Please check with the social worker or director of education to find out what time will not interfere with your child's school schedule.

Residential Students

For evening and weekends, let the nurse, social worker, or director of residence know in advance of your visit so we can make sure your child is not out on a trip. *Please refer to the Visit section under All Residential Students for more details.*

All visitors must follow the HMS Environmental Health/Safety policies. HMS is a fragrance-free, latex-free, and peanut-free environment, with therapeutic exceptions. Smoking is not permitted anywhere within the building or on the grounds of HMS School. Also, for your own safety it is recommended that closed-toe shoes be worn.

When interacting with HMS students, please be aware of and respect their age – regardless of their disability. People occasionally think of individuals with disabilities as younger than they are or treat them with more familiarity. Remember that one of the ways children and young adults learn how to relate to the outside world is from watching how we relate to them.

All Residential Students

The ISP (Individual Service Plan) Process

Within 30 days of admission and every 6 months thereafter, parents/guardians, the student and team members will be invited to participate in the development/review of your child's Individual Service Plan. The ISP meeting will include residential team members who will use the collected information to develop a care plan for your child's needs while in the residence.

Phone Calls, Letters, E-mail, and Internet Video Calls

It is very important that students in the residential program have frequent contact with his/her family. We encourage frequent phone calls and mail (both traditional and email). Personal mail will be opened with the student with assistance from their PCA. "Official" mail received at HMS and addressed to your child will be given to the social worker to open. She will communicate with you regarding its contents. Please try to call, send emails or a letter weekly. This contact helps to remind your son or daughter that they remain an important part of the family even though away from home. Phone calls are best received from 4:00 - 5:00 PM and 7:00 - 8:00 PM during the week or 9:00 - 11:00 AM, 1:00 - 4:00 PM, or 7:00 - 8:00 PM on weekends. Students may call home as requested. For calls when the school's office is closed (after 5:00 P.M. and before 8:00 A.M. Mondays through Fridays) and also on weekends, you can reach the nurse's station by dialing zero or extension #119, or by calling 215-203-4168 if there is no answer at the nurse's desk. You can leave a message in voice mail.

Scheduled nights/weekends a staff member is available to assist in on-line video phone calls between students and their parents/family. Be sure to communicate the times that you are available. Please consider this like an “appointment” with your student. If a parent is unavailable, arrangements can be made for the student to call a sibling or other relative who has the Internet capability to participate.

Communication with Nurses

During school days Monday – Friday until 5pm, parents can call HMS main line (215-222-2566) and ask for Harris Hall Nurses or dial ext. 119 to talk with the nurse on duty. After 5pm, nights, and weekends, the nurse may not be at the nurse’s station to answer your call. During these hours, parents can call the Health Service’s cellphone (215-203-4168) to talk directly to the nurse. If your call is not immediately answered, please leave a message. The nurse will not answer the phone while she is treating a student but will return your call as soon as she is available.

Spending Money

It is not a requirement, but most students enjoy having spending money for an occasional purchase such as a snack, ordering out for pizza, or to buy something on an outing or a class trip. If necessary, we may use these funds to replenish supplies needed for your residential student at school. You will be contacted if this is the case. You may want to discuss with your child what is a realistic amount in your budget on a weekly or monthly basis. If interested, please send a check to HMS and mark as “student spending money.” All deposits and withdrawals are noted through your child’s bank account controlled through an automated system within our Accounting Dept. If you desire to know your child’s account balance, please contact the Accounting Dept. A balance of up to \$100 is allowed within your child’s bank account at any time. Funds over that amount will be mailed back to you.

HMS provides well-balanced meals, snacks and requested foods for students. We adhere to texture and food type guidelines. Residential students may order out one time per week, if desired. Please note that HMS School limits student drinking of soda. Soda does not replace milk at meals.

Some students have “jobs” at HMS as part of their transition plan. They earn some spending money by doing these tasks. These deposits are credited to your child’s bank account.

Visits

Families of residential students are welcome to visit at any time during the week or on the weekends. (See Visit guidelines for all students above.) If you are visiting during school hours and would like to meet with any of your child’s team members, let our social worker know and she will assist with coordinating. No one is permitted to visit your child at HMS without your prior written authorization. This is an important safety policy. Visits by anyone other than parents/guardians must be pre-arranged with the social worker.

At all times families and visitors should enter HMS through the Baltimore Avenue entrance and sign in using the Visitors’ Log at the reception desk. Visiting children must stay with the adult visitor at all times. The adult visitor assumes all responsibility for their safety.

With advance notice to the HMS social worker, overnight accommodations for visiting family members may be provided in rooms on the third floor of the HMS Main Building. HMS students may not visit or use rooms on the third floor of the Main Building. (See Guidelines for Overnight Visitors that follows.) There is no charge for these accommodations.

In an effort to improve communication and offer additional security for students, we ask that you inform HMS of expected visits of relatives and friends to the school. Please contact HMS's social worker, 10 a.m. – 4 p.m., Monday through Friday, giving advance approval of who will be visiting, the date, approximate time, etc. In addition, please advise the visitors that I.D. will be requested. Unexpected visits by anyone besides parents will be refused.

Overnight Guest Essential Information

ARRIVAL/DEPARTURE

Please arrive before 9:00 p.m., but notify social work or director of residence if your travel plans necessitate that you will be arriving later.

Please notify the nurse in Harris Hall when leaving and returning so that nursing and security staff know who is in the building. **Sign in and out of the Visitors' Log at the reception desk.** Always come and go through the Baltimore Avenue entrance.

ACCOMMODATIONS

You will be assigned a guest room. Please be sure to use only the room you have been assigned. Fresh linens and towels will be provided. Doors can be locked from the inside. Room keys are provided upon arrival - from director of residential services or nurse. We want you to be safe and secure while staying, but HMS is not responsible for your property while you are here.

BATHROOMS

Bathrooms with showers are available on the same floor as the guest rooms. This is an old building, so you may need to let the water run for a few minutes before the warm water reaches the third floor. Depending on the number of overnight guests, bathroom facilities may be shared with others.

PHONE: There is a phone in the third floor hallway that you can use to call the nurse's station in Harris Hall. Dial x119 (press INTERCOM RING button and dial 119). If you have a cell phone with you, please provide the cell number to the nurse for emergency communication purposes.

HMS STUDENTS – BUILDING RESTRICTIONS: HMS students are not permitted on the second floor during evenings and weekends; there are visit limitations on other times of the day and week. Students are not permitted on the third floor at any time. Students may NOT visit or stay overnight in guestrooms, as they are located on the third floor.

SUPERVISION OF NON-HMS CHILDREN: Parents are responsible for supervising non-HMS children who visit during the entire length of their stay.

ELEVATORS

Guests may use the Passenger Elevator only. The Service/Freight Elevator is off limits. Children should not use the Passenger Elevator without an adult.

SAFETY AT HMS

- Fire Alarm: Familiarize yourself with the emergency instructions by the fire alarm pull box in the third floor hallway to learn where the emergency exits and fire exit stairwells are. Should an alarm sound during your stay, please follow the evacuation map route posted. Remember: **DO NOT USE ELEVATORS WHEN EVACUATING.**

- Medical Emergency: In the event of a medical emergency, please contact the Harris Hall nurse at x119. The nurse can assess the emergency and may be able to assist with CPR or use an AED. The nurse will contact 911 if needed.
- General Precautions: When you enter or exit the building, please be sure that doors are closed behind you. Do not let anyone enter the building with you, unless they have been greeted and “buzzed in” by the receptionist.

When visiting HMS, please be sure to wear comfortable, closed-toed shoes. It is school policy that program staff wear closed shoes and is highly recommended for guests as well. We recommend that you don’t wear flip flops, sandals and any shoe that exposes your foot or does not provide support when around student(s). Power wheelchairs and other safety hazards exist as part of our program and are present throughout the school during day and evening hours. We want to insure that our visitors return to their homes in the same condition that they arrived.

HMS is not responsible for your safety while using HMS equipment. HMS play equipment should be used only while playing with HMS students. Outdoor playground swings should be used only when Recreation staff is present.

Please report any breakage, damage or need for repairs on any equipment to the director of facilities (x147) or other facilities staff during evenings and weekends. The nurse can assist you.

NO SMOKING AT ANY TIME

HMS School is a smoke-free facility. Visitors may not smoke anywhere on school property. This includes any property inside the fence, hedge, and gate that surrounds the school. Visitors should leave the building and go the sidewalk to smoke, and away from any flammable or combustible materials or structures. Smoking material must be extinguished completely.

LATEX, FRAGRANCE AND PEANUT FREE

Due to the many allergies of our students, we cannot have latex products such as balloons, traditional rubber bands, or some toys in the building. Latex free elastic/rubber bands are available on request. We also ask that you refrain from wearing scented products while visiting HMS. HMS is implementing a peanut free policy, with monitored restrictions, to accommodate students, parents, employees and visitors with food allergies and help protect them from anaphylaxis.

VISITORS

No outside guests may come into the building without prior approval of the school administrators.

PARKING

During evenings (between 3:00pm and 7:00am) and all day on weekends, we encourage everyone to park in our lot in the safest location available, reserving the Handicapped Accessible spaces for individuals with required tags. School days, 7:00 a.m. and 3:00 p.m, numbered parking spaces are assigned to employees. Visitors should ask the receptionist about available spaces on the lot or for other parking options. Please be aware that many streets have 2 hour limited parking for cars without resident parking permits. Watch carefully for the street signs to determine whether or not there is a time limit. The parking authority in this area is very active. HMS is not responsible for tickets received by visitors or employees.

FOOD

If you would like meals to be provided, you must make prior arrangements through the social worker who will let you know meal times. Coffee, tea and juice are available in the dining room throughout the day, at no charge. The Green Line Café located at 43rd and Baltimore offers coffee, sandwiches and other treats throughout the day. Milk and Honey is a deli, specialty food shop located at 45th and Baltimore. Clarkville, located at 43rd and Baltimore is a pub with burgers, sandwiches, etc. There are many interesting restaurants in the HMS neighborhood. Information is available at www.universitycity.org/restaurants, the reception desk or the Harris Hall nurse's station.

If you eat any food in the HMS guest room, please discard the food waste and trash in one of the receptacles in our dining room, not the guest room trash can. **Please let the nurse on duty know if you are expecting a food delivery so the delivery is expected. Please wait in the lobby until the nurse or facilities staff opens the door for you to accept the delivery.**

PHILADELPHIA

There are many things to see in the city, including the Philadelphia Zoo and the Please Touch Museum (children's museum), that are not far from HMS. Also, in Center City, you can find the Liberty Bell, Independence Hall and other historical sites. All are handicapped accessible. Visit <http://universitycity.org/> for events and restaurants in our University City neighborhood and <http://www.visitphilly.com/historic-philadelphia/> for all historic places and interesting events in and around Philadelphia and surroundings. The social worker can also provide you with lots of ideas for places to go in the area, including a guide to local destinations with notes about accessibility and costs.

CLARK PARK

There is a very pleasant and well-used park adjoining the HMS campus. There are walking paths, park benches and a farmers market on Saturday mornings during early spring through fall. Please be cautious outside after dark since you are not familiar with the neighborhood. Walking Escort service is available through the University City District. Call 215-898-WALK (9255) and a Public Safety Ambassador will be dispatched. This free service operates 24 hours a day, seven days a week in partnership with the University of Pennsylvania.

Guidelines for Parents in Harris Hall Dorm Rooms

At HMS we think it is of utmost importance that HMS students be given as much privacy as possible in their bedrooms. We practice the principles of the Circles Program. This program, which is taught to all our students, helps them differentiate among levels of interaction from strangers, friends and families. Many times it is hard for our students to distinguish ambiguous areas in relationships.

For these reasons we have developed these guidelines for parents who visit in the dorm area. When a student in the room is being toileted or bathed, please leave the dorm room. Bath hours are usually 6 to 7:30 PM. If you have questions about your child or his/her evening schedule, please ask the Harris Hall nurse. If any student is getting into bed for the night, it is time to leave the dorm room. The dining room, reception area and Vogt Student Center are available for visiting with your child.

7-Day Resident Students

Taking Your Child Home

Your child may go home any time that is needed. We appreciate as much advance notice as possible and prefer a month in advance for appropriate staffing and activities planning. We prefer that the student goes home on the weekend in order to miss as little school time as possible but understand that some appointments must occur during the week. Notify the social worker and director of residence of any change in plans no later than noon on Wednesday (family emergencies are exceptions). Weekend activities and staffing are often determined by the number of students here. Always sign in and out at the reception desk after entering the main entrance. We need to know the whereabouts and who is with each student at all times.

School/Residence Recess Breaks

There are several times in the year when the residence closes for school breaks. These include Thanksgiving Break, Winter Break, Spring Break, and Summer Break (please see school calendar for specific dates). Prior to these breaks, we ask that you contact the director of residence to advise the day and time you will pick up your child for the start of the break, and the day and time your child will return to the residence.

VI: SOCIAL WORK SERVICES

Social Work Services

Social work support services are available to all families and students at HMS on an as-needed basis. The HMS social workers are specialists in the area of families of children with disabilities and special needs. They are available for everything from informal conversation, to problem-solving, to structured counseling services. The social worker is available to provide support in areas of typical developmental and psychosocial issues, as well as issues and stresses related to having a disability. The social worker can consult with a student or parent/caregiver/family member around life planning, parenting, sibling issues, adjustment and transitions across the life span. She can assist with finding resources in your community and problem-solving to locate and arrange for needed services. Information is available on a variety of topics such as applying for Social Security, after care at home, summer camp/programming, home adaptations, transportation, etc. The social worker collaborates closely with families, HMS team members, and professionals in the community – advocating for the needs of your child. She can be an advocate and assist with expediting a process when issues and problems are identified. Parents/caregivers work closely with an HMS social worker and transition specialist during the 2-3 years prior to graduation in order to plan most effectively for the student's post-HMS life. The social worker can act as a liaison with psychological/psychiatric services in the community when needed. The HMS social workers are available by phone, email and in-person. Please don't hesitate to call with any concerns or questions.

Donation of Used Equipment, Supplies, and Clothing

Occasionally families decide to donate equipment their child has outgrown, supplies they are no longer able to use, or clothing in good condition their child no longer wears. Please contact the social work department if you have something that you would like to donate. The social worker can help confirm if

it is something we are able to accept and coordinate with you or any other staff members on details for when to donate, how to get it here, etc. If we are unable to accept the donation, we may be able to help you find another non-profit organization which can.

VII. MISCELLANEOUS ADMINISTRATIVE INFORMATION

The PA School-Based ACCESS Program (PA SBAP) continues to be available to your child's Pennsylvania school district, but HMS as an Approved Private School, is not eligible to participate. If your district participates, you may be asked to give your written authorization, which in no way affects your child's program here at HMS School. Questions regarding PA SBAP should be directed to your local school district representative.

Emergency Response Plan

HMS continues to have an internal disaster plan in effect which aims to take care of basic needs of students and staff for up to a few days if needed. If we must vacate our building, we will temporarily re-locate to a suitable facility in the neighborhood where you will be advised to come to pick up your children. The University of the Sciences ARC Gym along the walkway on S. 43rd Street south of Woodland Avenue will be our temporary shelter. You will be notified of Shelter-in-Place, Lock Down, and building Evacuation drills that involve students. During these drills our telephone system will be on "night service", i.e., messages can be left. **Emergency communication will be made from HMS to parents. A message will be available at 215-222-2566 x 203, and via broadcast messaging**

system. When possible, email notification and updates will be sent out. Mode of communication will depend on type of emergency situation. Every effort will be made to communicate in a timely way.

Research Projects

Research projects are occasionally part of the program at HMS and may enable your child to try some new technologies or participate in a project to expand the knowledge base of medicine, education, therapies or technology. The coordinators or directors of the departments involved oversee research projects. The research team must present a detailed description of their plan, and request the approval of HMS's Research Review Committee before any research-related activity takes place.

If your child is identified as a potential research participant, the study will be introduced to you and you will receive a full written description of the study. If you agree to have your child participate, you will be asked to sign a parental permission form (and if appropriate an informed consent document) and/or a release form, which would allow your child to participate and/or be photographed or videotaped. All information is kept strictly confidential and no identifiers will be used in the final report. You may decline to have your child participate or you may stop participation any time after a study has begun without any prejudice towards you or your child.

Respite Care

HMS is able to offer families of day and 5-day students limited respite for needed breaks and emergencies when staffing allows. Also, overnight stays away from home are an important transition experience for students over the age of 14, and especially for students age 18+. Respite requests must be made in advance through the social worker and director of residence (family emergencies excepted). Unless there is a family emergency, we ask that respite requests be made one month prior to the

planned overnight dates. The social worker and family will work together to coordinate the information needed for approval. Please contact our social worker. She will let you know as soon as possible as to whether we can accommodate your request.

Planning for a respite stay involves acquiring current medical orders for all treatments, feedings, and medications. We also ask for a description of your child's afternoon, evening and overnight routines. If planning for your child's first overnight away from home, our social worker and your child's team will work with you to assist your child in preparing for this important first experience. Typical steps may include talking with the student ahead of time, visiting the dorm rooms in Harris Hall, and meeting the staff who will be caring for them during their stay. Because there is significant preparation in having a student stay with us for respite, we appreciate your consideration by advising us at least two days in advance if a cancellation is necessary.

Payment is needed to help defray the expense of added staff, etc. and to help ensure the continuation of this service. A billing statement based on length of stay will be mailed to you. HMS is committed to providing safe, quality care for your child in the event of a family emergency or other unforeseen event. Individual financial circumstances can be discussed with the social worker. As of September 1, 2009 we are not able to receive payment for non-emergency overnight respite through the County Office of Developmental Programs (grants or waivers). However, you can request an exception from your child's supports coordinator if you feel that HMS is the only appropriate respite provider for your child. Our social worker can provide you with respite fees. A family discount is available. Arrangements for emergency respite stays are discussed on an individual and as-needed basis. HMS is committed to providing safe care for your child in the event of a family emergency.

Smoke-Free Environment

HMS SCHOOL IS A SMOKE-FREE ENVIRONMENT. Smoking is prohibited in any/all areas of HMS buildings and grounds.

Snow/Weather Emergency Policy

Because HMS School is also a residential school, "snow days" are infrequent. *In the event of closure or early dismissal due to a weather emergency, families will be notified by phone using a broadcast message service. Unless otherwise notified, your home and cell phone numbers will be used.* For questionable "snow/weather emergency days" parents of day and 5-day resident students can call HMS (215/222-2566, ext. 203) after 6:15 a.m. to learn whether or not classes and therapies have been cancelled. If HMS is holding school and it is questionable whether or not your home school district will provide transportation, you should call them directly. Your home school district should provide you with a snow emergency number that is broadcast on KYW (1060AM) or other radio or TV stations when their schools are closed and transportation is not provided. HMS has no school closing number.

Student Meals, Snacks, Nutrition and Wellness

No children will be expected to provide for their own meals while enrolled in HMS School. HMS follows a Wellness Policy which includes defined and state-approved Nutritional Standards that meet or exceed federal school lunch and breakfast standards. The HMS Nutrition Standards are available for viewing on the school website. Questions or concerns about HMS's Nutrition Standards and Wellness Policy can be directed to the school dietitian.

The hot lunch and salad bar that is prepared by HMS Food Services each day is for current HMS students and employees. Unfortunately, we are not able to accommodate lunch/snacks for parents, siblings, family members, except during buffets that are offered as part of a special event (i.e., Parents'

Evening, Spring Dance, and Graduation). If you/your family will be visiting your child during the school day, please plan accordingly for your lunch/snack by eating before or after your visit. You are welcome to visit during your son/daughter's lunch time, and may want to bring your lunch with you, so that you can eat together. Your child's social worker can provide you with information about dining/take out options in the neighborhood of HMS. Please note: families of 7-day residential students see the specific visitor guidelines in place for your overnight visits.

Volunteers

HMS always needs committed volunteers. If you, a relative or friend would like to help out weekly, monthly, or for a special event, please talk with the volunteer coordinator within the Recreation and Expressive Arts Therapies department. Assistance is always welcomed for a variety of programs. Let us know your ideas.

Weapons Policy

Any person (staff, parent, visitor) who talks about, threatens or suggests in any way bringing a weapon to HMS, shooting/ harming an HMS employee, student or visitor, or who brings a weapon to school will not be admitted to the building. The Philadelphia Police Department will be called via "911". Weapons include guns, fixed blade knives, folding knives with blades exceeding 2 ½" in length, BB, air or pellet guns, box cutters, razors or any other cutting implement, sharpened or bladed objects, clubs, bats, batons, any object intended to or capable of launching an arrow or other projectile, brass knuckles or any other device commonly recognized as a weapon.

VIII. HMS STAFF AND CONSULTANTS

Administrative Staff

Diane Gallagher – Executive Director
Christina Coia – Director of Education
Larry Blickley – Director of Facilities
Alvin Wadler – Director of Finance
Doreen Deola – Director of Food Services
Joan Brennan – Director of Health Services
Dialya "Dee" Avegnon – Director of Residence & Health Services Operations

Patricia Costa – Business Operations Manager
Judy Bonghi – Human Resources Manager
Nancy Hale – Admissions Coordinator
Rachel Calvarese-Donovan – Development Coordinator
Annie Oberfield – Marketing Coordinator

Heidi Kecskemethy – Dietitian
Christine Cuvo – Social Worker
Pat Schneider – Nursing Supervisor
Lauren Dukes – Student Care Supervisor
Barri Alexander - Physical Therapy/Occupational Therapy Coordinator
Meredith Cracknell - Speech/Language Therapy Coordinator
William Hunter - Recreation Coordinator
Mindy Olimpi-Zucca – Student Services Coordinator

Betty DelVacchio – Executive Assistant
Stephanie Hernandez - Education Secretary
Edith Jackson - Receptionist

Marie Logue, President, Board of Trustees
Peter A. Vogt, Vice President, Board of Trustees

Medical Consultants

In addition to direct service staff, HMS School also provides consultant services to students, families and staff. The role of medical consultants is to provide additional screening services to your child, and also to provide an educational forum for HMS staff in addressing the needs of our students. Our consultant visits are in no way intended to replace your regularly scheduled medical appointments for your child. From time to time questions may be raised by staff regarding the best way to facilitate progress for students. We would like to present these questions to our consultant faculty when they are at HMS. If your child is to be included in these discussions, we will notify you ahead of time.

Dr. Laura Owens is our Medical Director. She is a pediatric physiatrist in the Department of Rehabilitation at duPont Hospital/Nemours in Wilmington, DE. She is also co-director of the Cerebral Palsy Program at duPont.

Dr. Owens consults with our staff regarding the health and developmental status of all students. She coordinates services between the family's medical service providers and HMS nursing and medical consultants. She reviews student programs in meetings with team members. Dr. Owens reviews and approves physical and occupational therapy reports, prescribes physical and occupational therapy services, and meets with student teams as needed.

Dr. Maureen McMahon, pediatrician, is our Associate Medical Director who provides services when Dr. Owens is unavailable. Dr. McMahon is Assistant Professor of Pediatrics, Jefferson Medical College.

Dr. Benjamin McKee provides **dental exam services** to our day and residential students. Because it is difficult to find dentists with expertise in treating children with cerebral palsy and other severe disabilities, many of our students are seen by our dentist. Ms. Mary Taylor, CNA, assists the dentist when he is here. The dental room is located on the first floor next to the physical therapy room shared with the main floor nurse's station in the Gowen Education Wing. Notice of the dental exam and recommendation for follow-up, if needed, is sent to the student's parents following each visit to the HMS dentist. There is no charge for this screening/exam. It should not take the place of visits to your child's primary dentist.

Dr. Freeman Miller of duPont Hospital for Children and **Dr. Keith Baldwin** from Children's Hospital of Philadelphia (CHOP) are the **orthopedic consultants** at HMS.

Dr. Elise Ciner is an optometrist from the Special Populations Assessment and Rehabilitation Clinic (SPARC) at Salus University and serves as our **vision specialist**. She works closely with the Occupational Therapy department and the Education staff and will perform evaluations on team request.

Program Specialists

Kathryn Cooley, Ed.S. is our school psychologist. She participates in biennial reevaluations of each student's placement. This may include formal testing, observation, and interviews with parents, students, and team members and coordinating **Re-evaluation Review (RR)** meetings. The school psychologist also provides support for staff and direction for classroom/behavior management techniques, and is available to speak with families.

Marianne Gellert-Jones, M.A., CCC-SLP, is our **feeding specialist** and also works as a speech/language therapist providing clinical services to our students.

Heidi Kecskemethy, RD, CSP, LDN is our school's dietitian. She works closely with our nursing, food services, and speech/language departments.

Kathleen Reynolds Paul, PT, is our **seating specialist** and provides physical therapy services as a staff P.T.

Cheryl Leask is our **Transition Support Specialist** and works with students, families and staff of students who are about to graduate from their local school program and HMS School.

From time to time we consult with other specialists to enable us to provide high levels of service to meet the unique needs of each of our students. In the past we have consulted with **a neuro-psychologist, a sensory integrative specialist, and a psychiatrist.**

A D D E N D A A T T A C H E D

STUDENT BILL OF RIGHTS 3.1 – Revised 7/22/16 (2 pages)

GRIEVANCE AND APPEAL 3.6 – Revised 8/8/16 (2 pages)

LIMITED ENGLISH PROFICIENCY (LEP) POLICY STATEMENT

ANNUAL NOTIFICATION, AHERA

HMS SCHOOL UNSAFE FOOD TEXTURES

HMS SPECIAL EVENTS

HMS SCHOOL FOR CHILDREN WITH CEREBRAL PALSY
STUDENT BILL OF RIGHTS

1. Students have the right to be treated with fairness, dignity, and respect.
2. Admissions, the provisions of services, and referrals of students shall be made without regard to race, color, religious creed, disability [except as limited by PA Department of Education program approvals], ancestry, national origin (including limited English proficiency), age [within school ages], sexual orientation or gender identification.
3. A student has the right to be informed of the rules of the facility.
4. Students retain all civil rights that have not been specifically limited by order of a court.
5. Students have the right to visit and communicate with persons outside of HMS School.
 - a. Visiting and communication with parent/legal guardian, or court appointed advocate may not be restricted or terminated without a written court order, unless the visit poses significant harm/threat to the student or a member of the HMS community. Visiting guidelines have been established to assist families in planning visits and to minimize interruption of education and other therapeutic activities. Visits with family are encouraged and welcomed. Visits with friends, relatives, or other persons will be allowed with prior notice and authorization by parents/legal guardians.
 - b. If a student's right to communicate with any other person outside the facility is restricted or terminated, the student and his/her parents/legal guardians will be involved in making the decision. The restriction will be documented in writing and placed in the student's nursing chart.
6. Students have the right to send and receive mail and email on personal devices. Staff available to assist in opening and reading incoming mail/email with the student at the request of the student or family, and as determined by the level of assistance needed.
7. Students have the right to have access to a telephone and any additional assistive technology needed for their functional communication.
8. Students have the right to go to school and live in an environment free from all forms of harassment (including sexual harassment) and /or bullying or school violence inflicted by students, staff, student interns, volunteers or visitors at HMS School for Children with Cerebral Palsy. A student may not be abused, mistreated, threatened, harassed or subject to corporal punishment. Harassment, bullying and/or violence of any type will not be tolerated. Any student, employee, student interns, volunteers or visitor who violates these policies and any supervisor who receives a complaint of harassment, bullying and/or violence and fails to report it to the appropriate state reporting hotline (ex. Childline, Adult Protective Services Reporting Line) or HMS Social worker, will be subject to disciplinary action including the possibility of discharge and/or police involvement. A student may not be subjected to unusual or extreme methods of discipline which may cause psychological or physical harm to the ~~child~~ student.
9. Students have the right for their belongings to be respected as private, and treated as personal property. They have the right to be protected from unreasonable "search and seizure". Student's personal belongings will not be used by other students without the permission of the student and parent/legal guardian.
10. Students and their families have the right to be fully informed about the student's educational and support/treatment plan (IEP and ISP), to participate in planning decisions, and to have the individual plans reviewed on a regular basis. This includes the right to meet privately and confidentially with a member of their team, if requested.

11. Students have the right to be discharged when the educational goals have been met or rate of improvement has slowed and a continued stay is not warranted. Decision for a change in educational placement is based on mutual agreement of the parents/legal guardian, sponsoring agency, and HMS School IEP team.
12. Students have the right to appropriate medical, behavioral health, and dental treatment.
13. A student has the right to be free from excessive medication.
14. Students have the right to have access to an appropriate education in the least restrictive environment.
15. Students have the right to make formal complaints without fear of retaliation when informal methods of resolving disputes are unsuccessful.
16. Students have the right to expect that information about him/her and his/her family will be treated with respect and confidentiality.
17. Students have the right to privacy unless the need to keep him/her healthy and safe requires close supervision.
18. Students have the right to spend money as he/she wishes, within the guidelines set by their parents/guardians. Assistance in handling money is available as needed.
19. Students have the right to keep and to use personal possessions; unless it has been determined that specific private property is contraband.
20. Students have the right to receive habilitation and treatment that is designed to meet his/her individual needs.
21. Students have the right to participate in religious activities, services, and counseling, and the right to choose not to take part in religious practices.
22. Students have the right to be compensated for work performed which benefits the facility, except for tasks which are documented as working towards goals within their individual education and support plan, taking care of personal belongings, personal space, and chores that are shared responsibilities in the residence.
23. Students and their families have the right to be informed of alternative treatment resources, request the opinion of a consultant at their expense, and be provided with information about local and regional advocacy groups.
24. Students have the right to have clean seasonal clothing.
25. Students have the right to a nutritious diet that is prepared according to their individual physical feeding needs (re: appropriate texture and consistency).

These rights may be suspended or restructured for a limited period of time only when reasonable cause exists to believe that failure to suspend these rights will result in substantial risk of serious or immediate harm to the student or others. The reason for limitation of a student's rights will be explained to the student and his/her family, and it will be documented in the student's record.

7/22/16

GRIEVANCE AND APPEAL

OBJECTIVE: The children/youth and their families/legal guardians of HMS School will be provided with a grievance and appeal procedure, which insures that rights are safeguarded and disputes are resolved promptly and fairly.

POLICY: Children/youth and their families/legal guardians have the right to lodge grievances and appeals without fear of retaliation when informal methods of resolving disputes are unsuccessful.

PROCEDURE:

1. Any child/family, or those helping him/her, may initiate a complaint, verbally or in writing, concerning the exercise of his/her rights or the quality of services and treatment. When a concern is raised, every effort will be made to resolve through discussion between the child/youth, family and the staff member involved. If there is not satisfactory resolution, the complaint/concern will be presented as soon as possible to the Department Director and/or the social workers.
2. Every child/family has the right to the assistance of an independent person or advocate, either a staff person selected by the child or a person appointed by the executive director, and to use witnesses in presenting his/her complaint.
3. Whoever receives the complaint will refer it to the director of education, director of health services, director of residential services, and/or social worker who will conduct an investigation and make every effort to resolve the conflict. Based upon this investigation, a response will be presented in writing as soon as possible but at least within 72 hours after the filing of a complaint. Only persons not directly involved in the circumstances leading to the grievance will investigate complaints. The response will include a corrective action plan.
4. The student, if involved in making the complaint, and/or the parent/legal guardian will be given a copy of the complaint and final decision and a copy will be filed in the social worker's confidential records. In the event that the student cannot read, the identified staff advocate is responsible for meeting with the student to explain the response.
5. If the concern is not resolved to the satisfaction of the student and family/legal guardian, the student and family/legal guardian will be informed of the appeal process.

Appeal:

1. Any child/family, or those helping him/her, may appeal the grievance decision within 10 calendar days of the decision.
2. The appeal will be brought to the attention of the executive director or her designee. The executive director or her designee will listen to the student/parent/legal guardian's concern and will verbally respond as soon as possible, and in writing within 7 calendar days.

3. Copies of the appeal response will be given to the student, parent/legal guardian, and will be filed in the Social worker's record. In the event that the child cannot read, the executive director or his/her designee will meet with student and/or advocate to explain the response.
4. If the concern is not resolved to the satisfaction of the student and family/legal guardian, the student and family/legal guardian will be informed of alternative resources and other sources of assistance such as the Department of Human Services Office of Children, Youth, & Families.

Review and Reporting:

1. The social worker will maintain a confidential file of all grievances and appeals.
2. Each complaint will be reviewed for compliance with the established procedure, to assess the effectiveness of action plans generated during the process and appropriate follow-up.

August 1, 2016



**Limited English Proficiency Policy Statement
(LEP)**

It is the responsibility of HMS School to ensure that all students have meaningful and equal access to services. This responsibility encompasses the most basic of human needs, the need for communication and understanding.

In order to ensure effective communication, HMS School staff will make every effort to ensure communication and understanding for those students and/or their immediate family members who are identified as having Limited English Proficiency (LEP).

In addition, the school's public areas have been equipped with universal symbols for bathrooms, exits, and water fountains.

Once a student or their family has been identified as needing translation or interpretive services, HMS School staff will contact the corresponding appropriate agency.

If there are questions, please contact me.

A handwritten signature in black ink, appearing to read "Diane L. Gallagher".

Diane L. Gallagher, Ph.D.
Executive Director

Annual Notification: June 2016



Dear HMS School Parent:

On October 22, 1986, former President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule 40 CFR Part 763, Subpart E. This Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion.

In keeping with this Federal requirement, HMS School has conducted complete inspections of our school building and has developed a management plan to insure that safe and appropriate response actions to damage of any identified asbestos-containing building materials would be taken. The initial inspection and development of the management plan required by law were carried out by independent, accredited contractors with the resultant plan having been submitted to and accepted by Pennsylvania Department of Environmental Resources. Following the initial inspection and subsequent re-inspections and surveillance activities, any suspected or damaged asbestos containing building material has been repaired or removed following EPA regulations. There are presently no areas of damaged asbestos-containing building material in student-occupied areas. In accordance with Federal law and the management plan, periodic surveillance activities are carried out by trained HMS School staff, and re-inspection every three years is carried out by independent, accredited contractors.

By AHERA regulation, HMS School is required to notify its employees, students or their parents or guardians, and short-term workers doing business at the School of the existence of the school's management plan and your right to review that document during normal business hours. The HMS School Management Plan is maintained in the Administrative Offices of the school and may be inspected by directing your written request to me.

Please do not hesitate to contact me if you have any questions about this law or the school's management plan.

Very truly yours,

Diane Gallagher, Ph.D.
Executive Director
DR 6/10

HMS School Unsafe Food Textures

Due to the complex feeding needs of our students, and for the safety of all, the following foods (including similar foods not listed) will **NOT** be fed to students while at HMS School or during any HMS affiliated trip/activity. These items may **ONLY** be used during specific therapeutic feeding tasks with that child's primary speech therapist.

CANDY

Chewing Gum
Gummy Bears, etc.
Caramels
Gumdrops
Hard Candy
Choc. Kisses
Solid Chocolate Shapes
Jelly Beans
Licorice
Life Savers
Lollipops
M&M's
Malted Milk Balls
Marshmallow Peeps
Marshmallows
Jaw Breakers
Sweet Tarts
Taffy
Candy that has nuts, chips or other hard pieces

DESSERTS

Cookies, Cakes, Ice Cream or Desserts
containing pieces of nuts, hard candies, raisins, sprinkles, coconut, or rice

FRUIT & VEGGIES

Fruits that have NOT been Pitted
Coconut
Grapes, Cherries and other fruits with skins
Raisins
Whole Corn
Hard Fresh Fruits
Hard Raw Veggies
Cole Slaw
Salads containing hard pieces

STARCHES, BREADS AND SNACKS

Popcorn
Rice
Bagels
Soft Pretzels
Corn Chips/Tortilla Chips

MEAT/PROTEIN

Nuts
Meats in Casing (including Hot Dogs and Link Sausage)
Meats or Fish with bones

DRINKS

Students may not have drinks with ice unless using a straw

UNSAFE UTENSILS

Disposable Plastic Utensils
Wooden Popsicle Sticks or Spoons
Disposable Cups of Any Kind

*****CAUTION WHEN SERVING THESE FOODS**

Tough Dry Meats
Dried Fruits
Canned Fruits
Potato Chips
Hard Pretzels
Hard cookies

****Children eating these foods must be able to chew foods thoroughly*

Please restrict the above listed foods as well as any food of similar consistency or characteristic.

Be aware that anyone can choke on any food item at anytime. Be cautious with the size of bites you are feeding, the placement of that bite in the mouth, and DO NOT FEED if the child is laughing, crying, coughing or sleeping.

HMS Special Events

These are events that parents and families are invited to at HMS and when they generally occur. We hope this helps in planning time off work or school. Keep an eye out in the FridayNews and weekly envelopes for specific details!

Fall Festival	Late September/Early October
Book Fair	Week of Parents' Evening
Fall Parents' Evening	Thursday before Columbus Day
Bake Sale	Day of Parents' Evening
Halloween Festivities	October 31 st or closest weekday
Student Government Elections	November
American Education Week/ Classroom Observations	November
Centerpiece Workshop (parent volunteers)	December
Brunch with Santa	1 st Saturday in December
Holiday Show	Morning of Last Thursday before Winter Break
Student Government Inauguration and Ball	Mid-January
Valentine's Day Dance	February 14 th or closest Friday afternoon
Black History Month Assembly	Friday in mid-late February
Science Fair	March
Expressive Arts Festival	Wednesday in April
Spring Parents' Evening	Thursday before Spring Break
Bake Sale	Day of Parents' Evening
Volunteer Appreciation Night	April
Spring Dance (Students 13+)	Third Friday in May
Alumni Brunch (Students 18+)	Third Saturday in May
Spring Carnival	Friday towards end of May
Walnut Street Theatre Performances	May
Awards Assembly	June
Graduation (for families of graduates)	Mid-June