



AMERICAN SCHOOL FOR THE DEAF

PARENT
INFORMATION
HANDBOOK

2016-2017

PARENT INFORMATION HANDBOOK

2016-2017

Welcome from the Executive Director.....	4
General Information for All Parents	5
List of Forms to be Returned	5
Audiological Services	6
Athletics	7
Class & Organization Information.....	8
Bus Schedule.....	8
Insurance Information.....	8
Information for Parents of Dorm Students	8
Parent Advisory Committee (PAC)	9
School Supplies	10
Dormitory List.....	11
School Calendar	12
Telephone Directory	14



FOUNDED IN 1817

AMERICAN SCHOOL FOR THE DEAF

JEFFREY S. BRAVIN, EXECUTIVE DIRECTOR

August, 2016

Dear Parents/Guardians,

I hope you had a wonderful summer! On August 29, we will open our doors for our 200th school year!

This is a historic year for ASD. In April, we will celebrate our 200th anniversary and while we will undoubtedly celebrate this historic milestone, we also continue to plan for the future. We have continued implementing the objectives put forth in our three year strategic plan, including growing our enrollment, raising our academic rigor, enhancing ASD's visibility in the community, and ensuring a strong fiscal position for years to come.

ASD's dedicated teachers and staff have been working diligently toward the implementation of the ASL/English Bilingual Approach. We believe that exposing children to a communicatively accessible environment at the earliest possible age results in language development and academic success. Several meetings and work groups have been facilitated with our bilingual consultants from Gallaudet University as we work to incorporate this approach into all facets of our curricula. I look forward to meeting with parents and families in the fall to further discuss this initiative!

Over the past year, ASD has worked closely with a branding and marketing firm to reposition ASD as the first choice in education for all deaf and hard of hearing students. In October, we will unveil a new logo and tag line for the school that will not only capture our centuries of excellence, but will also translate our visions for the future. Stay tuned for more information!

As always, if you have any ideas, thoughts, or feedback, please feel free to contact me anytime at jeff.bravin@asd-1817.org or at 860.570.1816.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey S. Bravin'.

Jeffrey S. Bravin
Executive Director

INFORMATION FOR ALL PARENTS

During the summer, you will have received a packet of forms to be filled out. We ask that you please fill these forms out and return them in a timely manner. If you have any questions regarding the requested information, or concerns which have not yet been addressed, please call the Admissions/Family Education Services (FES) Office 860.570.2209 (Voice) or 860.899.1604 (Videophone).

MEDICAL INSURANCE INFORMATION

A copy of both sides of your child's health insurance card is required.

STUDENT HEALTH CENTER MATERIALS

Permission to Treat

Authorization for the Administration of Medicine(s)

Return the return if your child is on medication. This form must be signed by both the doctor and you.

INCOME VERIFICATION FORM

In July 2015, ASD began the income verification process to qualify for E-rate funding. By qualifying more students under the E-rate program through Income Verification, there is an added benefit to ASD to potentially qualify for more Federal, State, and private funding that may use the total number of qualified students as a guideline for funding.

It is important to ASD to have all students/parents complete the Income Verification forms to assist in qualifying more students in the e-rate program which could provide an added benefit to assist ASD in receiving additional funding to support the School's academic programs.

COURT DOCUMENTS IF APPLICABLE

Documents relating to custody and/or visitation rights if applicable.

STUDENT INFORMATION FORM

Important – changes to the demographic profile of your child(ren) must be marked on this form. Please remember to write or call the Admissions Office at 860.570.2335 or 860.570.2209 any time your information changes, or if you wish to offer additional information which will assist the school in providing a positive and successful school year for your child.

AUDIOLOGICAL SERVICES

The following is a list of audiological services available for all students:

Triennial Audiology Evaluations

These evaluations are performed every three years to coincide with the Planning and Placement Team Meeting to determine continued eligibility for services at the American School for the Deaf. In some cases, if concerns arise, an additional hearing test may be warranted.

DM Systems

All students enrolled at ASD are eligible to utilize the School's Phonak Roger DM system during the school day. The system includes hearing aids, **DM** receivers and ear molds. Students may utilize their personal hearing aids or cochlear implants linked to the system. Roger sound field speakers are in all classrooms and most common areas. Ear molds made exclusively for use with the school/DM system are paid for by ASD. Batteries for hearing aids (HA) use with the school DM during the school day are also provided. Batteries for personal hearing aids and cochlear implants are the responsibility of the parent/guardian.

Hearing Aids (HA)

Referrals to licensed audiologists with regard to obtaining personal hearing aids are made as appropriate. ASD does not accept insurance however, hearing aids may be purchased by private payment through ASD directly. The price of hearing aids is dependent on which hearing aid is selected as being the best for your child. Parents are responsible for the purchase of personal hearing aids and ear molds.

IMPORTANT NOTE: Connecticut State Law requires medical clearance before any hearing aid can be sold to students. Please contact your audiologist for forms and details.

Hearing Aid Repairs

The average cost for a repair is \$200 per personal hearing aid. This may be higher depending on the type and age of the hearing aid.

Hearing aids under warranty or private pay may be repaired through ASD. Payment for the repair is expected when the hearing aid(s) is/are returned to the student.

Ear molds

The cost for ear molds for personal hearing aids is \$160.00 per pair. Students are given a choice of colors. Parents should notify the School audiologist if they do not want colored earmolds for their child. Swim molds may also be made and purchased for \$80.00 a pair. Payment for ear molds is required before the ear molds are made.

Batteries

Mercury free Zinc Air batteries are available for \$6 per pack of six. Cochlear Implants (CI) batteries are \$7.50 per pack, also mercury free.

Cochlear Implants

Repair/replacement parts for cochlear implants (**CI**s) is available at ASD **when the device is under warranty or service contract**. Parents need to contact their child’s CI center to facilitate replacement of a lost or out-of-warranty cochlear implant. **Medicaid reimbursement may be available for students using products by Cochlear Americas.**

Lost School Loaned Hearing Aids

The school may loan students hearing aids pending the receipt of a signed loaner agreement. Students who lose their school loaned hearing aids will need to pay \$150 for the replacement hearing aids.

CLASS & ORGANIZATION INFORMATION

The school offers many clubs, class organizations, after-school activities and other opportunities for your child to develop outside the classroom. Please refer to the Student Information Handbook for information on these activities. This information can be found online on the ASD website.

BUS SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off	8:00 - 8:15a.m.	8:00 - 8:15a.m.	8:00 - 8:15a.m.	8:00 - 8:15a.m.	8:00 - 8:15a.m.
Class Starts	8:25 a.m.	8:25 a.m.	8:25 a.m.	8:25 a.m.	8:25 a.m.
Dismissal	3:15 p.m.	3:15 p.m.	3:15 p.m.	3:15 p.m.	1:00 p.m.

For Transportation issues, please contact Barbara French at 860.570.2276.

In case of inclement weather, please follow your school districts' schedule.

INSURANCE INFORMATION

ASD provides secondary student accident insurance through Bailey Agencies, Inc. The coverage is for any accident occurring during the hours and days when school is in session, and/or while attending school sponsored/supervised activities. Please note this is secondary insurance. This means that all accident claims must **first** be submitted through your personal family insurance carrier **prior to** submission through Bailey Agencies, Inc.

For your information, listed below is the process ASD follows in the event of a student accident, and the procedures for you to follow for submission of unpaid insurance claims through Bailey Agencies, Inc. The accident insurance plan is designed to cover all enrolled students of the school while they participate in school sponsored and supervised activities. The plan will reimburse claimants for eligible expenses which are not payable by your healthcare plan or any other insurance plan providing reimbursement for medical expenses. Therefore prior to filing a claim against the accident Insurance policy, you must first file the claim with your own healthcare plan. Please observe the following claim filing procedures:

1. Obtain a claim form from the School. Only one form is needed for each accident, regardless of number of expenses Incurred for the particular accident.

2. Part 1 of the claim form should be completed and signed by a School official. Part 1 requests a description of how the accident occurred. Please check to see that a complete description is provided. For example, "Basketball" is not acceptable; however, "twisted left ankle while playing basketball" is acceptable.
3. Part II of the claim form should be completed and signed by the Claimant's parent or guardian. All questions in Part II must be completed in order for the company to examine your claim. Please do not leave any questions blank. Part II includes the section entitled "authorization to Release Information."-
4. An Itemized Bill should be submitted for each expense incurred. Itemized bills provide the dates of service, the procedure codes, the diagnosis and the charge(s). "Balance Due" bills and/or collection notices are not acceptable because they do not provide all of the information needed to properly examine a claim.
5. When submitting charges for Physical Therapy, the itemized bill must be accompanied by the prescription and include the frequency and the duration of the treatment.
6. Submit copies of the Explanation of Benefits (EOB) statements from your own healthcare plan. The EOB's will show how much your healthcare plan paid for services rendered and the amount which is your responsibility. There should be an EOB for each itemized bill you have submitted for reimbursement.
7. Mail the fully completed form, each itemized Bill (and the prescription, if applicable) and the corresponding EOB to the following address:

ASD
Attn: Controller
139 North Main Street
West Hartford, CT 06108

Please remember, the policy is an Accident Insurance Policy. It does not provide reimbursement for illness or for injuries that are not the result of an Accident. It is subject to exclusions and limitations. The policy may also contain a deductible which may be the claimant's responsibility.

PLEASE NOTE: If you have any questions regarding the preceding insurance, or claim procedures, please contact Jennifer Pizzoferrato in the Business Office at 860.570.2372.

INFORMATION FOR RESIDENTIAL STUDENTS

The ASD Residential Student Life Core and PACES Programs are here to support your child, provide a safe and nurturing environment, and enhance your child's educational experience at ASD.

Listed below is information you will need to help ensure a positive experience in the Residential Student Life Program.

Clothing and Linens: The list is included in this handbook, following the school supplies.

Spending Money: Please provide your child with \$5.00 to \$10.00 a week for spending money. Students should not keep more than \$10.00 in their possession or stored in their room at all times. Larger sums are given to Residential Counselors for safe keeping. The school is not responsible for lost or stolen items. We will send letters home with students if more money is needed for events/field trips.

Electronic Devices: iPhones, pagers and laptop computers are permitted. Students must follow school rules for use of these devices. Staff may remove devices if students use them inappropriately. Electronic games may be brought to residence, but they must not be violent in

nature or have inappropriate content. Staff may remove them and ask the students to take them home if rules are not followed.

After School Activities: We offer a wide variety of activities and students are strongly encouraged to be involved.

Examples: Swimming, Sports, Work Programs, Junior Connecticut Association of the Deaf (Jr. CAD), Drama Club, MLK Club, Dance Club and PACES Garden.

Please refer to the Student Handbook for additional information on the after school activities. If you have any questions, please feel free to contact Kristin Feldman at Kristin.Feldman@asd-1817.org.

PARENT CENTER AND FAMILY LENDING LIBRARY

Parent Center: This comfortable meeting and browsing space, especially designed for all parents/families school-wide, is equipped with a TV, VCR and computer and includes the Family Lending Library.

Family Lending Library: The Library houses many materials, such as books, videotapes, CDs, DVDs, game cards, etc., which are available for borrowing on a two-week basis. The library is open during school hours and also for after-hours activities/special events.

For more information on Family Education Services (FES), including parent and sibling sign language classes, support groups and other activities, contact Cindy A. Paluch, Director of Admissions and Family Education Services, at 860.570.2335.

PARENT ADVISORY COMMITTEE

Parent Advisory Committee (PAC) consists of parents who reflect the cultural make-up of ASD student population. PAC meets five times a year to advise the school on educational matters. Meeting dates for the **2016-2017** academic school year are: **September 12, November 14, January 9, March 13, and May 8.** Meetings take place at 6:00 p.m. in the Family Education Services Room (Parent Center), GCEC.

(Students' names in parentheses)

Beth Bemis
(Matthew)
185 Scoville Road
Avon, CT 06001
802.825.0778/babbemis@gmail.com

Cary Mallach
(Dylan, Hayden, Nikita)
113 Cambridge Street
West Hartford, CT 06110
203.583.3132 (VP)/clmallach@me.com

Eileen Kleis
(Brittany)
6 Jered Lane
Southwick, MA 01077
413.569.6171/ekleis@comcast.net

Sheri Romblad
(Luke)
637 Opening Hill Road
Madison, CT 06443
203-506-5710/theromblads@comcast.net

Tara Parent
(Andrew)
91 Lawton Road
Canton, CT 06019
860.352.2455/ tlp52578@yahoo.com

Pamela Tonello
(Jack)
140 Whitney Street
Hartford, CT 06105
(904) 401.9178/ptonello@capitalworkforce.org

School Supplies

ITEM	Pre-K	Grades K-1	Grades 2-5	Grades 6-8	Grades 9-12
Backpack	X	X	X	X	X
Binder (3-ring)			X	X	X
Box of wipes	X	X			
Calculator			X	X	X
Clothing (one complete change)	X	X	X		
Colored markers (washable)		X	X	X	
Container (shoebox, Tupperware, etc.)	X	X			
Crayons (Both) 1 box 8 small 1 box 8 large	X	X	X		
Cup (plastic only)	X	X			
Elmer's Glue sticks, (3)	X	X	X		
Erasers	X	X	X	X	X
Hearing Aid Batteries/CI Batteries	X	X	X	X	X
Paper (3 hole lined)			X	X	X
Pencil case	X	X	X		
Pencils #2	X	X	X	X	X
Pens			X	X	X
Ruler			X	X	X
Sneakers (for PE)	X	X	X	X	X

Note: Please make sure your child's name is on everything.

For Parents of Dorm Students:

It is our responsibility to make your child feel as comfortable as possible in a dormitory environment. The following is a list of items for your child to bring to the dormitory. Valuable items are not encouraged in the residential setting. Items of value can be locked in the supervisor's office, until your child needs them. It is recommended that your son/daughter's clothing be labeled with his/her name using a laundry marker.

Elementary/Middle School Dorms

- 4-5 sets of clothes: shirt, pants, socks, underwear
- 1-2 pair of pajamas
- 1-2 sweaters and sweatshirt
- Shoes, sneakers, slippers
- 2 jackets (spring, winter)
- Swimsuit
- Towels (shower and swimming)
- Linens, blankets and pillow for twin bed
- Toiletries
- Favorite toy, posters, and pictures to hang in their room
- One set of nice clothes (dress or nice pants and top for girls, slacks and shirt for boys)

High School Dorms

- 4-5 sets of clothes: shirt, pants, socks, underwear
- 1-2 pair of pajamas
- 1-2 sweaters and sweatshirt
- Shoes, sneakers, slippers
- 2 jackets (spring, winter)
- Swimsuit
- Towels (shower and swimming)
- Linens, blankets and pillow for twin bed
- Toiletries
- Items to make a homelike atmosphere, such as posters, pictures, etc.
- One set of nice clothes (dress or nice pants and top for girls, slacks and shirt for boys)

PACES Dorms

See above. The PACES Program supplies linens, towels and hygiene items such as toothbrush and toothpaste. The student can bring his/her own linens and hygiene items if so desired.

SEE DRESS CODE IN THE STUDENT HANDBOOK.

DRESS CLOTHES ARE REQUIRED FOR SPECIAL EVENTS.



AMERICAN SCHOOL FOR THE DEAF 2016-2017

180 School Days

07/8/16

JULY 2016 (0)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016 (3)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016 (21)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016 (20)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016 (20)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016 (12)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JANUARY 2017 (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2016
 Holiday/No School..... 1 & 4
 Isola Bella PACES/Discovery 11-15
 CORE ESY (Extended School Year) begins... 11
 Isola Bella Teen Session 17-30
 CORE ESY (Extended School Year) ends 29

AUGUST 2016
 PACES Summer School ends 16
 RC In-Service Days 23-26
 Teacher In-Service Days 25-26
 First day of School/ 1st Quarter 29

SEPTEMBER 2016
 Labor Day/No School 5
 Curriculum Night/Big E 22
 Mid-Quarter (1st Quarter) 29

OCTOBER 2016
 Columbus Day/ No School 10
 Homecoming 15

NOVEMBER 2016
 2nd Quarter 2
 Parent Open House 11
 Thanksgiving Break/No School 24-25

DECEMBER 2016
 Mid-Quarter (2nd Quarter) 6
 Holiday Break/No School 19-30

JANUARY 2017
 Holiday Break/No School 2
 Classes Resume 3
 Martin Luther King Day/ No School 16
 3rd Quarter 24

FEBRUARY 2017
 President's Day/No School 20
 Classes Resume 21
 No School 24
 Mid-Quarter (3rd Quarter) 27

MARCH 2017
 No School or Snow Day Make up if needed 27
 4th Quarter 31

APRIL 2017
 Spring Break/No School 10-14
 Good Friday/No School 14
 No School or Snow Day Make up if needed 17
 Founders' Day 21

MAY 2017
 Mid-Quarter (4th Quarter) 11
 No School or Snow Day Make up if needed 26
 Memorial Day/No School 29

****JUNE 2017**
 Last Day of School 13
 PreK-5 Awards/Move Up 9:30 am TBD
 Middle School (Gr. 6-8) Awards/Move Up 10:30am TBD
 High School (Gr.9-12) Awards 1 pm TBD
 High School Graduation 7 pm TBD
 Teacher Work Day 14
 Summer School Staff Training/Orientation 15
 Snow Day Makeup if needed 14-15
 Isola Bella Staff Training 19-24
 Isola Bella Youth Session 25-July-8
 PACES Summer School begins 26

JULY 2017
 Holiday/No School 3-4
 Isola Bella PACES/Discovery 10-14
 CORE ESY (Extended School Year) begins... 10
 Isola Bella Teen Session 16-29
 CORE ESY (Extended School Year) ends 28

AUGUST 2017
 PACES Summer School ends 15

FEBRUARY 2017 (18)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017 (21)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017 (21)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017 (9)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2017 (0)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2 Additional snow days will be made up in June 14-15.
 Additional days may impact April vacation.

- NO SCHOOL
- TRAINING WEEK/SPECIAL EVENTS
- MIDQUARTERS
- QUARTERS
- CORE ESY- Extended School Year (15 days)
- PACES Summer School (35 days)

- **WEATHER DELAY** – 90 minutes, start at 10:00 a.m.
- **EARLY DISMISSAL** – 1:00 p.m.
- **Official Graduation Day will be announced on April 5th.

2016-2017 School Year

Morning Transportation Arrival Time is between 8:00 and 8:20 a.m.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Classes Begin	8:25 a.m.	8:25 a.m.	8:25 a.m.	8:25 a.m.	8:25 a.m.
Classes Dismissal	3:15 p.m.	3:15 p.m.	3:15 p.m.	3:15 p.m.	1:00 p.m.
Monday, August 29	Classes begin at 8:25 a.m.				
Friday, November 11	Classes dismissal at 1:00 p.m.				
Wednesday, November 23	Class dismissal at 1:00 p.m.				
Thursday, February 23	Class dismissal at 1:00 p.m.				
*Monday, March 27	TBD - No school or snow day make up if needed				
*Monday, April 17	TBD - No school or snow day make up if needed				
*Thursday, May 25	TBD - Class dismissal at 1:00 p.m. if no school on Friday, May 26				
*Friday, May 26	TBD – No school or snow day make up if needed				
*Tuesday, June 13	TBD – Class dismissal at 1:00 p.m. if no more snow day make ups are needed.				

*Parents/LEAS/Transportation will be notified if make-up snow days are needed.

IMPORTANT TELEPHONE NUMBERS

Executive Director

Jeff Bravin.....	860.570.1816
.....	860.899.1597 VP
Kerry McDowell, Executive Coordinator.....	860.570.2209
Jenilee Terry, Executive Assistant.....	860.570.2351

Admissions/Family Education Services (FES)/Student Management

Cindy A. Paluch, Director.....	860.570.2335
.....	860.899.1603 VP
Rick Borchardt, School Compliance Specialist/Data Analyst.....	860.899.1595 VP
Betsy Denorfia, Senior Administrative Assistant.....	860.570.2209
.....	860.899.1604 VP
Admissions/FES Fax.....	860.570.2201

Director of Education

Tommy Meehan, Director.....	860.899.1606 VP
Darlene Borsotti, Administrative Assistant.....	860.899.1203 VP

Educational Program

Jennifer Del Conte, Principal, PreK-11th Grade	860.570.3266
Barbara French, Coordinator, Student Support Services.....	860.570.2276
Alyssa Pecorino, Coordinator, Student Support Services.....	860.899.1209 VP
Charise Hoyt, Administrative Assistant.....	860.570.2311
Sophia Valli, Administrative Assistant.....	860.570.2304
Luisa Soboleski, Principal, PACES/Vocational.....	860.899.1592 VP
Krystal Sonidis, Administrative Assistant.....	860.570.2339

Learning Resource Center/Library

Maria Jacovino, Coordinator.....	860.570.2370
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PACES

Karen Wilson, Clinical Director, Psychological & Counseling Services (PCS).....	860.570.2298
Margaret Higgins, Senior Administrative Assistant.....	860.570.2223

Director of Student Affairs (Core/PACES)

Kristin Feldman.....	860 566 9460 VP
Patricia Meade, Core/PACES Residential Life Administrative Assistant.....	860.570.1845

Athletics

Lou Volpintesta, Athletic Director.....	860.570.2330
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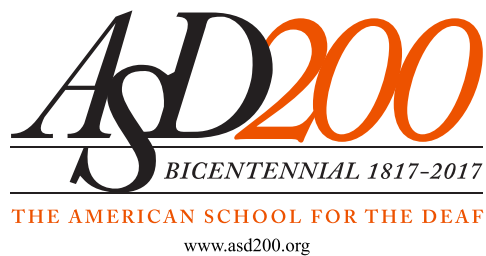
Student Health Center (SHC)

Andrea Dillon, Director.....	860.570.2363
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Security (Evenings, Weekends/Holidays)..... 860.570.2333

Main Number/Routine Calls..... 860.570.2300

Main Number Fax..... 860.570.2201



Our Mission

The American School for the Deaf is dedicated to serving deaf and hard of hearing infants, youth and their families in development of intellect and the enhancement of quality of life utilizing specially designed instruction through an American Sign Language and English Bilingual Approach, empowering them to become educated and self-directed, lifelong learners.