

**FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
OPERATIONAL POLICIES AND PROCEDURES**

POLICY NUMBER**SUBJECT****OPP 1.24****FSDB Staff American Sign Language (ASL) Program Policy**

Note: This policy and procedures document applies to staff hired into or voluntarily transferred to positions with standards at the time of their job entry dates. Job position standards either established or raised after staff members' job entry dates will not apply to these staff.

POLICY: The Florida School for the Deaf and the Blind (FSDB) recognizes the fundamental need and purpose of clear, consistent, and dependable communication as (1) a foundation for the development of language skills, (2) the basis for the development of interpersonal skills, and (3) critical to the sharing of information among all of the members of the FSDB campus community.

For some members of the FSDB community, the primary and most efficient method of communication is American Sign Language (ASL). The primary purpose of the FSDB Staff ASL Policy is to encourage and support an optimal setting of communication for all students and staff across the FSDB campus. In recognition of and respect for the diversity of the FSDB student and staff population, FSDB staff need to possess the skills and knowledge needed to work effectively with all students and staff. FSDB recognizes that the level of these skills and the importance of acquiring these skills vary across FSDB staff. Procedures for implementing this policy include a process for determining reasonable accommodations that may be needed for staff with ASL skill level standards.

Frequency, length, and type of communication required for interaction with students and staff that are deaf or hard of hearing are primary factors used in determining ASL skill level standards for selected FSDB staff positions. These standards are based on the Sign Language Proficiency Interview (SLPI) Rating Scale (see Attachment A page 3). ASL skill level standards for FSDB staff positions are provided on pages 4-8 in Attachment B of this document.

FSDB job position standards are included in staff job position descriptions. For selected new job positions or for potential changes to current job position standards, the immediate Supervisors and Administrators for the positions and the ASL Program Coordinator meet to discuss standards for these positions. The Administrators and the ASL Program Coordinator make their recommendations for standards to the President. The President makes final decisions for standards and informs the immediate Supervisors and Administrators for positions and the ASL Program Coordinator of his/her decisions.

FSDB staff that have not achieved their SLPI Rating Scale skill level standards at job entry are required to take the SLPI: ASL within 60 days of job entry dates unless they sign a statement indicating that they have no ASL skills. Staff signing this statement are required to participate in FSDB-supported ASL skill development activities and to take the SLPI: ASL within two years of hire. Staff take the SLPI every two years until they achieve their standards. Staff are expected to achieve their standards within four (4) years from their job entry dates.

APPROVED:

L. Daniel Hutto, President

Date

STATUTORY AUTHORITY:

1002.36, 6D-4.003, F.A.C.

LAW IMPLEMENTED:

1002.36 (4)(d)

HISTORY:

NEW: 8/15/96

REVISED: 8/31/99, 12/20/00, 8/21/01, 9/11/03, 8/27/04, 9/25/06
6/4/09, 9/30/09, 12/2/09, 6/8/10, 1/14/11

ATTACHMENT A

SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) RATING SCALE^{ab}

<u>RATINGS</u>	<u>DESCRIPTORS^c</u>
<u>Superior Plus</u>	<u>Able to have a fully shared and natural conversation, with in-depth elaboration for both social and work topics.</u> All aspects of signing are native-like.
<u>Superior</u>	<u>Able to have a fully shared conversation, with in-depth elaboration for both social and work topics.</u> Very broad sign language vocabulary, near native-like production and fluency, excellent use of sign language grammatical features, and excellent comprehension for normal signing rate.
<u>Advanced Plus</u>	<u>Exhibits</u> some superior level skills, but not <u>all</u> and not <u>consistently</u> .
<u>Advanced</u>	<u>Able to have a generally shared conversation with good, spontaneous elaboration for both social and work topics.</u> Broad sign language vocabulary knowledge and clear, accurate production of signs and fingerspelling at a normal/near-normal rate; occasional misproductions do not detract from conversational flow. Good use of many sign language grammatical features and comprehension good for normal signing rate.
<u>Intermediate Plus</u>	<u>Exhibits</u> some advanced level skills, but not <u>all</u> and not <u>consistently</u> .
<u>Intermediate</u>	<u>Able to discuss with some confidence routine social and work topics within a conversational format with some elaboration; generally 3-to-5 sentences.</u> Good knowledge and control of everyday/basic sign language vocabulary with some sign vocabulary errors. Fairly clear signing at a moderate signing rate with some sign misproductions. Fair use of some sign language grammatical features and fairly good comprehension for a moderate-to-normal signing rate; a few repetitions and rephrasing of questions may be needed.
<u>Survival Plus</u>	<u>Exhibits</u> some intermediate level skills, but not <u>all</u> and not <u>consistently</u> .
<u>Survival</u>	<u>Able to discuss basic social and work topics with responses generally 1-to-3 sentences in length.</u> Some knowledge of basic sign language vocabulary with many sign vocabulary and/or sign production errors. Slow-to-moderate signing rate. Basic use of a few sign language grammatical features. Fair comprehension for signing produced at a slow-to-moderate rate with some repetition and rephrasing.
<u>Novice Plus</u>	<u>Exhibits</u> some survival level skills, but not <u>all</u> and not <u>consistently</u> .
<u>Novice</u>	<u>Able to provide single sign and some short phrase/sentence responses to basic questions signed at a slow-to-moderate rate with frequent repetition and rephrasing.</u> Vocabulary primarily related to everyday work and/or social areas such as basic work-related signs, family members, basic objects, colors, numbers, names of weekdays, and time. Production and fluency characterized by many sign production errors and by a slow rate with frequent inappropriate pauses/hesitations.
<u>Below Novice/No Functional Skills</u>	<u>(May be) Able to provide short single sign and “primarily” fingerspelled responses to some basic questions signed at a slow rate with extensive repetition and rephrasing.</u>

^a Adapted from U.S. Foreign Service Institute & ACTFL LPI rating scales by William Newell and Frank Caccamise.

^b The SLPI was referred to as the Sign Communication Proficiency Interview (SCPI) from 1983 to May 2006.

^c For all SLPI rating descriptors, **first statement (in bold type) always a statement of sign language communicative functioning**, with all remaining statements (regular type) descriptors of ASL form (vocabulary, production, fluency, grammar, and comprehension).

June 2006 (revised edition).

ATTACHMENT B

**Florida School for the Deaf and the Blind (FSDB)
Staff American Sign Language (ASL) Skill Level Standards**

Note 1: It is preferred that staff members have their Sign Language Proficiency Interview: American Sign Language (SLPI: ASL) standards at time of job entry.

Note 2: Due to the complexity of FSDB, including periodic changes in job position titles, new job positions, and department changes, the policy list for FSDB job position American Sign Language (ASL) standards requires on-going monitoring and frequent updating. FSDB does its best to keep this standards list up to date. If you note any omissions or other possible needed changes to this list, please contact the FSDB ASL Program Coordinator. Thank you.

Job Area/Position**SLPI: ASL Skill Level Standard****President's Office:**

President

If Primary Background Deaf/Hard of Hearing
If Primary Background Visually Impaired

Advanced
Intermediate

Other Staff working with Deaf/HH

Survival Plus

Supervisor's Assistant

Survival Plus

Parent Services Department:

Executive Director of Parent Services

Advanced

Supervisor's Assistant

Survival Plus

Parent Information Office

Registrar, Information Specialist III, Parent Liaison

Intermediate

Parent Infant Office

Coordinator of Blind/VI Early Intervention Services

Encouraged to Develop ASL Skills

Grants Specialist IV

Survival Plus

Regional Coordinator for Parent Infant Program/
Early Intervention

Survival Plus

Classroom Teacher/Parent Advisor

Advanced

Coordinator of Deaf/HH Early Intervention Services

Advanced

Job Area/Position**SLPI: ASL Skill Level Standard****Business Services (Including Safety, Budgets, Purchasing, Accounting, Development Office, Maintenance, Customer Service, Household, & Construction):**

Administrator, Supervisors, Directors, Managers, Consultant, & Comptroller

Survival Plus

Other Business Services Staff

Encouraged to Develop ASL Skills

Supervisor's Assistant

Encouraged to Develop ASL Skills

Campus Police & Security:

Campus Police & Security Staff

Intermediate

Supervisor's Assistant

Encouraged to Develop ASL Skills

Student Bank, Transportation, & Food Service:

Student Bank Staff

Intermediate

Transportation Director & Supervisor

Survival Plus

Bus Chaperones

Intermediate

Food Service Director

Survival Plus

Food Service Director- Dragon's Lair

Intermediate

Other Food Service Directors, Supervisors, & Administrators

Survival Plus

Other Student Bank, Transportation, & Food Service Staff

Encouraged to Develop ASL Skills

Supervisor's Assistant

Encouraged to Develop ASL Skills

Human Resources: (All Staff)

Survival Plus

Instructional Programs:

Administrator, Supervisors, Coordinators, & Directors working with Deaf/HH

Intermediate

Curriculum Teachers & Specialists working with Deaf/HH

Advanced

Other Instructional Programs Staff working with Deaf/HH

Intermediate

Specialists working with Deaf & Blind Departments

Intermediate

Supervisor's Assistant

Survival Plus

Job Area/Position**SLPI: ASL Skill Level Standard****Deaf Academic:**

Principal, Assistant Principals, Supervisors, Coordinators, Teachers, & Specialists working with Deaf/HH	Advanced
Other Deaf Academic Staff working with Deaf/HH	Intermediate
Supervisor's Assistant	Intermediate
Other Staff	Intermediate

Career Education & Transition High School:

Principal- Blind/Career Ed & Transition High School	Intermediate
Assistant Principal, Supervisors, Coordinators, Teachers, & Specialists working with Deaf/HH	Advanced
Other Career Ed & Transition Staff working with Deaf/HH	Intermediate
Specialists working with Deaf & Blind Departments	Intermediate
Supervisor's Assistant	Intermediate

Physical Education (PE):

Assistant Principal working with Deaf & Blind Departments	Intermediate
Teachers working with Deaf/HH or with both Deaf & Blind Departments	Advanced
Other PE Staff working with Deaf/HH or with both Deaf & Blind Departments	Intermediate
Supervisor's Assistant	Intermediate

Allied Health Services (Including Child Study, Mental Health, Speech & Audiology, Health Care):

Administrator of Allied Health Services	Intermediate
Supervisors, Coordinators, Teachers, & Specialists working with Deaf/HH	Advanced
Nurses	Intermediate
Other Allied Health Services Staff working with Deaf/HH	Intermediate
Supervisor's Assistant	Survival Plus

Job Area/Position**SLPI: ASL Skill Level Standard****Boarding Services (Including Athletics & Recreation):**

Administrator of Boarding Services (administrates Deaf Boarding Services, Career Ed & Transition High School Boarding Services, & Continuing Education Program Boarding Services)	Intermediate
Education & Training Specialist	Intermediate
Coordinator of Student Life	Intermediate
Recreation Therapy Manager	Intermediate
Supervisor's Assistant in Deaf Boarding Services, Career Ed & Transition High School Boarding Services, & Continuing Education Program Boarding Services	Intermediate

Deaf Boarding Services:

Deaf Boarding Supervisors, Coordinators, Director, Assistant Director, & Senior Residential Instructors working with Deaf/HH	Advanced
Other Deaf Boarding Services Staff working with Deaf/HH	Intermediate

Career Education & Transition High School Boarding Services:

Career Ed & Transition High School Boarding Supervisors, Coordinators, Director, Assistant Director, & Senior Residential Instructors working with Deaf/HH	Advanced
Other Career Ed & Transition High School Boarding Services Staff working with Deaf/HH	Intermediate

Continuing Education Program Boarding Services:

Continuing Education Supervisors, Coordinators, & Senior Residential Instructors working with Deaf/HH	Advanced
Other Continuing Education Staff working with Deaf/HH	Intermediate

Job Area/Position**SLPI: ASL Skill Level Standard****Interpreter Services:**

Director, Coordinator, Staff Interpreters, & Training Specialist

Advanced Plus-Superior Plus Range

Support Staff

Intermediate

Training & Quality Assurance: (All Staff)

Survival Plus

Technology:

Supervisors, Coordinators, Directors, & Specialists working with Deaf/HH

Intermediate

Librarian working with Deaf/HH

Advanced

All Other Library Staff working with Deaf/HH

Intermediate

Grant Staff working with Deaf/HH

Intermediate

Supervisor's Assistant

Encouraged to Develop ASL Skills

Other Technology Staff working with Deaf/HH

Encouraged to Develop ASL Skills