

# OLV Human Services

A Father Baker Legacy

School Age Division

## Student Handbook



**Baker Hall School**

777 Ridge Road  
Lackawanna NY 14218  
Michael Gunthrop, Principal

**Baker Academy**

650 Ridge Road  
Lackawanna NY 14218  
John Collins, Principal

Lyndsey Todaro, Director of School Age Education

Dear Parent, Guardian and Student,

Welcome to OLV Human Services School Age Programs. This handbook will provide you with a detailed description of our programs and give you an idea on how best to utilize our services.

We are committed to ensuring that you and your child receive the services necessary for a positive and complete educational and clinical experience. We work toward helping your child develop the skills necessary to return to a public school, to move in a vocational direction and to meet the goals set up on the Individual Educational Plan (IEP), whichever best suits your child's needs. With your help a treatment plan will be developed to address identified areas your child needs to improve to achieve success.

All our schools are fully certified by New York State, which means your child will receive a similar curriculum to a public school, but one that is tailored to meet their individual needs.

As you can see, Baker Victory provides a very complete program which offers many services beyond the capabilities of a public school program. We look forward to having you take advantage of all of our services as you and your family work toward meeting your goals for the future.

Sincerely,

The Educational Team at OLV Human Services

## COMMUNICATION AND CONTACT INFORMATION

We welcome your involvement in your child's school program! We encourage frequent communication between you and our staff. Daily communication logs will be sent home with your child. This is the way that most routine correspondence will get to you from the classroom and therapy staff. We hope that you will use it to keep in touch with us as frequently as you wish. Please check your child's backpack each day on his/her return from school. If preferred, communication can be via email once a consent form is signed.

Please keep us posted on:

- Address/phone changes – just as soon as you know them
- Learning and behavioral concerns about your child
- Life situation/home changes that you think will affect your child's school learning or behavior
- Absences/tardiness
- Any questions/concerns that you have

<b><u>Baker Academy:</u></b> 650 Ridge Road Lackawanna NY 14218 Main Office: <b>716-828-7955</b>	<b><u>Baker Hall School :</u></b> 777 Ridge Road Lackawanna, NY 14218 Phone: <b>716-828-9737</b>
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### **Parent/ Guardian Meetings:**

If you are meeting or would like to meet with anyone on your child's education team, please contact the office to set up a meeting time. All visitors must report to the office.

### **School Closings**

Occasionally, OLV Human Services School Age Programs will need to cancel school due to inclement weather or emergencies. Please watch Channels 2, 4, or 7 for a separate listing of school cancellations. One Call Now alerts will also be sent to families who have signed up for the service.

### **Pesticide Notification**

As of July 1, 2001, state law requires that schools notify parents who wish to receive advance notice each time that pesticides are used in their child's school. This law does not apply if pesticides are applied after school on Friday or on vacations. In our program, we use pesticides only during vacations or after school on Fridays. Please know that it is practice of ECP to let all families know when pesticides have been used while school is in session.

### **Progress Reports**

It is very important to us that you are kept up-to-date in all aspects of your child's progress. You will receive quarterly reports and progress notes from your child's teacher and therapist(s) on a regular basis throughout the school year. Progress notes and quarterly reports are forms that relate to your child's IEP goals. Please be sure to check your child's backpack for important information relating to your child's progress within the school setting. Teachers will compose quarterly reports that relate to growth in all areas.

## EMERGENCY PREPAREDNESS PLAN

The staff at the School Age Programs would like to inform you of our Emergency Preparedness Plan. The following precautions are in place:

- Our building will be locked down with photo admittance only
- The proper OLV HS, City, and County emergency personal will be contacted
- All fire doors will be closed
- All children and staff will be in one secure location
- Flashlights and radios with batteries are located in one place
- A two day supply of food and water is in storage cupboards

All parents will be notified by phone (if phone service is operating) of the situation in a timely manner. One Call Now Alerts will also be sent out to families who are signed up for the service. As in any emergency, please be patient with communication. Our first concern is for the children, as always.

If you have any questions, please call our main office.

The chart below gives you a quick idea of who to reach about what, and how...

<b>QUESTIONS ABOUT...</b>	<b>CONTACT...</b>	<b>HOW?</b>
Your child's learning, behavior, and progress	Your child's teacher or therapist(s)	<ul style="list-style-type: none"> <li>• By setting up a phone or personal meeting</li> <li>• By arranging a visit to school</li> </ul>
How you can work on your child's skills/behaviors outside of school	Your child's teacher or therapist(s)	<ul style="list-style-type: none"> <li>• By setting up a phone or personal meeting</li> <li>• By arranging a visit to school</li> </ul>
<b>QUESTIONS ABOUT...</b>	<b>CONTACT...</b>	<b>HOW?</b>
An accident, injury, or illness at school or home	Our program's nurse	<ul style="list-style-type: none"> <li>• Call the nurse</li> <li>• By setting up a phone or personal meeting</li> <li>• By arranging a visit to school</li> </ul>
Bus transportation	District transportation coordinator	<ul style="list-style-type: none"> <li>• By calling the main office of your child's school</li> <li>• By calling the bus company directly (Do not make changes through the bus driver or aide)</li> </ul>
School absences	Your child's teacher or main office	<ul style="list-style-type: none"> <li>• By calling the Main Office on the day your child will be sick or out of school</li> <li>• Note: after any absence please be sure to write a note explaining the absence and send it on the first day your child returns to school. If it is an infectious condition, be sure to send a note from the doctor/clinic that states s/he is OK to return to school</li> </ul>
Connection to community services/supports	Social Worker	<ul style="list-style-type: none"> <li>• By setting up a phone or personal meeting</li> </ul>

		<ul style="list-style-type: none"> <li>• By arranging a visit to school</li> </ul>
Moving to another school program	Teacher, Social Worker or Guidance Counselor	<ul style="list-style-type: none"> <li>• By setting up a phone or personal meeting</li> <li>• By arranging a visit to school</li> </ul>

### **STUDENT ATTENDANCE POLICY**

Attendance is important and key to your child’s success. If your child is sick or will not be attending school on a scheduled day, you must notify the school office.

- Whenever a child is absent from school, the New York State Education Department requires that a written excuse be provided on his/her return to school. Whenever your child is absent, please send your child’s note to school in his/her backpack on the day that s/he returns to school. If s/he has had an infectious condition (e.g., pink eye), you will need to send a note from your child’s doctor or clinic saying that s/he is ready to return to school.
- If you know that your child will be absent from school at any time, please contact the bus company. Also, please remember to call the school’s main office. If you know in advance, just drop off a note with your child’s teacher to let the school know; however, you will still need to call the bus company to cancel transportation for the day. Please note:
- We will not contact the bus company for you.
- If you have not contacted the bus company and your child is absent for three or more days in a row, the bus company will cancel your child’s bus service. In this case, you would need to call the bus company to begin service again. If this happens, there may be a delay in starting bussing again.

### **Tardiness**

If you are unable to have your child at your school program by the scheduled time, you should notify the main office.

The routine and structure of the classroom is important and late arrivals are disruptive to the staff, students, and your child.

If you are late and arrive after arrival time, you must sign in at the main office and someone from the room will come for your child. If a student arrives after 11am they must have a note from a doctor or court to enter the building.

### **HEALTH POLICIES**

Whenever there is a condition that could be infectious that is either reported or seen at school, we will let you know about it in a letter that we send home. This letter tells you about the condition, as well as, what its symptoms are. We also guide you in making decisions about whether to have your child examined by a doctor/clinic. These notices are not meant to alarm you, but to keep you up-to-date on illnesses to which your child has been exposed to at school. (Note: We do not let you know about common conditions such as colds or the flu).

We are a center for the education of your child. A child, who is not well, does not benefit from our program and can adversely affect the health of other children. If your child becomes ill at school or the staff feels that he/she is “not up to par”, we will contact you so that the child can be picked up and cared for at home. We cannot keep sick children in the school; you are required to pick them up. If your child is sent home, you must follow the directions below before your child may return to school. If they come back to school prior to the outline below, they will again be sent home.

<b>Child should be kept home ( or will be sent home) if any of these symptoms exist:</b>	<b>Child may return:</b>
1. Any temperature above 100.5 (in the ear)	24 hours after temperature returns to normal without the use of fever-reducing medicine
2. Diarrhea: 3 or more watery bowel movements or loose stools in an 8 hour period – Especially if accompanied with a fever.	After diarrhea subsides and child resumes normal bowel movements
3. Vomiting	When vomiting has subsided for 24 hours
4. Ear Infection	After diagnosed; 24 hours after the start of treatment and/or symptoms have improved.
5. Rash of any kind	After diagnosed and treated, and/or declared harmless by a physician.
6. Heavy Coughing	When coughing subsides.
7. Colds –If your child is having difficulty breathing or has a large amount of thick (green) mucus	When cold improves, mucus subsides and no other symptoms exist
8. Red runny matted eyes (Pink Eye)	After diagnosed by a physician, 24 hours after treatment and symptoms have improved.
9. Weakness, lethargy, refusal to eat or drink, irritability, crying, or any other unusual signs that cause the child to be unable to participate in the daily routine of their classroom	When child’s energy returns or symptoms have subsided.
10. Difficulty breathing	When normal breathing returns

**COMMUNICABLE DISEASE (School and/or provider should be informed immediately of condition).**

<b>Child should be at home and/or not receive therapy/services if the child has:</b>	<b>Child may return to school or resume therapy :</b>
1. Chicken Pox	After all pox have crusted over
2. Strep Throat/Scarlet Fever	After diagnosed, treated, on antibiotics for 24 hours and after all symptoms have improved. A note is required from physician stating that the child is not contagious and may return to school.
3. Impetigo	After diagnosed, and on treatment for 24 hours. A note is required from physician stating that the child has been treated and may return to school.
4. Ringworm/Pinworm	After diagnosed, and on treatment for 24 hours. A note will be required from doctor stating what type of medication is being used to treat the ringworm/pinworm.
5. Lice	24 hours after treatment, and child is nit free-child must be checked by the school nurse

6. Fifth Disease	After child no longer has a fever. A note is required from physician stating that the child has been treated and may return to school.
7. Roseola	24 hours after fever is gone and seen by a physician. A note is required from physician stating that the child is not contagious and may return to school.
8. Hand, Foot and Mouth Disease	48 hours after lesions disappear. A note is required from physician stating that the child is not contagious and may return to school.
9. Measles	After rash completely disappears and fever is gone
10. Whooping cough/ Pertussis	After child is seen by physician and treated. A note is required from physician stating that the child is not contagious and may return to school.
11. Scabies	After child is seen by physician and treated. A note is required from physician stating that the child is not contagious and may return to school.
12. Pink Eye	After child is seen by a physician and treated for 24 hours.

### **STUDENT DRESS CODE**

The responsibility for student dress and general appearance rests with individual students and parents. Therefore, OLV HS will not prescribe student dress while at school-sponsored events based on either fashion or taste as the sole criterion. However, OLV HS will regulate a student's dress to insure that students attend school or school-sponsored events in appropriate attire that meets health and safety standards and does not interfere with the learning process. For example, the following will not be permitted:

- Clothing and jewelry worn to make a political or religious statement that is disruptive of the educational process, lewd or offensive.
- Clothing, footwear jewelry and accessories that presents a threat to the student's or another student's health or safety.
- Mechanical handcuffs or restraints are not permitted to be carried or worn by students on school grounds
- Clothing or materials on school grounds, at school functions, or school-sponsored events that are obscene; advocate illegal action; promote and/or endorse the use of alcohol, tobacco, tobacco products, smoking paraphernalia, or illegal drugs or encourage other illegal or violent activities; appear libelous, or denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability; obstruct the rights of others, or are disruptive to the school program.

Specific dress requirements may be required for students participating in activities in which clothing and jewelry may be a safety or health concern, e.g. science laboratories, physical education, technology classes, and athletics. Each building Principal shall be responsible for informing students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code may be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replace it with an acceptable item. Any student who refuses to do so may be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension. The Principal and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the above guidelines.

Administrators, teachers and all other school personnel should model and reinforce acceptable student dress.

## **ELECTRONIC DEVICE AND SOCIAL MEDIA POLICY**

### **Students are not permitted to possess cell phones/mobile communication devices during the school day.**

Upon arrival, students will hand in their cell phones and mobile communication devices. Each cell phone/mobile communication devices will be placed in an envelope labeled with the student's name and locked in a case, which is secured in the main office by security. At dismissal, cell phones and mobile communication devices will be distributed to students once their bus has arrived on school grounds.

*Students are permitted to possess mp3 players without video or voice recording capabilities.*

They must keep their headphones plugged in at all times. Music may not be played on a Bluetooth speaker. The student assumes all risks in bringing such devices onto school property or to school related functions such as field trips.

Any OLV HS student observed taking, disseminating, transferring or sharing obscene pornographic (child or adult), lewd or otherwise illegal images or photographs by electronic data transfer (texting, posting to social media, Snapchat, etc.) may constitute a CRIME under New York State and or Federal Law. Such acts will be subject to disciplinary action within the school and reported to the appropriate Law Enforcement Agency. Students are not permitted to use any form of information technology, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying and will result in disciplinary action.

### **Student Searches and Interrogations**

OLV HS is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or of the Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent(s) before questioning the student.

In recognition of certain societal problems which may present themselves in our schools, OLV HS authorizes the Executive Leader, Principals, his or her designee and security officials to conduct searches of students and their possessions for an illegal matter or a matter which otherwise constitutes a threat to the health, safety, welfare or morals of the students attending our schools. In authorizing such searches, OLV HS acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions (e.g. pocket contents, book-bags, handbags, etc.). Such searches shall not be conducted unless founded upon reasonable individualized suspicion.

In addition, OLV HS authorizes the Executive Leader, Principals, his or her designee and security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the school Code of Conduct. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.



An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individual(s), other than the OLV HS employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, or they provide the same information that is received independently from other sources. OLV HS employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he/she possesses physical evidence that they violated the law or the school Code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

### **Student Lockers, Desks and other School Storage Places**

The rules regarding searches of students and their belongings do not apply to student lockers, desks and/or other school storage places. Students have not reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and/or other storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

### **Strip Search**

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat, jacket, or shoes/socks. No school official is authorized to conduct a strip search of any student for any reason at any time. School officials are directed to contact law enforcement if they believe there is an emergency situation that could threaten the safety of the student or of others.

### **Documentation of Searches**

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search
3. Name of any informant(s)
4. Purpose of search (that is, what item(s) were being sought)
5. Type and scope of search
6. Person conducting search and his/her title and position
7. Witnesses, if any, to the search
8. Time and location of search
9. Results of search (that is, what item(s) were found)
10. Disposition of items found
11. Time, manner, and results of parental notification

The principal or principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from the student. The principal or his/her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The principal or his/her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

### **Use of Metal Detectors (Magnetometers) (BAKER HALL ONLY)**

The school administration possesses the authority to take all reasonable, necessary and proper measures provided by law and Board policy and regulations to safeguard the students, employees and property of the agency, including, but not limited to, the use of stationary or mobile metal detectors. The primary

purpose of the metal detector scan is to prevent and deter weapons and explosive devices from entering the schools. At all times, the degree and nature of the inspection are not to go beyond what is necessary to allow staff to discharge its responsibility. Weapons or explosives of any kind are prohibited on school property, in school buildings, or at school related functions. Possession of weapons or explosives is a violation of agency policy and will subject an individual to disciplinary action suspension, expulsion and criminal penalties.

## **Procedures**

Procedures governing the use of metal detectors during the school day, on school property or at school-related activities are set forth below.

1. The Executive Leader, his or her designee, the principal of a school, in a non-delegable duty, shall approve the use of a metal detector at his or her school, school property or specific school activities.
2. Only school personnel trained in the use of metal detectors or police officers/security personnel requested by the school principal, his/her designee or the Executive Leader to conduct the screening shall be authorized to conduct metal detector screenings. Training for school personnel shall be arranged through Lead Principal or his/her designee.
3. When a metal detector is to be used in a particular school or at a school activity, signs shall be prominently posted to notify all persons that, as a condition of entrance or continuing attendance to the school or school related activity, they will be required to pass through, or submit to, a metal detector screening of their person and property.
4. When a metal detector is being used, all students who wish to enter the school or school related activity shall use only the entries designated.
5. Administrators and/or his/her designees, and security officials must be present to observe the scanning. Where there is more than one scanning site, designees shall be assigned at the direction of the principal, security officials or his/her designee to ensure proper coordination of the scan procedure and follow-up activities. This presence will further enable the principal, security official, or designee to report accurately on the results and to provide an evaluation of the scanning procedures.
6. All individuals entering the school building are subject to search.
7. If a metal detector activates on an individual, the individual activating the device shall be asked to remove metal objects from his or her person and walk through or be scanned a second time. If, after the removal of other metal objects and a third activation by the metal detector, the individual will be taken to a room or area out of view from others and subjected to a pat-down search under the search and seize procedures.
8. If school personnel conducting the pat-down search feel an object may have activated the metal detector, they will then ask the person upon whom the object was felt to remove such object. If the person refuses, the object may be removed by the school personnel or police officers. When an object which could have activated the metal detector is removed from a person, school personnel shall cease the search. The person shall pass through the metal detector once more and the search shall be continued only if the metal detector again indicates the presence of metal. If the student refuses to display an item, the parent or guardian will be contacted.
9. The pat-down search shall, at all times when conducted by school personnel, be in the presence of an adult witness and conducted by school personnel or police/security staff of the same sex as the person being searched.

Subsequent to any search, the principal or his/her designee shall document the scope of the search and circumstances which gave rise to the search.

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At no time shall any school personnel, pursuant to this policy, submit any person to a strip search for potential metal objects or other contraband. If a strip search is deemed to be appropriate, school personnel shall contact law enforcement personnel who will determine whether a strip search is necessary and conduct such search if appropriate.

10. If any briefcase, knapsack, purse, parcel or other package causes the activation of a metal detector, school personnel shall inspect the same for any weapons or prohibited item concealed therein.
11. All property removed from a student as a result of this procedure and not defined as contraband shall be returned to the person. Property removed from a person which is defined as contraband, even though it may not have been capable of activating the metal detector, shall be confiscated, documented and turned over to administrative personnel, security personnel and/or law enforcement or other appropriate agency for proper handling. Any contraband seized by school personnel pursuant to this Regulation may be admissible in any subsequent criminal or administrative proceeding. The person in violation of the policies and regulations of the agency shall be disciplined in accordance with the policies and regulations of the agency.
12. Any student who refuses to cooperate with school personnel performing their duties under this policy or police officers conducting metal detector screenings at school(s), on school property or at school related activities, may be subject to discipline in accordance with the policies and regulations of the agency and required to leave school property. Any person who refuses to cooperate with school personnel performing their duties under this Policy or police officers shall be required to leave school property.
13. Nothing in this Regulation shall limit the authority of school officials to conduct an administrative inspection of school storage spaces provided to students nor to search a student, their personal property or lockers upon reasonable suspicion that a particular person is in possession of contraband in violation of state or federal law and the policies and regulations of the agency.

## **POLICE AND AGENCY INVOLVEMENT**

### **Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function.

Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted, unless the student is 16 years of age or older. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

### **Assistance of Law Enforcement Agency**

The principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student, or any motor vehicle on school premises;
2. Conduct a K-9 drug sniff of school property, after obtaining prior approval of the Vice President of Education or his/her designee;

3. Identify or dispose of anything found in the course of a search conducted in accord with this regulation; or
4. Assist in any other situation in which law enforcement assistance is necessary.

Where law enforcement officers respond to such a request, school employees shall assist or otherwise participate at the request of the law enforcement officer. Searches by law enforcement officers are governed by the legal standard of probable cause. The decision as to whether there is sufficient probable cause to justify a search is fact specific and solely within the discretion of law enforcement officers.

### **Child Protective Services Investigations**

Consistent with the agency's commitment to keep students safe from harm and the obligation of school officials to report to Child Protection Service when they have reasonable cause to suspect that a student has been abused or maltreated, OLV HS will cooperate with local Child Protection Service workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and/or neglect. In circumstances where criminal activity is suspected, Child Protection Service workers may be accompanied by police officers who are assisting in the investigation.

All requests by child protective services to interview a student on school property shall be made directly to Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

## **VISITORS**

### **Visitors to Schools**

OLV HS encourages parents to visit schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building Principal is responsible for all persons in the building and on the grounds. For these reasons, the following expectations apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a "visitor".
- All visitors to school must proceed through metal detection scanning prior to reporting to the building office. There they will be required to sign in and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.
- Teachers are not expected to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the administrative and/or security personnel. Unauthorized persons will be asked to leave. The police may be called if this situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.