

OLV Human Services

A Father Baker Legacy

School Age Division

Student Handbook



Residential School
RTF & ITP

Principal: Trista Kleotzer
125 Martin Road New York 14218
Phone: (716) 828-7701

Dear Parents, Guardians and Students,

Welcome to OLV Human Services RTF/ITP School. This handbook will provide you with a detailed description of our school program and give you an idea on how best to utilize our services. Within this school, we uniquely service 4 groups of students- ITP Residential students, ITP Day students and RTF Residential students and RTF Day Students. ITP and RTF each have their own staffing and teachers trained specifically to meet their needs.

We are committed to ensuring that you and your child receive the services necessary for a positive and all-inclusive educational and clinical experience in order to allow your child to reach their highest potential. Our school culture focuses on empowering our students, fostering relationships, and providing an individualized instructional experience based on their skills, strengths, and areas of need. The curriculum will also focus on developing independent living skills, vocational skills and life skills that will prepare individuals for success beyond the classroom. With your help, a comprehensive treatment plan will be developed to address identified areas to work towards in order 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.

OLV Human Services provides a very complete program, which offers many services beyond the capabilities of a public school program. These services include increased staff supports, community based opportunities, and specific on the job worksite opportunities. Our current work locations include: LunchWAY Café, Moore House, Monarch Little Learners Academy, The Foundry, Crunch Fitness, 7/11, Mazurek's Bakery, and Aloft Hotels @ 500 Pearl. 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

OUR MISSION, VISION & GUIDING PRINCIPLES

MISSION

OLV Human Services is dedicated to fostering the highest possible quality of life and personal achievement by partnering with children, adults, their families and the community through a diverse array of social, health and human services.

VISION

OLV Human Services strives to be recognized for its service excellence, dedicated staff and community commitment.

GUIDING PRINCIPLES

In fulfilling our Mission and achieving our Vision, all OLV Human Services staff and volunteers are committed to:

- Maintaining a safe, non-violent, nurturing environment
- Promoting inquiry, learning, growth and change
- Practicing and fostering open communication
- Understanding and demonstrating personal responsibility
- Respecting individuality and diversity and encouraging self-determination

OLV Human Services Program Participant Bill of Rights

While you and your family are receiving services from OLV, it is understood that you have the right to:

- A safe, clean, and healthy environment.
- Your basic human and legal rights, ensuring that you are not physically, mentally, or sexually abused.
- Freedom from unnecessary medication and to make an informed choice to refuse specific medication or treatments, unless ordered by law.
- Protection from being taken advantage of at all times.
- Confidentiality with regard to all information, including medical decisions, contained in your record and access to such information, as defined by law and OLV policy.
- Freedom from discrimination, abuse, or any other unnecessary attention, based on HIV/AIDS testing, diagnosis, or related illness.
- A personalized treatment plan, inclusive of a discharge plan, which promotes your individualization, independence, integration, and productivity in the community. You and your family will participate in the development of and have input on any changes made to this plan. You may request the opinion of a consultant at your own expense or you may request an in-house review of your treatment plan.
- Services from an adequate number of trained staff, who will treat you with respect.
- Express your spirituality through the means of your choice. This right includes the right to choose not to participate.
- Have all information provided in a language you understand.
- Balanced and nutritional meals for breakfast and lunch. Your meals will not be denied to punish or discipline you.

STUDENT CODE OF CONDUCT
Revised – August 2020
125 Martin Road
Lackawanna, New York 14218

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ESSENTIAL PARTNERS AND ROLES

ALL LEADERS, TEACHERS, , STAFF, & THERAPISTS ARE EXPECTED TO

- Recognize that the education of children is a joint responsibility of the parents/guardians and the school community.
- Know the school rules and help all parties to be clear on the meaning of these rules.
- Convey to students a supportive attitude towards education and OLV.
- Constantly work at communication to and from schools and residential placement.
- Help students deal effectively with peer pressure, emerging personal social and emotional problems.
- Teach and model for students respect for oneself, others, the school system and respect for authority.
- Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
- Set a good example for others by demonstrating dependability, integrity and other standards of ethical conduct.
- Assist in promoting a safe, orderly and stimulating school environment.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- Report incidents of bullying, cyber bullying, harassment, and/or discrimination that are witnessed or brought to the individual's attention to a teacher, a OLV administrator, or Compliance Officer in a timely manner.

ALL TEACHERS ARE EXPECTED TO:

- Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school and residential policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents:
 - Course objectives and requirements
 - Marking/grading procedures
 - Expectations for students
 - Classroom discipline plan
- Communicate regularly with students, parents and other teachers concerning growth and achievement.
- Build good relationships with students and parents.
- Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety.

Employees are expected to maintain a professional, ethical relationship with students and all other stakeholder groups and must maintain supervision levels of students at all times. Residential students must be in eyesight of staff at all times.

STUDENT SUPPORT SERVICE PERSONNEL provides educational-related services to students; includes social workers, psychologists, speech, physical and occupational therapists, as well as classroom aides and other health-related personnel. Their responsibility is to:

- Support educational and academic goals.
- Regularly review with students their educational progress and career plan.
- Provide information to assist students with career planning.
- Encourage students to benefit from the curriculum and extra-curricular programs.
- Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to the appearance of impropriety. Inappropriate fraternization of staff with students is against school policy.

Employees are expected to maintain a professional, ethical relationship with students and all other stakeholder groups and must maintain supervision levels of students at all times. Residential students must be in eye sight of staff at all times.

OLV PRINCIPALS ARE EXPECTED TO:

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of student grievances.
- Evaluate on a regular basis the effective safety, behavioral and school management issues related to all instructional programs.
- Support the development of and student participation in appropriate extracurricular activities.
- Enforce the Code of Conduct, ensuring that all cases are resolved promptly and fairly and, when necessary, appropriately documenting actions.
- Inform all students, staff and parents/guardians of the Code of Conduct at the beginning of the school year and any revisions to the Code made during the school year.
- Explore and implement positive behavior plans appropriate at each age level.
- Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety. Inappropriate fraternization of staff with students is against school policy.
- Promote a safe, orderly, respectful and stimulating school environment, free from intimidation, bullying, harassment, and/or discrimination by supporting active teaching and learning.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- Develop and implement an effective Code of Conduct supportable by students, parents, and staff.
- Address all areas of school-related safety concerns.
- Recommend to the agency appropriate policy, regulations and actions to achieve optimum conditions for positive learning
- Act as role models for students, maintain appropriate personal boundaries with students, and refrain from engaging in any behavior that could reasonably lead to even the appearance of impropriety. Inappropriate fraternization of staff with students is against school policy. Employees are expected to maintain a professional, ethical relationship with students and all other stakeholder groups.
- Ensure that the OLV Board of Directors annually (or at times of revision) reviews and approves the Student Code of Conduct

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under IDEA (Individuals with Disabilities Education Act), school districts and contractors must publish a notice setting forth those staff members who will have access to student information. [See Regs., Sec. 300.572(d)]. FERPA requires that school districts that share information with staff members or contractors, recognized as needing student information, specify ‘criteria’ for determining who will receive such information and under what circumstances.

“Federal law permits the school district to disclose personally identifiable information in the student’s educational records to ‘school officials with legitimate educational interests.’ School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to... transportation personnel...); or a person, agency, or company with whom the district has contracted, or otherwise arranged to perform a special task or service... Such individuals have a legitimate educational interest if s/he needs to review an education record in order to fulfill his or her professional and/or official responsibility. A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members”.

DIGNITY FOR ALL STUDENTS ACT (DASA) **POLICY AND PROCEDURES**

The New York State Dignity for All Students Act (Dignity Act) was signed into law on Sept. 13, 2010 and became effective July 1, 2012. This legislation amended State Education Law by creating a new Article 2 - Dignity for All Students. The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

The OLV Human Services School Age Programs will not tolerate incidents of discrimination, intimidation, taunting, harassment, or bullying on school property, a school bus and/or at a school function by students and/or school employees.

STUDENT RIGHTS AND RESPONSIBILITIES
With every right comes a *Responsibility*

It is the student's right:

To attend school in the least restrictive environment as decided by the school district in which the student's parent or legal guardian resides.

To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
To be respected as an individual.

To express one's opinions verbally or in writing.

To dress in such a way as to express one's personality.

To be afforded equal and appropriate educational opportunities.

To have access to school activities on an equal basis regardless of race, color creed, religion, religious practice, sexual orientation, gender, national origin, ethnic group, political affiliation, age or disability.

To have access to objective information concerning drug and alcohol abuse, as well as access to individuals capable of providing direct assistance with serious personal problems.

It is the student's responsibility:

To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and to be granted the opportunity to receive a good education.

*To be aware of all rules and expectations for student behavior and conduct oneself in accordance with these guidelines.
To respect one another and to treat others in the manner that one would want to be treated.*

To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.

To dress appropriately in accordance with the dress code, so as not to endanger health, safety, limit participation in school activities or be unduly distracting.

To be aware of available educational programs in order to use and develop one's capabilities to their maximum.

To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.

To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.

To be protected from bullying, cyber bullying, intimidation, harassment, and/or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

*To respect one another and treat others fairly.
To conduct themselves in a manner that is free from intimidation, harassment, or discrimination.*

To report, and encourage others to report, any incidents of bullying, cyber bullying, intimidation, harassment and/or discrimination.

COMMUNICATION AND CONTACT INFORMATION

We welcome your involvement in the school program! We encourage frequent communication between you and our staff. Most routine correspondence will get this way 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. 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
- Any questions/concerns that you have

<u>Residential School:</u> 125 Martin Road Lackawanna, NY 14218 Main Office: 716-828-7701
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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.

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 academic reports and progress notes from your child’s teacher and therapist(s) throughout the school year. Progress notes and academic reports are forms that relate to your child’s IEP goals. Please be sure to communicate with your child’s teacher and/or social worker as needed for important information relating to your child’s progress within the school setting.

Social Media (Facebook) Policy

OLV maintains a Facebook page. The purpose of this site is strictly to inform families of any upcoming events and to keep them aware of the activities and happenings at our agency. Pictures that are posted on the page are of children in our program who have signed photo and media releases only. Names of children will NEVER be posted on the site.

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, City, and County emergency personnel 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...

QUESTIONS ABOUT...	CONTACT...	HOW?
Your child's learning, behavior, and progress	Your child's teacher, therapist(s) or / Behavior Support Coordinator	<ul style="list-style-type: none"> ● By setting up a phone or personal meeting ● Arrange communication via email
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"> ● Reinforce behaviors learned from residential programs ● By setting up a phone or personal meeting
QUESTIONS ABOUT...	CONTACT...	HOW?
An accident, injury, or illness at school	Our program's nurse	<ul style="list-style-type: none"> ● Call the nurse ● By setting up a phone or personal meeting via email
Van transportation	Your child's suite supervisor	<ul style="list-style-type: none"> ● By calling the suite supervisor ● By calling the residential social worker
Connection to community services/supports	Social Worker	<ul style="list-style-type: none"> ● By setting up a phone or personal meeting via email ● By coordinating appropriate services ahead of time with social worker(s)

School Bus Transportation	Your school's district transportation office	<ul style="list-style-type: none"> ● Call district transportation office
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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 the RTF and arrangements will be made. For day students, the parent/guardian will be contacted. If they cannot be reached, an emergency contact will be called.

Child should be kept on campus if any of these symptoms exist:	Child may return:
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 being 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 being 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 a 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).

Child should be at home and/or not receive therapy/services if the child has:	Child may return to school or resume therapy :
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 the 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 the 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 the doctor stating what type of medication is being used to treat the ringworm/pinworm.
5. Lice	24 hours after treatment, and child is not free-child must be checked by the school nurse
6. Fifth Disease	After child no longer has a fever. A note is required from the 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 the 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 the 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 the child is seen by a physician and treated. A note is required from the physician stating that the child is not contagious and may return to school.
11. Scabies	After the child is seen by a physician and treated. A note is required from the physician stating that the child is not contagious and may return to school.
12. Pink Eye	The child is seen by a physician and treated for 24 hours.
13. COVID-19	Refer to the most recent CDC guidelines and instructions from the Governor.

****Due to the national COVID-19 pandemic, Face masks will be mandated for staff in all schools. Masks will be encouraged to be worn by students.****

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 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 the 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

Since schools are a place of work and learning, however, certain limits must be set for 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 report 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 the school Code of Conduct.