

OLV Human Services

A Father Baker Legacy

School Age Division

Student Handbook



RTF School @ Nelson

150 Martin Rd.
Lackawanna, NY 14218
716-828-9716

Trista Kleotzer
Lead Principal, School Age



ITP Residential & Day School

125 Martin Rd.
Lackawanna, NY 14218
716-828-7701

Trista Kleotzer
Lead Principal, School Age

STUDENT HANDBOOK
Revised – August 2022

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Dear Parents, Guardians and Students,

Welcome to OLV Human Services RTF School at Nelson and ITP School Residential and Day 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.

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 students for success beyond the classroom.

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 support, community based opportunities, and specific on the job worksite opportunities. Some of our current work locations include: LunchWAY Café, Moore House, Monarch Little Learners Academy, The Foundry, Crunch Fitness, 7/11, Mazurek's Bakery. 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,

Trista Kleotzer, Lead Principal School Age Division &

The Educational Team at OLV Human Services

STATEMENT OF PURPOSE, VALUES AND PHILOSOPHY OF SERVICE

Statement of Purpose

OLV Human Services strives to prepare, support, and empower individuals to achieve their life goals.

Values

OLV Human Services considers the following values to be the guiding principles necessary to successfully fulfill our organizational goals.

- **Teamwork** - Working together toward a common goal with trust and support
- **Respect** - Valuing skills, experiences, and knowledge that differ from your own
- **Integrity** - Doing the right thing by being truthful, honest, and consistent
- **Adaptability** - Willing to be creative, flexible, and innovative while accomplishing goals
- **Accountability** - Following through on commitments and expectations

Philosophy of Service

OLVHS is committed to providing Trauma Informed Care. All staff receive training in “Risking Connection”, an organizational model which emphasizes the concepts of empowerment, connection, and collaboration.

School Directory

Main Office- RTF School At Nelson
Ms. Trista Kleotzer,
Lead Principal School Age Division

716-828-9716

Main Office- ITP Residential & Day School
Ms. Trista Kleotzer,
Lead Principal School Age Division

716-828-7701

Education Coordinator & CSE Chair
Ms. Erica Pelechaty

716-828-7724

Guidance Counselor
Ms. Faith Morehouse

716-828-7860

Health Office, Located at 125 Martin Rd.

716-828-7708

OLV EDU Website

OLVEDU.ORG

<p><u>ITP Residential & Day School:</u> 125 Martin Road Lackawanna, NY 14218 Main Office: 716-828-7701</p>	<p><u>RTF School at Nelson:</u> 150 Martin Rd Lackawanna, NY 14218 Main Office: 716-828-9716</p>
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Communication

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 updated 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

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 Closures:

In the event of a school closure, OLV Human Services will broadcast on local TV stations listing school closings as well as the olvedu.org website. If a school closing decision is made after 7am, a school personnel will notify via phone of the closure.

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.

Progress Reports and Report Cards

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 Policy

OLV maintains a Facebook page and website. 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.

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

QUESTIONS ABOUT...	CONTACT...	HOW?
Your child's learning, behavior, and progress	Your child's teacher, therapist(s) or / Behavior Support Staff	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)	Reinforce behaviors learned from residential programs By setting up a phone or personal meeting
An accident, injury, or illness at school	Our program's nurse	Call the nurse By setting up a phone or personal meeting via email
Van transportation	Your child's suite supervisor	By calling the suite supervisor By calling the residential social worker
Connection to community services/supports	Social Worker	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	By calling district transportation office

**School Day
Arrival & Dismissal Procedure:**

RTF School @ Nelson:

School Hours 8:15am-2:20pm

- Student Arrival and Dismissal through the main entrance, under the awning.
- This is the same door for early dismissal or late arrivals. Parents may come to this door to sign

students in or out.

- Anyone picking up a student must be prepared to show photo identification.

ITP Residential & Day School:

School Hours 8:15 am-2:30pm

- Student Arrival and Dismissal through the main entrance, under the awning, towards the back of the parking lot.
- After 9am, or before 2:30pm, Parents must come to the main office entrance at the front of the building labeled “A Building”
- Anyone picking up a student must be prepared to show photo identification.

At both locations, the doors open for students at 8:15am. **No student may be left at the school prior to 8:15am.**

Breakfast & Lunch

Breakfast will be served at both locations from 8:15am-8:30am.

Lunch will be served at RTF @ Nelson daily from 11:50am -12:20pm

Lunch will be served at ITP Residential & Day School from 11:15am-11:45am

All meals are provided free of charge. A menu of meals being served can be requested from your child’s teacher. Students are permitted to bring their own lunch or snacks, however, staff are not allowed to heat or cook food items.

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.

Student Attendance Policy

Attendance

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.

For Day Students: 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 the bus 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 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.

A school nurse is available in each of the school programs. If a student needs to be seen by a school

ACCIDENTS OR ILLNESSES: All accidents, illnesses or injuries, no matter how minor, must be reported to the teacher, who will then notify the health office. Students should report to the health office upon suffering injury or illness. A daily health log will be completed in such instances, documenting reasons for visit and follow up care. Parents will be notified of accidents and injuries and are responsible for determining who will provide treatment when a student becomes ill during the school day. For this reason, it is important that the students have home and alternative telephone numbers on file in the school. Students too ill to remain in school will be sent home with permission of the student's parent and principal.

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:
1. Chicken Pox	After all pox have crusted over
2. Strep Throat/Scarlet Fever	After being 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 being 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 being 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 the 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 the 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	Follow the Centers for Disease Control (CDC), New York State Department of Health, and local Department of Health guidance and recommendations

School Wide Behavior Expectations

RTF @ Nelson	ITP Residential & Day School
<p>Respect-Keep personal space; wait your turn to talk, speak calmly without swearing or using hateful language; listen to adults</p> <p>Integrity- Being honest, making ethical decisions, following instructions, doing what is right, even when no one is looking</p> <p>Safety- Keep hands and feet to self; use materials as directed; ask an adult for help</p> <p>Effort- Making a determined attempt</p>	<ul style="list-style-type: none"> ● Using a quiet voice. ● Listen to teachers and staff /participate in academics. ● Hands to self. ● Staying in area- staying in teacher directed area ● Calm body. ● Using a student's individual coping skills.
<p>Data Collection: Behavior data will be collected on a daily basis by the classroom team and recorded on individual student behavior sheets. Students will earn the school store based on their weekly point total. Students can also earn Bravo Bucks for going above and beyond.</p>	<p>Data Collection: Data will be collected for each period and students will have the opportunity to earn behavior bucks for appropriate behavior during each period, and All Stars for going above and beyond.</p>

Integration of Restorative Practices

Restorative Practices is a shift away from thinking about laws (or rules) being broken, who broke the law (rule), and how we punish the people who broke the law (rule). It's a shift toward thinking about how we repair the harm caused by dispute, conflict, disagreement and meet the needs so that relationships and community can be restored.

The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and restoring relationships.

Restorative practices are not a curriculum or a program, but a way of being in the world that puts relationships first. Seeking to repair relationships when harm happens is a choice and the challenges for everyone, whether you have been harmed or are the person who harmed.

Academic Programming

All students that are on track to receive a local-diploma, Regents Diploma, or a Regents with Advanced Designation will be required to complete 22 credit hours prior to graduation. Upon enrollment, the School Guidance Counselor requests records from the previous placement to ensure the student is enrolled in the proper courses and credits. Upon exiting the program, the guidance counselor will send an updated transcript to the district.

For the ITP Residential and Day School Program, students must be working on a NYSAA diploma goal. The NYSAA is part of the New York State testing program that measures student performance on alternate achievement standards in the areas of English Language Arts, Mathematics and Science.

NYSAA testing takes place in the spring each school year. More information regarding the testing can be requested from the main office.

Work Based Learning

All students are expected to participate in Work Based Learning (WBL), as overseen by a Transition Specialist. Students have the opportunity to attend multiple worksites in the community several times a week. The purpose of WBL is to add a hands-on component that supplements and supports classroom learning, while developing transferable skills to help students enter the world or work. Student WBL hours are tracked daily to work towards the acquisition of a CDOS (Career Development & Occupational Studies) Commencement Credential. If a student works a minimum of 216 hours, and completes related requirements, they can use the CDOS Credential in place of the fifth required Regents exam towards a high school diploma. For students that are not working towards a Regents or local diploma, WBL provides students with the opportunity to learn work skills in a safe, controlled environment, while adding to the NYS Skills & Achievement assessment.

Students in the Intensive Treatment Program have the ability to apply for the OPWDD Student Employment Training Program (ETP), in which students can work with community employers during the school day, to ease the transition of post-secondary vocational support. Work Based Learning experiences, along with a series of transition assessments works with students to develop vocational and independent living goals for their future.

Use of SCIP-R or TCI

In situations where behaviors become threatening to the student and others, staff are required to use their skills learned through the TCI (RTF) or SCIP-R (ITP) training. Whenever a school employee uses physical force against a student, that person shall, within the same school day, must make a written report describing in detail the circumstances and the nature of the action taken. Parents must be notified within the same school day based on building notification procedures.

Incident Management

OLV Human Services (OLV) strives to maintain a safe, non-violent, nurturing environment for service recipients by promoting positive relationships and safe environments. Everyone plays a vital role in keeping service recipient's safe and ensuring an atmosphere of respect. Abuse of service recipients by anyone is not tolerated by OLV. All Staff are responsible for ensuring protection of service recipients by intervening when incidents occur, protecting recipients from harm, and reporting all incidents.

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.

FERPA (Family Education Rights Protection Act)

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.