

OLV Human Services

A Father Baker Legacy

School Age Division

CODE OF CONDUCT



**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 St. Francis Residential School. This handbook will provide you with a detailed description of our residential school program and give you an idea on how best to utilize our services. Within this school, we uniquely service 3 groups of students- ITP Residential students, ITP Day students and RTF/MDP Residential students. ITP and RTF/MDP 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

Table of Contents	Page
Introduction	6
Definitions	6
Student Dress Code	9
Discipline Code for Student Behavior	9
Reporting Weapons or Substance Abuse Violations	12
Student Conduct on Transports	12
Discipline for Students with Disabilities	13
Student Searches and Interrogation	14
Police Involvement in Searches and Interrogation of Students	14
Assistance of Law Enforcement	16
Public Conduct on School Property	17
Enforcement	17
Dissemination of the Code of Conduct	18

INTRODUCTION

OLV Human Services (hereafter known as OLV) is committed to providing a safe and orderly school environment where students may receive and staff may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other personnel, parents and other visitors is essential to achieving these goals.

OLV's expectations for conduct on school property and at school functions are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. This Code also includes language regarding policy and practice in accordance with the *Dignity for All Students Act*. This Act ensures that no student is subject to bullying, cyber bullying, harassment, and/or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, transgender and gender nonconforming (GNC), or gender by school employees, visitors, or students when on school property, on a school bus, or at a school function. Additionally, these Code requirements apply to off-campus behavior that creates or could create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threat, or intimidation or abuse might reach school property.

OLV recognizes the need to:

- Clearly define acceptable conduct
- Provide proper training in the areas of civility, citizenship, and character education
- Identify the possible consequences of unacceptable conduct and
- Ensure that discipline is administered promptly and fairly

To this end, OLV adopts this **Code of Conduct**. Unless otherwise indicated, this Code applies to all students, school personnel, parents and visitors when on school property or attending a school function.

DEFINITIONS

For purposes of this Code, the following definitions apply:

Disruptive student means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Parent means the biological, adoptive or foster parent, guardian or person in parental relation to a student.

School property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a OLV Human Services schools.

School function means any school-sponsored event or activity, on and/or off site.

Violent student means a student under the age of 21 who:

- Commits an act of violence upon a school employee
- Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function

- Possesses or facilitates transport, storage or use of a weapon while on school property or at a school function
- Displays, while on school property or at a school function, what appears to be a weapon
- Threatens, while on school property or at a school function, to use a weapon
- Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function
- Knowingly and intentionally damages or destroys OLV-leased or -owned property

Student with a Disability means a student with a disability who has not attained the age of 21 prior to September 1st and who is entitled to attend public schools and who, because of mental, physical or emotional reasons, has been identified as having a disability and who requires special services and programs approved by the New York State Education Department.

Employee means any person receiving compensation from OLV or employee of a contracted service provider.

Sexual Orientation means actual or perceived heterosexuality, homosexuality, or bisexuality.

Gender means actual or perceived sex and includes a person's gender identity or expression.

Transgender describes a person whose gender identity does not correspond to their assigned sex at birth.

Gender nonconforming (GNC) describes people whose gender expression differs from stereotypic expectations. GNC individuals may identify as male, female, some combination of both or neither.

Vandalism is an act of willfully or maliciously destroying or defacing school property or the property of an individual(s).

Visitor means anyone who is not a regular staff member or student of OLV.

Race means a group of persons related by a common descent or heredity

Color is the term referring to the apparent pigmentation of the skin, especially as an indication or possible indication of race

National Origin means a person's country of birth or ancestor's country of birth.

Ethnic Group means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.

Religion means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

Religious Practice means a term including practices and observances, such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, etc.

ESSENTIAL PARTNERS AND ROLES **STUDENT DRESS CODE**

The responsibility for student dress and general appearance rests with individual students and their parent/guardian, or residential campus staff if applicable. OLV will not prescribe student dress while at school-sponsored events based on either fashion or taste as the sole criterion. However, OLV will regulate a student's dress to ensure 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 that would be considered "sleepwear" including blankets and stuffed animals (Unless given permission by the principal or designee).
- 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 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. 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.

DISCIPLINE CODE FOR STUDENT BEHAVIOR

Students are responsible for conducting themselves in an orderly manner in accordance with school policy and within the legal limits of the law. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. OLV staff who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

OLV recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to set standards and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules may be required to accept the penalties for their conduct. Student cognitive &

emotional functioning level are taken into consideration when evaluating behavior and discipline.

DISCIPLINARY ACTIONS

Students may be subject to disciplinary action, up to and including a potential suspension from school, when they engage in or promote:

Conduct that is disorderly – including, but not limited to:

- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act which disrupts the normal operation of the school community
- Trespassing. (Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.)
- Pulling a fire alarm, discharging a fire extinguisher, pulling an AED alarm and/or calling 911 without cause.
- Defaming, vandalizing, disrespecting and/or destroying school property, as well as property off-campus that is visited as a result of a field trip or school-sponsored event.
- Misusing computer/electronic communication devices.

Conduct that is insubordinate or disruptive – including but not limited to:

- Failing to comply with the lawful directions and/or responding to reasonable inquiries of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
- Lateness for, missing or leaving school without permission.
- Lying to school personnel.

Conduct that is violent or physically aggressive – including but not limited to:

- Threatening and/or committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon a teacher, administrator or other school employee, another student or any other person lawfully on school property.
- Possessing a weapon or displaying what appears to be a weapon. “*Weapon*” means, but is not limited to, a gun, pistol, revolver, shotgun, rifle, disguised gun, bullets, dagger, razor, stiletto, switchblade or Swiss Army knife, pocket knife, gravity knife, multi-tool, metal knuckle knife, box cutter, electronic dart gun, Kung Fu star, stun gun, pepper spray or other noxious spray, explosive or incendiary device and/or bomb, or other dangerous instrument that can cause physical injury or death.
- Threatening to use any weapon including, but not limited to the weapons stated above.
- Intentionally defacing, vandalizing, damaging or destroying school property or the personal property of a teacher, administrator, other school employee or any person lawfully on school property, or at a school function, including graffiti or arson.
- Bullying, which encompasses an imbalance of power and a variety of negative acts (such as hitting, kicking, spitting, taking personal belongings, taunting, name calling, intimidation) carried out repeatedly over time by a student or group of students towards a less powerful student(s).
- Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety

Conduct that endangers the safety, morals, health or welfare of others – including, but are not limited to:

- Stealing or assisting in the theft of school property or the property of other students, school personnel or any other person lawfully on school property or attending a school function.

- Acts of sexual harassment and/or engaging in sexual acts while on school property or attending school functions.
- Buying, selling, using, possessing or distributing obscene material.
- Possessing, distributing or smoking cigarettes, including vapor cigarettes (and associated liquid substances), cigar, pipe or using chewing or smokeless tobacco.
- Possessing, consuming, buying, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include inhalants (vapes), marijuana, CBD oils, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs (substances that resemble “illegal” substances, including those used to simulate drug-use behaviors), synthetic marijuana, K2/Spice and Bath Salts.
- Inappropriately using or sharing prescription and over-the-counter drugs.
- Possessing paraphernalia used in connection with cigarettes, including vapor cigarettes (and associated liquid substances) alcoholic beverages, illegal substances, prescription drugs and over-the-counter medications.
- Making false statements about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This includes, but is not limited to, posting or publishing pictures (hard copy, cell phones, Internet, YouTube, etc.).
- Behaving in a manner, either on school property or at a school-sponsored function that discriminates against a student based upon that person’s perceived or actual race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender.
- Engaging in cyber bullying, including the use of email, websites, chat rooms, and text messaging, when such use interferes with the operation of the school or infringes upon the general health, safety and welfare of students or employees.
- “Cyber” Violations including the inappropriate and/or unauthorized use of technology (including personal electronic devices such as MP3 devices or cell phones; computers; cameras; video and/or audio taping equipment; software) and/or the Internet to engage in behaviors including, but not limited to, bullying, intimidating, threatening, harassing, maligning and/or defaming others, accessing websites for non-approved purposes; sending, and/or forwarding sexually explicit videos, pictures or auditory recordings and other communications of a sexual nature. (*see **Electronic Device and Social Media Policy** below*)
- Engaging in bullying, harassment and/or intimidation including communication (verbal, written, or graphic) and/or physical conduct based on an individual’s actual or perceived race, color, creed, religion, national origin, political affiliation, sexual orientation, age, marital status, military status, veteran status or disability that has the purpose or effect of substantially or unreasonably interfering with an individual’s work performance, academic performance, or participation in an educational or extracurricular activity.

Academic Misconduct – including, but not limited to:

- Plagiarism
- Cheating or copying
- Altering records
- Violation of field trip procedure and behavioral expectations.
- Violation of copyright laws
- Assisting another student in any of the above actions.

Weapons

OLV Human Services School Age Programs strictly enforce a “zero tolerance” policy for any items deemed to be a threat to staff, students, etc. No toy guns or knives are allowed within the program. Such items will be confiscated and disposed of safely by staff members. OLV Human Services will introduce and reinforce the practice of non-violence when dealing with conflicts.

Reporting Weapons or Substance Abuse Violations

Any student or staff member observing a student possessing a weapon, alcohol or other illegal substance on school property or at a school function, shall report this information immediately to the building Principal and/or designee. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

When a student violates the Code of Conduct and such misconduct is also a crime as defined by the New York State Penal Law, OLV officials shall notify the appropriate law enforcement agency. Additionally, if such misconduct is committed by a student with a disability, such action shall not constitute a change in the student’s placement. The notification must identify the student(s) and explain the conduct that violated the Code of Conduct and constituted a crime.

ELECTRONIC DEVICE AND SOCIAL MEDIA POLICY

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

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 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.

SCHOOL CONDUCT DURING TRANSPORTS

OLV believes it is crucial for students to behave appropriately while riding in agency vans, to insure their safety, that of other passengers, and the fewest possible distractions for drivers.

Students are required to conduct themselves, during transports, in a manner consistent with the expectations established under the Code of Conduct. Excessive noise, pushing, shoving and fighting, harassment and discrimination will not be tolerated. It is important that those waiting for the vans conduct themselves properly in respect to the rights and property of others.

Expectations for transports include, but not limited to:

- Absolutely no eating or drinking is allowed on the van.

- No medication can be transported on the van.
- Student's personal belongings should be placed securely in his/her backpack unless specific arrangements have been made with the staff.

These rules are for the safety and well-being of all of our students and staff. If a student does not conduct himself/herself properly during transports, the driver shall notify the building Principal and/or designee. Day students are expected to follow all transportation expectations and policies of their district.

Penalties

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances that led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Input from parents, teachers, mental health staff (e.g. school counselors, social workers and psychologists) and/or others, as appropriate.
- Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that both the number of violations and severity of the behavior will be considered when determining consequence. For example, a student's first violation will usually merit a lighter penalty than subsequent violations. Students who are found to have violated the student Code of Conduct may be subject to the following penalties, either alone or in combination with one another, imposed only by authorized school personnel consistent the discipline ladder and with the student's right to due process:

*Student cognitive & emotional functioning level are taken into consideration when evaluating behavior and discipline.

RESTORATIVE PRACTICES

Restorative approaches are based on the idea that when we feel part of a supportive community, we respect others in that community and become accountable to it. The school will foster this sense of community through daily or weekly circles, in advisory, or in any class. Circles help participants better understand each other, engendering a sense of empathy and connection. Adults can build the effort by modeling collaborative, respectful behavior themselves. Adults can also have their own circles, creating a safe place where they too can connect and explore challenges. <https://www.edutopia.org/article/bringing-restorative-practices-to-your-school-laura-mcclure>

DISCIPLINE LADDER

- LEVEL ONE: Staff/teacher/Social worker involvement
- LEVEL TWO: Behavior Support Team, 1:1 conference or classroom observation
- LEVEL THREE: ½ or full day ARC assignment
- LEVEL FOUR: ARC for multiple days with module assignment
- LEVEL FIVE: Administrative Review / External Referral

ARC- Academic and Restorative Collaboration. Students will be paired with a Behavior Technician to work on Daily Academic Activities and Restorative Assignments as a response to behaviors

Discipline of Students with Disabilities

If the conduct of a student is related to a disability or suspected disability, discipline, if warranted, shall be administered consistent with the separate requirements for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior directly caused by his/her disability, without following the procedures mentioned above.

Safety of Students and Staff

In situations where behaviors become threatening to the student and others, staff are required to use their skills learned through the TCI or SCIP-R training. External support may be called upon at the discretion of the principal. Whenever a school employee uses physical force against a student, that person shall, within the same school day, make a written report describing in detail the circumstances and the nature of the action taken.

Student Searches and Interrogations

OLV 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 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 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 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 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 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 Desks and other School Storage Places

The rules regarding searches of students and their belongings do not apply to student desks and/or other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student 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.

Student Searches

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.

Day students are expected to still follow the Code of Conduct put in place by their district. If you do not have a copy of this Code of Conduct, please contact your district office.

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 parents 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.

Public Conduct on School Property

OLV recognizes its purpose is to provide a superior atmosphere for learning and education. Any action by an individual or group aimed at disrupting, interfering or delaying the education process or having such effect, is a violation of school policy. OLV also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. OLV will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

Prohibited Conduct – including but not limited to the following:

- Intentionally injuring any person or threatening to do so.
- Engaging in behaviors that are harassing or discriminatory in nature.
- Intentionally damaging or removing school property.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Disrupting the orderly conduct of classes, school programs or other school activities.
- Entering any portion of the school premises without authorization or remaining in any building or facility after it is normally closed.
- Obstructing the free movement of any person in any place to which this code applies.
- Violating the traffic laws, parking regulations or other restrictions on vehicles.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal or controlled substances, or being under the influence of any on school property or at a school function.
- Possessing or using firearms or other weapons in or on school property or at a school function, except in the case of law enforcement officers.
- Loitering on or about school property.
- Gambling on school property or at school functions.
- Stealing school property and/or the property of another individual.
- Refusing to comply with any lawful order of identifiable school officials performing their duties.
- Willfully inciting others to commit any of the acts prohibited by this Code.
- Violating any federal or state statute or local ordinance while on school property or while at a school function.
- Smoking or use of e-cigarettes and other tobacco products on school property.

Penalties

- Visitors shall be subject to immediate ejection and, as the facts may warrant, precluded from being allowed on the premises of all school buildings and grounds. The length of said suspension shall be determined by the severity of the violation and the violator will receive written notice of the determination.

Enforcement

The Executive Leader shall be responsible for enforcing the conduct required by this Code. The Executive Leader may designate other staff that are authorized to take action consistent with the Code.

When the Executive Leader or his/her designee sees an individual engaged in prohibited conduct, which in his/her judgment does not pose any immediate threat of injury to persons or property, the designated school official shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. If the person refuses to stop engaging in the

prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the designated school official shall have the individual removed immediately from school property or the school function. If necessary, security officials and/or local law enforcement authorities may be contacted to assist in removing the person.

Dissemination of Code of Conduct

OLV will work to ensure that the community is aware of this Code of Conduct by:

- Providing copies of a summary of the Code to all students at the beginning of each school year.
- Posting the Code of Conduct on the OLV Human Services website for access by parents and community members.
- Providing all current teachers and other staff members with access to the Code and a copy of any amendments to the Code as soon as practicable after adoption.
- Providing all new employees with access to the current Code of Conduct when they are first hired.
- Making copies of the Code available for review by students, parents and other community members.

On an annual basis, the Code of Conduct will be explained to all students and a summary distributed. A copy of the Code will be filed in each school building, where it will be available for review by any individual. OLV will sponsor an in-service education program for all school staff to ensure the effective implementation of the Code of Conduct.

The OLV School Age Board of Directors will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the Code's provisions have been and whether the Code has been applied fairly and consistently.