

The Hagedorn Little Village School



Jack Joel Center for Special Children

Parent Manual 2018-2019

750 Hicksville Road, Seaford, NY 11783

Web Site: www.Littlevillage.org

Email Address: Information@littlevillage.org

Phone # (516) 520-6000 Fax # (516) 796-6341

PARENT MANUAL

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Dear Parents,

Welcome to The Hagedorn Little Village School, *Jack Joel Center for Special Children* (HLVS). We are pleased to be able to provide you with a team of professionals who are dedicated and committed to the care of children and families. The mission of the HLVS is to enable each child to reach their maximum potential.

Working together with parents and family, our staff of teachers, therapists and other developmental professionals create a safe and nurturing atmosphere for your child. Parents are encouraged to become actively involved in their child's education. We provide a highly individualized, comprehensive educational and therapeutic program. The following services are provided on site: occupational, physical, speech, movement therapy, social work, counseling, assessments and support groups for fathers, mothers and siblings.

Special education services are at no direct cost to parents. Services are funded by your local school district for children over 5 years old and through Department of Health and New York State Education Department for preschool children.

We look forward to working collaboratively for the upcoming school year.

Jon Feingold, PhD.
Executive Director

Patricia Pizza, M.S., S.A.S.
Principal



Chartered by the New York State Board of Regents • Certified as a Preschool Evaluation Site • Approved as an Early Intervention Site
Non-Sectarian, Non-Discriminatory • Funded in part by the State Education Department, Nassau County, Local School Districts, Federal Funds and
Voluntary Monies • Member Agency United Way • Non-Profit, Tax Deductible Organization • Certified as a Preschool Evaluation Site The Early
Intervention Program is Funded in part by the State Education Department, Local Counties, Local School Districts, Federal Funds

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Email: Information@littlevillage.org
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Directory of Phone Numbers & Email Addresses

Name	Title	Phone #	Email
Jon Feingold, Ph.D.	Executive Director	516-520-6047	Jon.Feingold@littlevillage.org
Patti Pizza, M.S., S.A.S.	Principal	516-520-6006	Patricia.Pizza@littlevillage.org
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Kim Neary, M.S., CCC/SLP	Coordinator of Speech/ Language/Hearing Services	516-520-6020	Kim.Neary@littlevillage.org
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Susan Lasher, M.A.,BC-DMT,LCAT	Coordinator of Movement Therapy	516-520-6032	Susan.Lasher@littlevillage.org
Debi Karlinsky L.M.S.W., S.D.A.	Director of EI, SEIT & Related Services	516-520-6058	Debi.Karlinsky@littlevillage.org
Lorraine Marrinan	Media Room Appointments	516- 520-6000	
Telephone # to leave messages in Spanish		516-520-6049	

Bus Transportation Phone Numbers

HLVS Bus Coordinator	Gloria Heller	516-520-6002
Nassau County-Preschool	Swissport (Service related concerns)	516-433-4500
Suffolk County-Pre-school	Educational Bus Transportation (direct bus information/absences)	516-935-2277
	Swissport (Service related concerns)	631-737-0600
	We Transport (direct bus information/ absences)	631-242-2796
CSE	Contact your school district	

Getting started at HLVS



SCHOOL SESSIONS:

Full Day Class: 9:00a.m. - 2:30p.m.

Morning ½ day Class: 9:00a.m.-11:30a.m.

Afternoon ½ day Class: 1:00p.m.-3:30p.m.

PARENT & CHILD ORIENTATION

Wednesday, September 5, 2018 is a Parent & Child Orientation Day. You will be given a block of time to come to school with your child, to familiarize yourselves with the classroom and to meet the classroom staff.

NAME TAGS: You will be given a name tag for your child. Please have your child wear this name tag on the first day of school. The name tag helps the bus driver and HLVS staff to identify your child. If you feel that your child may remove the name tag, please place it on the back of his/her clothing between the shoulder blades.

BACK PACK TAGS: You will be given a "Back Pack" tag for your child. This tag will have your child's name and room number on it. Please permanently attach this tag to the **front** of your child's back pack.

IMPORTANT ITEMS TO BE SENT IN BY THE FIRST DAY OF SCHOOL: please send in the following items to be kept in the classroom for the duration of the school year:

All Items Must Be Labeled With Your Child's Name

1. One sweatshirt or sweater
2. Extra set of clothes (shirt, underwear, pants/shorts, socks)
3. Oversized button-down shirt (for painting) or a smock
4. If your child is in training pants, please include (2) extra pairs to be kept in school.
5. If your child is in diapers or pull-ups, please bring one box of diapers and wipes on orientation day. Your child's teacher will inform you when the supply needs to be replenished.
6. One-day supply of **packaged** food and a drink **for an emergency** in a Ziploc bag that is clearly labeled with your child's name. This food must be non-perishable and able to stay fresh through June/August-such as dry cereal in a box, granola bars, packaged crackers, fruit in individually sealed cups or canned with flip top lid. Only send in food that does NOT need to be refrigerated or heated/microwaved. Please enclose spoon if needed.
7. If your child is on medication, make sure the Nurse has a 48-hour supply at all times.
8. The classroom teacher may request additional items such as a notebook and/or a folder for communication.

* All children's emergency food will be sent home the last day of the August summer session. Therefore, if your child first began HLVS in July, his/her emergency food will be sent home at the end of August. Please resend it with your child's supplies in September.

CLOTHING: The building is **fully air conditioned**; please dress your child accordingly. Please **LABEL** all of your child's outerwear i.e. jackets, sweaters, sweatshirts, etc. with their name. It is important to send your child to school in safe footwear. Children are not permitted to wear flip flops. On gym days your child must wear/bring sneakers.

BACKPACKS: Put any notes that you write to the teacher, nurse, etc. in your child's backpack. Please check the backpack every day for school notices.

LUNCH & SNACKS: All-day children will be eating lunch in school. Please send your child with a **lunch and drink daily**. Preschool full day classes and some school age (CSE) classes also have snack time. Your child's teacher will inform you if you need to also send in a light snack. Please label your child's lunch box and any drinks (juice box, sippy cup) with their name. We do not have the ability to warm food. You may send warm food in a thermos. For preschool children in the ½ day sessions, please send a light snack and drink daily. Please note that metal lunch boxes **and glass containers** are NOT permitted due to safety reasons.

CHOKING HAZARDS: The following food items may not be sent to school: grapes, popcorn, frankfurters, nuts, raw vegetables, marshmallows, hard candies or other foods that may lead to choking. Additionally, latex balloons are NOT permitted in the school due to choking concerns.

TOILETING: Bathrooms are located in classrooms and hallways. Children are supervised during toileting. Staff change children's diapers and follow Health and Safety regulations from the Office of Children and Family Services and the Department of Health. In addition, the door to the bathroom is kept slightly ajar.

PARENT ROOM/FIRST DAY OF SCHOOL: For the first 5 days of school, there will be a designated room for any parent who wishes to remain in the building.

TELEPHONE CALLS: A staff member will contact parents of all new children on their first day of school. Parents are welcome to call the child's teacher between 8:00a.m.-8:30a.m. for morning and all day classes or between 3:35p.m.-3:55p.m. for afternoon classes. At other times, messages will be taken and calls will be returned.

VISITORS: Please be aware that HLVS is a fragrance free school. We appreciate you not using any fragrances, i.e. perfume, scented lotion, scented hair spray, etc. when you are visiting the school.

PARENT OBSERVATIONS: Parents may utilize our "Media Room" to observe their child in class. If you would like to schedule an appointment to observe your child, please call Lorraine Marrinan. She can be reached at 516- 520-6001 between the hours of 9:00a.m.-3:00p.m., Tuesday-Friday. Appointments will be scheduled in 15 minute intervals during the hours of 9:30a.m.-11:15a.m. and 1:00p.m.-3:00p.m., Tuesday through Friday. In order to accommodate all parents and ensure staff availability, appointment requests are required 1 day in advance. Staff is informed when an observation is scheduled.

Consultants and outside providers must be accompanied by the parent/guardian to observe a child. They must confirm an appointment with the classroom supervisor. All observations are to be made from the viewing room. Consultant visits are limited to one 20 minute viewing time per month. If the parent and consultant are interested in meeting with the supervisor and teacher following the observation, the visit will be scheduled for 20 minute viewing from the media room and a 20 minute meeting with the staff.

Observations of OT/PT sessions may be scheduled in the same manner as above. No cameras are available in the speech therapy rooms; therefore, visitors must observe from outside the therapy room. Observations may be arranged on an individual basis, with the child's speech therapist and supervisor's consent.

The internal camera/viewing system is for viewing only and is not set up to record. Utilizing a personal recording device (i.e. a smart phone) to record from our monitors is not permitted. We ask that parents/observers comply with this in order to be respectful of each student's right to privacy and confidentiality.

COMMUNITY RESOURCE BULLETIN BOARD: Check out this bulletin board for community events and activities that may be of interest to you or your child. It is located on the lower level next to the elevator.

BACK TO SCHOOL NIGHT: Back to School Night will be held in September, 17,2018. You will receive information regarding the specific time for your child's classroom. Please plan to attend, as the school's programs will be described at that time and you will have the opportunity to meet your child's teacher and learn about the classroom programs.

CONFERENCES: Individual conferences with teachers are scheduled in November and prior to annual review meetings.

COMMUNICATION: Please feel free to contact your child's teacher and/or therapist regarding questions or concerns at any point during the school year. Teachers and therapists will return your call or note during their scheduled prep time. Please do not direct questions or concerns to the assistant teachers or aides. It is an HLVS policy that they are not permitted to answer questions or address concerns.

TRANSPORTATION INFORMATION



I. TRANSPORTATION FOR PRESCHOOL CHILDREN

1. Nassau or Suffolk County Department of Health is responsible for the transportation for all preschool children ages 3-5 years old (CPSE) who reside in Nassau/Suffolk County.
Nassau and Suffolk County contract with Swissport for transportation management services.
2. Prior to the first day of school, pre-school parents will be informed of their child's transportation arrangements by the bus company.
3. The **bus driver** will confirm your address, as well as your child's pick up and drop off points and times.
 - a. You will be given the bus route and bus number.
 - b. If you do not hear from the driver by 3:00p.m. the day before school starts call:

Swissport (Nassau Co.) - Tel. # 516-433-4500

Swissport (Suffolk Co.) - Tel. # 631-737-0600

4. Please note, it is your responsibility to have your child ready when the bus comes. The drivers are instructed to wait **only 3-5 minutes** for any child. After that, it will be your responsibility to get your child to school.
5. Parents are asked to contact Swissport (Nassau Co.) - Tel. # 516-433-4500, Swissport (Suffolk Co.) ó Tel. # 631-737-0600 for all operational bus problems or service complaints.
6. If you want to change seating (car seat, booster, etc.) or change the drop-off point permanently or for the day, contact the busing coordinator at HLVS (516) 520-6002.
7. If the bus is late arriving home, for Nassau County contact Education Bus Transport (516) 935-2277, for Suffolk County contact We Transport at (631) 242-2796 or contact HLVS at (516) 520-6002.
8. If you know that your child will be absent for an extended period of time, please be sure to contact your bus company.
9. The bus driver or matron is responsible to fasten your child's seat belt.

II. TRANSPORTATION FOR SCHOOL AGE (CSE) CHILDREN

1. School age children (CSE) are transported by the school district in which they reside.
2. Transportation arrangements are authorized by your CSE chairperson. Contact your school district's transportation office to confirm busing arrangements.
3. If you know that your child will be absent for an extended period of time, please be sure to contact your bus company.

III. INFORMATION FOR PARENTS WHO DRIVE THEIR CHILDREN TO SCHOOL.

ARRIVAL

1. At the beginning of your child's school day, please drive your car to the south side of the school building (door under the awning labeled "Parent Pick Up and Drop Off").
 - a. Parents will remain in their cars and staff members will assist in taking children out of the car. Please have your child seated on the driver's side of the car, if at all possible.
 - b. Please do NOT arrive more than 15 minutes early.
2. If your child is more than 10 minutes late, please use the main entrance.

DISMISSAL

1. Parents will remain in their cars and line up at the south side of the school building (door under the awning labeled "Parent Pick Up and Drop Off").
 - a. Staff will bring your child to your car. Parents will be responsible for securing their child in their car seat.
 - b. Please note: Photo identification will be required during the first weeks of school.
 - c. Photo identification will be required of anyone that is not on the HLVS "Authorization to Pick Up Child" form. Please note you must notify the teacher if someone other than those listed on the form will be picking up your child.
 - d. Please do not engage staff in conversation during this busy time.

For the safety of the children, parents are not allowed to walk their child to the classroom.

In the event a child is not picked up at his/her regular scheduled time the parent/guardian/emergency contact will be called. An HLVS staff member will remain with the child until the child is picked up.



MEDICAL INFORMATION



HEALTH REQUIREMENTS:

Annual **Physical Exams**- HLVS requires all children to receive an annual physical examination.

The physician must complete, sign, stamp and date the annual physical form. The immunization record must be included.

Lead screening information is requested. If your child hasn't received lead screening, information regarding lead screening is available in the nurse's office and at

<https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/docs/know-the-facts-lead-eng.pdf>.

- a. For **new students**-- HLVS's annual physical form must be sent at least **3 weeks prior to the start** of school. Your child will not be able to start school until the medical is received. In addition, a physician's prescription for occupational therapy, physical therapy, and/or skilled nursing is required (including an ICD-10 code), if your child receives any of these services.
- b. For **returning students**--you will receive a letter 30 days in advance of when your child's next annual physical is due. In addition, an annual physician's prescription form is required if your child receives occupational therapy, physical therapy and/or skilled nursing. The form must include an ICD-10 code.

ATTENDANCE:

It is very important that your child attends school on a regular basis. Please avoid any unnecessary absences.

- a. The school nurse must be notified immediately, if your child has a **contagious illness**, so that we may alert others who came in contact with your child. We may be required to notify the Department of Health.
- b. If your preschool child is absent more than 5 days, HLVS is required to notify Nassau/Suffolk County Department of Health and your school district. If your school age child is absent for more than 5 days, HLVS will notify your school district.
- c. If you reside within New York City, the NYC Board of Education requires the parent/guardian to submit an absence note any time their child is not in school. This note needs to be sent in with your child upon his/her return to school.

REPORTING ABSENCES:

Timely reporting of attendance will ensure your child's safe arrival at school

Email notification of absences/lateness to the School Nurse at nurse@littlevillage.org

- a. The school nurse must be notified any time that your child is absent from or late to school. Please note that you can email the school at any time, however on the day of an absence or lateness the email should be sent no later than 8:45 am. Please include the following information:
 - Child's name (first and last)
 - # ROOM
 - Date of absence(s)
 - Reason for absence
 - And if necessary any message for the Nurse

Example: (Jon Smith #14 out 3/15-cold)
- b. An email consent form (that identifies your understanding of the inherent risks of email) is required to email the School Nurse.
- c. If you are unable to email your child's absence/lateness, you must call the nurse's office at 516-520-6070, prior to 8:45am on the day of absence/lateness.

CHILDREN WHO BECOME ILL AT SCHOOL:

If your child develops symptoms of an illness, a fever, or a significant change in their behavior, etc., you will be contacted by the School Nurse to pick up your child IMMEDIATELY. If you are not available, it is imperative that your emergency contact person is reliable and has transportation.

CLEARANCE/ABSENCE NOTES TO RETURN TO SCHOOL

Absence Note:

In order for your child to return to school a doctor's note is required as follows:

- a. If your child is ill and absent for more than 3 consecutive days.
- b. If your child is out for an indefinite period of time, we must be notified of an **anticipated date of return to school**. Medical reasons for the anticipated absence must be explained in detail on the **doctor's note** in order to maintain a child's placement for an extended period of time.
- c. If your child is absent or sent home with any communicable disease such as ringworm, impetigo, or conjunctivitis (pink eye), the doctor's note must also include that she/he is no longer contagious and may return to school.

Medical Clearance Note:

A medical clearance note which specifically states that your child may return to school with no restrictions. That he/she may participate in all physical activities (gym, playground, group movement) including OT and PT is required to return to school, therapies, group movement, gym and playground for various medical reasons.

The following circumstances require clearance to return to school:

- Any procedure that requires sedation (i.e. MRI, routine dental work, etc.)

The following circumstances require clearance to return to school, physical activities (group movement, gym and playground) AND therapies:

- Hospitalization, ER visit or surgical procedure (i.e. oral surgery, ear tubes, stitches, skin glue, etc.)
- Botox
- Fracture/Sprain/Limping
- Significant changes in a child's health status which may impact therapies/physical activities (i.e., suspicion of cardiac/respiratory concerns, a head injury, etc.)

1. If a child arrives at school without a clearance note the parent will be notified to obtain the proper clearance for the child to remain in school. If a clearance note is not obtained the child cannot remain in school. The parent will be notified to pick up the child immediately.
2. If the clearance note requires additional information (i.e. missing clearance for OT/PT/Physical Activities), the parent will be notified to obtain a corrected clearance note and informed that OT, PT will not be provided and the child will not participate in physical activities (gym, group movement and playground) until the note is received.
3. A clearance note that has restrictions for OT/PT or any physical activities (i.e. gym, playground, group movement) must state when OT/PT/ activities may resume. If it does not, the school nurse will send the HLVS Clearance form to the parent with a note indicating that therapies/physical activities will not be provided until the form has a date to resume OT/PT and physical activities.

Note: Clearance Note forms may be obtained from the School Nurse.

MEDICATION:

1. Medications can only be administered by a school nurse (RN) or an LPN under the direction of the school's RN.
2. Only medications that cannot be given at home (before or after school) will be administered.
3. No medication will be administered without Medication Consent form signed by the child's physician, N.P. or P.A. and by the child's parents which includes the following: (1) Name of child (2) Name of medication (3) Dosage and route (4) Time to be administered. You can obtain a Medication Consent form from the nurse's office.
4. A Medication Consent form is necessary at the start of each school year, each time there is a change in dosage or frequency and updated every six months.
5. All controlled substances (narcotics, amphetamines, psychotropic medications, SSRI medications, etc.) are kept in a double locked cabinet in the nurse's office.
6. Any medication requiring refrigeration is kept in a separate container in a locked refrigerator.
7. All non-controlled substances and medical supplies (i.e. Band-Aids, antibiotic ointment, gauze, nebulizer medications, pain reliever, etc.) are kept in a locked cabinet.
8. All medications (which include but are not limited to: seizure medication, antibiotics, psychotropic medications, SSRI medications) must be brought to the nurse by the parent/guardian in its **original pharmacy bottle, properly labeled with the correct child's name, name of the medication, dosage, and frequency.** The school nurse will count the pills in the presence of the parent/guardian. The nurse and parent will sign a medication log confirming the number of pills and receipt of medication. **MEDICATION MAY NOT BE SENT IN THE CHILD'S BACKPACK.**
9. **Any medication changes, new medical treatment or dietary herbal supplement change**, during the school year, must be reported immediately to the school nurse. It is important for the nurse to be aware of these changes. **An updated Emergency Card and a Medical Alert form must be completed.** This information is vital in case your child has an allergic reaction or change in behavior. It is also important in case of an emergency if your child needs to be brought to a hospital. HLVS must provide updated medical information so that your child can receive the best care.

A CHILD MAY NOT BE IN SCHOOL WITHOUT THEIR PRESCRIBED MEDICATION OR MEDICATION CONSENT FORM

NON-MEDICATED OINTMENTS AND DIAPER CREAMS

HLVS staff may apply non-medicated ointments and diaper cream with signed parent permission. The ointment/cream is supplied by the parent in the original container. You can obtain The Parent Authorization for Topical Ointment Application form from the Nurse's office.

SUNSCREEN:

1. During the warm, sunny weather please apply long lasting sunscreen prior to sending your child to school.
2. If you do not apply sunscreen, you must provide protective clothing.

SPECIALISTS:

1. In order to provide appropriate services for your child, HLVS requests that you complete a Medical Specialist Information form which asks for information regarding the specialists who have evaluated/treated your child.

2. Please provide copies of medical reports anytime your child visits a medical specialist such as an ophthalmologist, neurologist, orthopedist, etc. If you don't have copies, we will gladly request them for you if you sign the "Consent to Release Records" form.

MEDICAL EMERGENCIES/ACCIDENTS:

1. In the event of a serious injury, including severe trauma, prolonged grand mal seizure, etc., 911 will be summoned and an ambulance will take the injured child to either St. Joseph's Hospital on Hempstead Turnpike in Bethpage, North Shore Plainview Hospital or Nassau University Medical Center. The ambulance staff determines the hospital based upon the severity of the emergency. A staff member will accompany the child in the ambulance and will bring a copy of the child's Emergency Information Card. The child's parents (or emergency contact) will be notified to meet them at the hospital.

In the event of a serious medical incident HLVS is required to notify the Office of Children and Family Services (OCFS). OCFS may contact you to review the incident.

Examples of when an ambulance will be called are as follows:

- Prolonged seizures
 - Severe bleeding which cannot be controlled with pressure
 - Head injury, which includes loss of consciousness, disorientation, etc.
 - Choking in which the child cannot speak, cough or utter any sounds.
 - Sudden respiratory or cardiac arrest
 - Severe difficulty breathing
 - Severe allergic reaction, which may include urticaria and respiratory distress
 - Self-injurious and/or aggressive behavior which cannot be controlled
 - Severe trauma
 - Suspected fractures
2. As per New York State Law, an Epi Pen and Epi Pen Jr. are kept in the nurse's office and in room 208 on the second floor for emergency use on any student with a severe anaphylactic reaction. An RN or LPN will administer it and 911 will be summoned. The student's parents will be notified immediately.
 3. As per New York State legislation, the school is equipped with an automated external defibrillator (AED). This is kept in the Nurse's office. In the event of sudden cardiac arrest, there is a minimum of five staff members fully trained to use the device. 911 will be summoned concurrently.

Individual Health Care Plans:

Children with significant health care concerns identified by caregivers or physicians will have a written Individual Health Care Plan (IHCP). The IHCP will provide HLVS's School Nurse and staff with instructions for medical treatment, intervention and medication administration. The Physician, Caregiver and HLVS Nurse will sign off on the plan implementation. IHCP are required for, but not limited to, children with seizures, asthma and allergies.

FOOD ALLERGIES

- If a child has a food allergy, they will only be given food provided by the parent/guardian. If the parent/guardian is present for a classroom event, it is at the parent/guardian's discretion to allow their child to have any item being served at the event.
- Designated allergy-free eating areas are provided for children with severe food allergies with the parent's request.

HEALTH POLICIES

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL!



Please use your discretion in sending your child to school if they are not feeling well, or if they have not yet fully recuperated from an illness. Students who come to school ill may infect their classmates and/or staff, plus prolong and/or aggravate their own illness. If you have any questions, please feel free to call the school nurse at 516-520-6070.

The following policies for when to keep your child home from school for health reasons must be strictly adhered to:

- **Fever-** If your child has a fever of 100 degrees or above, he/she must stay at home. Your child must be fever free without Tylenol or Motrin for 24 hours before returning to school.
- **Cough/ Runny Nose** - If your child is coughing constantly and/or has a persistent runny nose, they must be kept at home until they are feeling better.
- **Vomiting** - If your child is vomiting they must stay home for 24 hours from the last episode.
- **Diarrhea-** If your child has diarrhea they must stay home for 24 hours from the last episode.
- **Sore Throat/Strep Throat** - Please do not send your child to school until you have received the results of a throat culture. If the results are positive, your child can return to school 24 hours after they begin the antibiotic. A doctor's note is required stating the child is being treated before he/she can return to school.
- **Suspicious Rash-** If your child has a rash and we don't know the cause (of unknown origin), a doctor's note is required stating he/she is not contagious before he/she returns to school.
- **Conjunctivitis** - Your child may return to school 24 hours after they start medication. A doctor's note stating that the child is no longer contagious is required before he/she returns to school.
- **Lice** - Any child with lice must be treated immediately. Your child may return to school after being treated.
- **Impetigo** - Your child may return to school 24 hours after the lesion is medicated. A doctor's note is required stating he/she is no longer contagious before he/she returns to school.
- **Ring Worm** -Your child is able to return to school 2 days after he/she began medication. A doctor's note is required stating that he/she is being treated before he/she returns to school.
- **Coxsackie Virus-** This virus may include lesions in the mouth, on the palms of the hands and/or soles of the feet. Your child may return to school when all the lesions are healed. A doctor's note stating that the child is no longer contagious is required before he/she returns to school.

If your child gets diagnosed with any of the above or anything contagious, the school nurse must be notified so that notices can be sent home to the other parents.

Thank you for your compliance and consideration in these health matters.

MANDATED REPORTER:

As per New York State law, HLVS staff is required to report any suspected child abuse or maltreatment to the New York State Central Register (SCR) of Child Abuse and Maltreatment. The law also assigns civil and criminal liability to those professionals who do not comply with their mandated reporter responsibilities.

Should any parent have a concern regarding the safety of their child, they have several options, including: contacting the child's teacher, their supervisor, the School Principal, the Director of the school, and/or contacting The New York State Child Abuse and Maltreatment Register at 1-800-342-3720.

HEALTH CARE PLAN

HLVS's Health Care Plan is available in the nurse's office for review.

REGULATIONS

HLVS is regulated by NYS Department of Health, NYS Education Department and The Office of Children and Family Services (OCFS). HLVS maintains a Day Care Center License from OCFS. The OCFS regulations are located in the school lobby and can be found at https://ocfs.ny.gov/main/childcare/daycare_regulations.asp

Parents/guardians are welcome to contact the New York State Office of Children and Family Services at 631-240-2560 or 800-732-5207 with any concerns or questions about child care.

SAFETY AND SECURITY

MAIN ENTRANCE: There is only one main entrance into the school. All parents entering the school must use this entrance.

SIGNING IN- SIGNING OUT:

- a. Everyone entering the **building must sign in with either the security guard or the receptionist and wear a “Visitor” badge while in the building.**
- b. **PARENTS AND VISITORS ARE NOT ALLOWED BEYOND THE ENTRANCE FOYER UNLESS REGISTERED.**
- c. If for any reason you must pick up your child early from school, you must sign him/her out in the “Early Dismissal” log at the receptionist’s desk.
- d. Parents must send in a signed permission note to have another person pick up their child from school. This person is required to show their driver’s license for identification.

BUILDING SAFETY AND SECURITY:

- a. All entrances, exits and hallways are under constant surveillance by close-circuit TV to ensure the safety of your children.
- b. All staff is fingerprinted by the New York State Department of Education and the Office of Children and Family Services.
- c. The playground has a safety surface for the child’s protection. In addition, there is a help line phone located on the playground.
- d. All exterior doors are locked from the outside. All staff wear an identification badge which allows them access to the front door and the door from the playground.
- e. If there is an unidentified intruder in the building a “lockdown” will be announced. Staff will immediately lock the room door from the inside and follow HLVS procedures for a lockdown situation.
- f. The building has sprinklers and smoke detectors throughout which meet all fire codes.

SCHOOLS CLOSING DUE TO SNOW OR OTHER EMERGENCY:

- a. In the event of inclement weather or other emergency HLVS may:
 - be closed
 - be opened without busing
 - have a delayed opening
 - have early dismissal
 - cancel am/pm classes
- b. HLVS utilizes a communication system (“Connect Ed”) which allows school administrators to quickly and effectively communicate with our families of Little Village students. This system quickly advises our parents and guardians of certain unplanned events such as weather related, emergency school closings or transportation cancellation. The system will also be used to provide periodic updates regarding school events and to provide families with other important HLVS information.

This system allows us to electronically communicate important information with you. Based on the information you provide us, the system allows us to maintain up to 6 telephone numbers, 2 email addresses and 1 text message address for communication to you.

Please be advised, these notifications may occur as early as 6:00am. You should only provide numbers that you want contacted at this hour. Everyone on the list will receive this information, whether it pertains to your child or not.

- c. In addition, information will be posted on Channel 12 and FiOS Channel 1 on TV and on our web site www.littlevillage.org.
- d. If you are in doubt, call the school at (516) 520-6001, press option 8 on the main menu for emergency closing information.

FIRE DRILLS/ EVACUATION PLAN:

- a. HLVS is required to have 12 fire drills during the school year.
- b. Emergency information is brought out of the building by a staff member.
- c. All non-ambulatory children will be quickly and safely evacuated from the building in the following manner:
 - All non-ambulatory children who are utilizing adaptive equipment at the time of the emergency or fire drill (i.e. wheelchair, stander) will be evacuated from the building in such stated equipment.
 - All non-ambulatory children who do not utilize a wheelchair will be expediently transported out of the building in an adaptive stroller. Such children are assigned a stroller designated solely for their personal use during emergency situations. These strollers are lined up outside of the classroom (single file on one side of the hallway in accordance with fire department regulations) clearly labeled with the child's first name and room number.
- d. In the event that children and staff are not able to return inside the building, the Plainedge Library (1060 Hicksville Road, Massapequa- Telephone # (516) 735-4133) will be used as a relocation site and parents will be notified.

**OUTSIDE EMERGENCY REQUIRING STAFF AND CHILDREN TO REMAIN IN BUILDING-
(TEMPORARY SAFETY LOCKDOWN)**

- a. If HLVS is put on a temporary safety lockdown, by local or State authorities, no one except emergency personnel (i.e. police, firefighters, etc.) will be permitted in or out of the building. This means that parents are not be able to pick up their children. Students and staff are prevented from leaving the building for any reason during the duration of the safety lockdown.
- b. Your child will be provided with the emergency food that you sent in during the first week of school. The nurse has the emergency supply of medication that you sent in for your child.
- c. Once the safety lockdown is lifted, parents are allowed to pick up their children. Strict parental identification will be required. A parent, legal guardian, or previously authorized adult will be the only person permitted to take a child from the building. Anyone designated by the parent to take a child from the building must have clear identification before a child will be released.

CONFIDENTIALITY POLICY

HLVS has a strict confidentiality policy regarding its students. Please do not speak to staff about your child in the hallways or public areas. Staff will only discuss your child with you and will not share information about other children. HLVS's staff will never discuss information about your child in the outside community.

The following is the procedure used to ensure Confidentiality and Legal Rights of Parents to Access Children's Records:

Policy: All information contained in student's records, including information contained in an automated data bank shall be considered CONFIDENTIAL. The record is the property of HLVS, whose responsibility it is to secure the information against loss, defacement, tampering, or use by unauthorized persons.

Procedure: The limitations on accessibility, duplication and dissemination of information in the student's record are clearly delineated.

The meaning of CONFIDENTIALITY, both in and outside the school, or information about a student is stressed in the policy and procedure manual, in the orientation program for all employees and is re-emphasized in all relevant on-the-job training and in-service training.

Parents are notified annually of their rights to access and confidentiality of student records.

Student records are kept in file cabinets in the main office. Teacher/Therapists' notes and documentation regarding children in their case loads are kept in locked file cabinets in their offices/classrooms.

The parent shall have the right to full access to review their child's records, including the right to reasonable requests for explanations and interpretations of those records, the right to obtain copies, the right to have a representative of the parent review the records. A request should be submitted in writing to the administrators.

Both parents shall have full rights to access to the records unless there is evidence that a court order, state statute or other legally binding document specifically revoked these rights.

Consent/Release:

Written consent of the parent and/or legal guardian shall be required for the release of information to persons not otherwise authorized to receive it.

A Consent to Release Information to HLVS-this type of selective release requires you to identify the persons who have available information concerning your child and authorizes release of specific information to HLVS.

A Consent to Release Information-this type of release will authorize HLVS to release specific information to the identified persons indicated on the release form.

Records:

A log book is kept to record the purpose for which a student's file is being reviewed. Information in this log includes: student's name, type of file, name of person reviewing records, date of review and reason for review. When information is released from the file, it is documented by letter or notation in the child's administrative file. The files of all students are reviewed to ensure that each record contains information regarding only the student for whom the file has been established.

As a Parent, you have the right to:

- Ask who has access to your child's record and who has seen or has copies of the record.
- Review-in person or through a representative your child's record at any time.
- Ask for copies of any material in your child's record. You may be charged a small fee for copying.
- Request that changes be made to your child's record. If you feel that any information in your child's record is wrong, misleading, or violates your child's and family's privacy or rights, you may ask HLVS to amend inaccurate or misleading information. Once you ask for an amendment, you will receive a response within 10 days whether:
 - a. The change has been made as you requested
 - b. Your child's record has not been changed, as after careful review of the information, HLVS staff and administration deems the information to be accurate. A copy of your request will become part of your child's permanent record.

Tracking Devices:

To maintain the confidentiality of all of our children, no recording of video or audio are permitted in the school. If a tracking device has one of these features, it must be disabled (turned off) during school hours.

BEHAVIOR MANAGEMENT POLICY
(SCHOOL-WIDE POSITIVE BEHAVIORAL SUPPORTS)

The following acceptable child guidance techniques will be used:

- Redirect: in a conflict, give an alternate toy or activity to one of the children competing for the toy.
- Focus on “Do” rather than “Don’t.” For example, “We walk inside” instead of “Stop running inside.”
- Offer choices: “You can either sit on the rug or at the table for story time.”
- Encourage children to use friendly words rather than physical acts. For example, suggest using the phrase, “I was playing with that toy.”
- Praise positive behavior: “Thank you for using your words.”
- Model desired behaviors in order for the children to learn by example
- Arrange the program space to positively impact children’s behavior. For example, avoid large open spaces that might encourage children to run indoors.
- Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities helps prevent conflict.
- For preschool and school age children, involve the children in the development of the classroom rules and consequences.

Policy

- A child may only be disciplined by the director, principal, classroom supervisor, teacher, assistant teacher, teacher aide, therapist, substitute teacher substitute teacher assistant and/or substitute teacher aide.
- The program must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any discipline used will relate to the child’s actions and be handled without prolonged delay.
- A child may be separated briefly from the group, but, only long enough to gain self-control and must be in view of, supervised and supported by the director, principal, classroom supervisor, teacher, assistant teacher, teacher aide, therapist, substitute teacher substitute teacher assistant and/or substitute teacher aide. Corporal punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area or any other area where a child cannot be seen, or supervised.
- Withholding or using food, rest or sleep as punishment is prohibited.
- Methods of interaction that punish, demean, or humiliate a child are prohibited.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any child care program must not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, any person under the programs control.
- Physical restraint is prohibited.

STUDENT CODE OF CONDUCT

Mission Statement

The mission of The Hagedorn Little Village School (HLVS) Jack Joel Center for Special Children is to provide the finest educational and therapeutic programs to infants, pre-school and elementary school children with a wide range of developmental delays and disabilities. We strive to help each child we serve achieve their highest potential, educationally, emotionally and socially by creating a nurturing environment for the child and a supportive framework for their families.

Our Philosophy

- To facilitate each child in achieving his or her highest potential socially, educationally and emotionally.
- To provide support and direction to families.
- To collaborate with outside service providers in fulfilling this mission.

In this work we are committed to the values of:

- Compassionate care for all we serve.
- Deep respect for the dignity of each child.
- Integrity in all our business dealings.
- Providing ongoing professional development to our staff to ensure that our children receive the most current and effective instruction and therapeutic interventions.

I. Introduction

It is the goal of The Hagedorn Little Village School to provide a safe and orderly school environment where students may receive and school personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, therapists, other school personnel, parents and other visitors is essential to achieving this goal.

HLVS promotes a positive, nurturing, safe climate that provides our children with a supportive environment in which to learn, gain skills and grow socially. All children have the right to learn in an environment which is safe, conducive to learning and free from harassment and bullying. The Student Code of Conduct is expanded upon based on the student's chronological age and cognitive capabilities.

The Code of Conduct helps establish a school-wide culture, promote positive individual behavior supports, and support the social-emotional development of all students while minimizing problem behavior for all students. Responsible behavior by staff, administration, students and parents is essential to achieving this goal. We aspire to create an atmosphere based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. In accordance with the **Dignity for All Students Act**, HLVS policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property.

II. Student Rights and Responsibilities

A. Student Rights:

HLVS is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all HLVS students have the right to:

1. A safe learning environment.
2. Access school rules and, when necessary, receive an explanation of those rules from school personnel presented at their developmental level.
3. Be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property.

B. Student Responsibilities (Elementary):

All HLVS students enrolled in the **elementary education program** have the following responsibilities commensurate to their individual developmental levels:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect for other persons and property.
2. Be familiar with and abide by all policies, rules and regulations dealing with student conduct as presented in accordance with their developmental level.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Communicate and behave kindly to each other, considering other people's feelings, and helping others.
7. Value the similarities and differences in people, being confident and proud of whom they are.
8. Follow classroom rules as developed by students and staff as appropriate.

9. Work to develop mechanisms to control their anger.
10. Seek information when they do not understand.
11. To respect one another and treat others fairly in accordance with the School Code of Conduct and the provisions of the Dignity Act which states students conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination.

B. Student Responsibilities (Preschool):

All HLVS students enrolled in the preschool program have the following responsibilities commensurate to their individual developmental levels:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Work to develop strategies to control their anger.
3. Communicate and behave kindly to each other, considering other people's feelings, and helping others.
4. Share, take turns, play and work by the agreed rules, including others, take the time to listen to others.
5. Value the similarities and differences in people, being confident and proud of whom we are.
6. Respect one another and treat others fairly in accordance with the School Code of Conduct and the provisions of the Dignity Act which states students must conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination.
7. Follow classroom rules as developed by students and staff as appropriate.

III. Roles and Responsibilities of Essential Partners

A. Parents: All parents of HLVS students are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure that their children are dressed and groomed in an appropriate manner.
6. Know school rules and help their children understand them to the best of their ability.
7. Convey to their children a supportive attitude toward education and HLVS.
8. Build good relationships with teachers, other parents and their children's friends.
9. Inform school officials of changes in the home situation that may affect student conduct or performance.
10. Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

B. Teachers and Therapists: All teachers and therapists of HLVS students are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen the student's self-concept and promote confidence to learn.
2. Demonstrate interest in teaching, concern for student well being, achievement and educational progress, and respond appropriately to the individual needs of each student.
3. Be familiar with HLVS policies and school rules, and follow them in a fair and consistent manner.
4. Communicate to students and parents that which is important to the student's emotional, social, behavioral and academic progress, including but not limited to:
 - a. Expectations for students
 - b. Positive Behavioral Intervention and Support (PBIS).
5. Communicate regularly with students, parents and the multidisciplinary team concerning growth and achievement.
6. Be knowledgeable of effective classroom/building behavior management techniques and the non-violent crisis intervention philosophy and techniques.
7. Maintain confidentiality about all personal information and educational records concerning students and their families.
8. Demonstrate dependability, integrity and other standards of ethical conduct as per HLVS Student Code of Conduct.
9. Follow established administrative procedures.
10. Implement age, grade, and developmentally appropriate anti-bullying/harassment instruction in the classroom to increase awareness of anti-harassment/ bullying initiatives.
11. Confront issues of discrimination, harassment, intimidation and bullying or any situation that threatens the emotional or physical health or safety of any student, school employee or any person that is lawfully on school property.
12. Report immediately to the school's building administrator or other appropriate school personnel (ie: classroom supervisor, social worker, or psychologist) any incident witnessed or otherwise brought to the teacher's attention of discrimination, harassment, intimidation or bullying that involve students or employees either as the bully, bullied or bystander on school property, on the school bus, or that may endanger the health or safety of students within the educational system or adversely affect the educational process.
13. Maintain a school climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation or disability.

14. Address personal biases that may prevent equal treatment of all students in the school or classroom.

C. Paraprofessionals All paraprofessionals are expected to:

1. Work under the direct supervision of a teacher utilizing the teacher's lesson plan and classroom positive behavior support system.
2. Maintain a climate of mutual respect and dignity which will strengthen the self-concept of students and promote learning.
3. Know HLVS policies and rules and follow them in a fair and consistent manner.
4. Maintain confidentiality about all personal information and educational records concerning students and their families.
5. Demonstrate dependability, integrity and other standards of ethical conduct.
6. Be aware of behavioral changes that may indicate that a student is participating in the harassment or bullying of another student or employee either in school or on the school bus.
7. Report immediately to the school's building administrator or other appropriate school personnel any incident witnessed or otherwise brought to the paraprofessional's attention of discrimination, harassment, intimidation or bullying that involve students either as the bully, bullied or bystander on school property or on the school bus, or that may endanger the health or safety of pupils within the educational system or adversely affect the educational process.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom.
9. Maintain a school climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation or disability.

D. Expectation for Other School Staff

1. Perform specialized non-instructional duties that support the operational functioning of the school.
2. Know HLVS policies and rules.
3. Maintain confidentiality about all personal information and educational records concerning students and their families.
4. Demonstrate dependability, integrity and other standards of ethical conduct as per HLVS Student Code of Conduct.
5. Follow the established administrative procedures.
6. Report immediately to the school's building administrator or other appropriate school personnel any incident witnessed or otherwise brought to the staff's attention of discrimination, harassment, intimidation or bullying that involve students or employees either as the bully, bullied or bystander on school property, at a school function or on the school bus, or that may endanger the health or safety of pupils within the educational system or adversely affect the educational process.

E. Psychologists & Social Workers

1. 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, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Address parent/teacher concerns, as necessary, as a way to resolve problems.

F. Classroom Supervisors, Department Heads and Principal:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Create an environment that values and teaches respect for all; an environment that is culturally sensitive and models positive behavioral interactions that clearly show that no tolerance exists for certain types of behaviors, including, but not limited to, bullying and harassment.
3. Evaluate all instructional programs on a regular basis. Work to create instructional programs that minimize problems of misconduct and are sensitive to student needs, as well as individualized instruction that teach students how to be responsible for electronic devices (I pad, internet access etc.).
4. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
5. Ensure that the issues of bullying and cyber bullying are addressed with students throughout the year.
6. 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, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
7. Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the attention of the classroom supervisor or member of the Administration team in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

G. Executive Director

1. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, supporting active teaching and learning.
2. Create an environment that values and teaches respect for all; an environment that is culturally sensitive and models positive behavioral interactions that clearly show that no tolerance exists for certain types of behaviors including, but not limited to, bullying and harassment.
3. Appoint a Dignity Act Coordinator for the school. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students, parents, and other staff members for consultation and advice as needed on the Dignity Act.
4. Work in collaboration with the Dignity Act Coordinator (DAC) in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

H. Board of Trustees:

1. Adopt and review, at least annually, the student's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation. An acknowledgement form will be signed by each member of the Board of Trustees indicating that they evaluated the effectiveness of the Student Code of Conduct.
2. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

I. Visitors:

1. All visitors are expected to behave in a socially, appropriate manner.

IV. Procedures for Referrals regarding Student Conduct to the Committee on Special Education (CSE)

HLVS encourages all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, school personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior in accordance with each student's developmental level. HLVS recognizes the need to make the expectations of appropriate conduct highly individualized for each student.

For students with disabilities (as defined in sections 200.1(zz) and 200.1(mm) of the Regulations of the Commissioner), HLVS Administration accepts that students with disabilities often display a range of behaviors which would be deemed disruptive within a regular education setting. HLVS incorporates behavior management systems as part of the overall instructional program that is designed to address the below listed "at risk" student behaviors:

At-Risk Behaviors for Students:

- Non-compliance (i.e. task avoidance, attention seeking)
- Self-directed; unaware of environment; safety concerns
- Elopement
- Throwing objects, furniture and other property destruction
- Aggression towards others (i.e. biting, hitting)
- Self-Injurious behaviors (i.e. head-banging, biting hand)
- Prohibited conduct includes but is not limited to, threats, intimidation, harassment or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation or disability.

V. Reporting Violations

All students are expected to promptly report violations of the code of conduct to any HLVS staff member to the best of their ability. HLVS will investigate all reports of suspected discrimination and/or harassment and take prompt, appropriate action as necessary. Complaints will be investigated in accordance with applicable policies, laws, and regulations. If it is determined that a policy has been violated, corrective action will be taken in accordance with HLVS policies and regulations, Code of Conduct, and all appropriate federal and state laws.

VI. Disciplinary Penalties and Procedures

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.

The behavior management system of each program takes into consideration:

1. The student's age.
2. The student's past history of behavior.
3. The effectiveness of alternative behavior management approaches.

4. Information from parents, teachers, and/or others, as appropriate.
5. Other extenuating circumstances, such as medications.

Behavior management at HLVS is based on the philosophy that an appropriate developmental curriculum increases the incidence of positive behaviors and accordingly decreases behavior problems. Staff is encouraged to teach and acknowledge appropriate behaviors. All classrooms utilize a Positive Behavioral Intervention and Support (PBIS) in order to highlight and emphasize appropriate behaviors in the classroom and school. Individual supports (individual "first-then" boards, and token economies) are used to foster appropriate behaviors as necessary. Students may be referred to group or individual therapy to address inappropriate behaviors and to foster appropriate behavior. Staff members conduct character education lessons to address topics such as diversity, being a good friend, using kind words, and respecting others. All interventions and lessons will be commensurate with student's developmental and cognitive abilities and will aim to foster self-confidence.

There are procedures in place in order to keep all students safe from physical harm to self or others. These procedures include adherence to student's IEP, classroom behavior strategies, behavior intervention plans, use of a Time Out Room in accordance with NYSED regulations, and emergency procedures consistent with NYSED regulations.

HLVS staff encourages all students, to the best of their ability, to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of facilities and equipment.

School Age Suspension Policy

If HLVS believes that there may be a cause to suspend a student who has exhibited a pattern of behavior that cannot be safely managed in our school, we will contact the student's district of origin immediately and request an emergency CSE meeting. HLVS will adhere fully to all NYSED Part 201 regulations as stated below.

In accordance with NYSED and Part 201 regulations, the following policy is strictly adhered to.

- 1) Students will not be suspended/ removed for more than five consecutive days without a superintendent's hearing conducted by the school district.
- 2) A manifestation determination meeting will be held by the school district no later than ten school days from the decision to impose a suspension that will result in a disciplinary change in placement.
- 3) The student will be entitled to return to the program if the conduct was deemed a manifestation of the student's disability and receive a Functional Behavioral Analysis (FBA) and a Behavior Intervention Plan (BIP), unless the parent and the school district agreed to a change in placement.
- 4) A student whose conduct involved weapons, drugs, or seriously bodily injury may be suspended/removed up to forty-five days.
- 5) Students will receive alternate instruction during suspensions/ removal.

In accordance with NYSED and Part 201 regulations, **no student** attending the **preschool program** is to be suspended.

VII. Maintaining a safe school environment

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members at The Hagedorn Little Village School. Further, students are protected by law from the unreasonable use of physical restraint. Physical restraint shall be used only in situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:

- o to protect oneself from physical injury
- o to protect another pupil or teacher or any person from physical injury
- o to protect the property of the school, school district or others; or
- o to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school or school district functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts. (Section 19.5 of the Rules of the Board of Regents, January 2007)

In the event that physical restraint becomes necessary:

1. Only certified Crisis Prevention Intervention (CPI) trainers shall administer physical restraint with students.
2. Only the safest physical restraint methods are to be used.
3. Every effort should be made to isolate the restraint situation, to avoid prolonging or escalating the situation.

Corporal punishment (any act of physical force or punishment upon a student for the purpose of punishing that student) of any student by any HLVS employee is strictly forbidden.

IX: Guidelines for In-Service Education Programs

HLVS administration will present in-services and workshops throughout the year for school staff to ensure effective implementation of school policy on school conduct and discipline which include but are not limited to:

- Behavior Management Strategies
- Crisis Intervention and De-escalation techniques
- Health and Safety policy review

Monthly Meetings:

- Multidisciplinary meetings are conducted on a monthly schedule
- Each Behavior Intervention Plan (BIP) is modified and updated in accordance with each individual plan.

Weekly Meetings:

- Each classroom teacher meets with the assigned classroom supervisor on a regular weekly schedule.

X. Dissemination and Review

HLVS will work to ensure that the school community is aware of this code of conduct by:

1. Providing copies of the HLVS Student Code of Conduct to all families prior to the new school year as part of the HLVS Parent Handbook.
2. All staff members will be provided with a copy of and amendments to the HLVS Student Code of Conduct.
3. HLVS will present an in-service education program for all HLVS staff members to ensure the effective implementation of the HLVS Student Code of Conduct. HLVS Administration will review this code of conduct every year and update it as necessary. In conducting the review, HLVS will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

POLICY AND GUIDELINES ON USE OF TIME OUT ROOM

HLVS has a time out room. However, this room is only used in rare circumstances when the health and safety of your child or others is in jeopardy. The following procedures are strictly enforced.

Policy 8NYCRR100.2: -HLVS's behavior management practices may include the use of a separate time out room. The time out room is an area for a student to safely de-escalate, regain control and prepare to meet expectations to return to program. The time out room is used in conjunction with a therapeutic behavior management intervention plan in which a student is removed to a supervised area in order to facilitate self-control or to remove a child from an environment in which he/she is engaging in potentially dangerous behavior. The time out room is used in conjunction with a behavior management program which teaches and reinforces acceptable behaviors.

Parent Input- HLVS's policy on the use of timeout rooms will be developed with parental input. At least one parent of a current student at HLVS will be included in the policy formation.

The policy for the use of a time out room is reviewed annually.

Procedure:

The time out room may be a component of a student's behavior intervention plan which is developed by the student's classroom teacher and therapists (i.e. speech therapist, physical therapist, occupational therapist, play therapist and/or movement therapist) in conjunction with a school psychologist and/or classroom supervisor. A functional behavior analysis which includes charting of frequency, duration and intensity of targeted behaviors with consideration of antecedents and consequences of behaviors is initially conducted to provide data regarding desired behavioral change. A functional behavior plan will then be developed with respect to analyzed data and in conjunction with classroom staff and therapist input. Targeted behaviors will be addressed while more adaptive skill acquisition will be promoted. Appropriate behaviors will be reinforced as a means of facilitating skill development. Ongoing assessment of targeted behavioral change will take place to evaluate the effectiveness of the plan.

Location of the time out room

The time out room is located near the nurse's office and the office of the Executive Director. It is at the end of the OT/PT room and is accessed through a side entrance across the hall from room 29.

Physical Requirements of the time out Room

The room is 5'7" x 9'0". The ceiling height is consistent with the heights of the ceiling throughout the building. There is adequate lighting and ventilation and the temperature of the room is within the normal comfort range and consistent with the rest of the building. The room meets all local fire and safety codes. It is unlocked and the door can be opened at will from the inside at all times. The floor is carpeted and the walls are padded to insure safety. A floor mat and/or a bean bag chair are available dependent upon the individual child's need. The room allows the student to move about and recline comfortably in a safe environment. The room is free and clear of objects and fixtures that could be potentially dangerous to a student. The door includes a shatter proof window which allows for continuous monitoring of the student, both visually and aurally. The room also includes a viewing mirror at ceiling height which provides visual accessibility to the entire room.

Factors which may precipitate the use of the time out room

The factors which may precipitate the use of the time out room are aggressive, destructive and/or self-injurious behavior.

Monitoring Requirements of the time out room:

A staff member will monitor a student in the time out room by standing in close proximity to the door and maintaining visual contact with the student at all times. Emergency medical services may be called if a child demonstrates significant health and safety issues, prolonged self-injurious behavior and/or verbal intentions to harm oneself. Determination of the need to call EMS will be made in conjunction with a school administrator.

If the need arises for a staff member to enter the time out room for any reason, staff must make sure that a second staff member is viewing the child and staff member in the time out room, at all times. This is to insure the safety and protection of both the staff member and the child. If a second staff member is needed, assertively request of the nearest staff member that they either assist by directly viewing you in the room or they find another staff member to assist as expediently as possible.

Time Restrictions:

Each child's behavior intervention plan includes the maximum amount of time they will need to be in a time out room as a behavioral consequence, as determined by their age and individual needs. However, HLVS will not exceed the following time restrictions for any student in the school. If a child is in the time-out room for 15 minutes, the parents will be contacted to inform them that if the child does not de-escalate within the next 30 minutes, they will need to pick him/her up (or their designated contact person) or an ambulance will be called if necessary.

Data Collection and review of effectiveness of time out room:

A time out room data sheet is maintained for each use of the time out room to monitor the effectiveness of the time out procedure to decrease specified behaviors. Pertinent information such as the student's name, factors precipitating the time out intervention, the times the student entered and exited the time out room, the student's behavior during and upon exit of the time out room; and the names of the staff member(s) who initiate the time out room placement, supervises the student during the time out procedure and removes the student from the time out room is recorded. Efficacy of the behavior plan (including the use of the time out room) will be evaluated by the classroom staff and therapists in conjunction with a school psychologist and/or classroom supervisor, on an ongoing basis. A behavior intervention plan is updated minimally every 6 months by all school personnel involved with its implementation. Modifications to existing behavior plans will be made as appropriate.

IEP Requirements:

The student's school district will be informed of any proposed behavior plan which includes the use of the time out room. An amendment to the student's IEP will be requested to include the details of the behavior plan. The behavior intervention plan must include the maximum amount of time a student will need to be in a time out room as a behavioral consequence, as determined on an individual basis in consideration of the student's age and individual needs. Data regarding the use of the time out room will be recorded and maintained in the student's file. It is available for review by the Committee for Special Education or the Committee on Preschool Special Education.

Parental Rights:

All parents will be informed of a student's behavior plan and their signature will be requested. Parents will be informed prior to the initiation of a behavioral intervention for their child which may incorporate the use of a time out room. Upon request, parents may view the time out room. Parents will be provided with a copy of HLVS policy on the use of a time out room.

Emergency Use of the Time Out Room:

The time out room may be used prior to the formation of a behavior plan should a student unexpectedly exhibit aggressive, destructive, self-injurious behaviors of such a critical nature as to prevent the maintenance of his/her safety or safety of others. In this circumstance, every effort will be made to simultaneously notify parents as to the use of the time out room. A functional behavior analysis will commence at this time to begin development of an appropriate behavior plan.

In-service training for staff on the policies and procedures related to the use of time out rooms and related behavior management practices:

All classroom staff and therapists will attend an annual in-service on HLVS's policies and procedures related to the use of time out rooms and related behavior management practices. Classroom staff and therapists will receive in-service training on specific behavior plans that incorporate the use of a time out room prior to the implementation of the plan. The training will be provided by a school psychologist or classroom supervisor.

A GUIDE TO STAFF AT HLVS

Executive Director: Jon Feingold, Ph.D.

Jon is responsible for the management and supervision of school programming and of all administrators and staff in all departments. He is also responsible for the development of the budget and all policies. Contact Jon for concerns regarding programming, staffing or policy concerns at (516) 520-6047.

Principal: Patti Pizza, M.S., S.A.S.

Patti supervises school based staff and coordinates educational curriculum. She oversees school programs and program development. She is the liaison between school districts, families and HLVS. She may be contacted at (516) 520-6006.

Director of Early Intervention, SEIT and Related Services: Debi Karlinsky, L.M.S.W., S.D.A.

Debi supervises Early Intervention, Special Education Itinerant Teacher (SEIT) and related services (OT, PT, Counseling, and SP). These programs provide educational and therapeutic services for children at HLVS, childcare centers, pre-schools and/or in the home. The services are approved by the Department of Health or the child's school district. She may be contacted at (516)520-6058.

Supervisor of Pre-School/School Age Programs: Wendy Sciubba, M.S., S.B.L.

Wendy supervises full-time preschool classes, integrated classes and school age classes. She can be contacted at (516) 520-6072.

Behavior Specialist: Eileen Townsend Williams, M.S., S.D.A.

Eileen provides behavioral support for classrooms, provides parent training and conducts monthly workshops. She may be contacted at 520-6026.

Coordinator of Speech & Language Services: Kim Neary, M.S., CCC/SLP

Kim Neary is responsible for coordination of the Speech & Language Program and for the supervision of all members of the Speech & Language Department. She may be contacted at 520-6020.

Coordinator of Occupational and Physical Therapy: Karen McLoughlin, P.T.

Karen supervises and coordinates physical and occupational therapy services. Contact Karen with questions regarding frequency of service, scheduling, assignment of therapists and home equipment. She can also answer questions related to a child's need for an evaluation for services. Karen may be contacted at 520-6013.

Coordinator of Psychological Services: Camille Bernstein, Ph.D.

Debra coordinates, organizes and supervises the Psychology Department. Contact Debra with questions regarding psychological testing and behavioral concern at (516) 520-6022.

Coordinator of Movement Therapy- Susan Lasher, M.A., BC-DMT, LCAT

Susan is responsible for coordination of movement therapy services and for the supervision of all members of the Movement Therapy Department. She may be contacted at (516)520-6032.

School Nurses: Dawn Consiglio, RN and Veronica Lehfellner, RN

Dawn and Veronica are available during school hours to attend to children's health needs, provide first aid and to administer prescribed medications and treatments. Dawn may be contacted (516) 520-6089 and Veronica at (516) 520-6093.

Social Worker: Staci Sherman, L.M.S.W.

Staci can be contacted for information about short-term crisis intervention and referral services to community based programs. She may be contacted at (516) 520-6059.

Classroom Supervisors:

Supervisor	Phone #
Regina Brennan	(516) 520-6024
Amy Goldstein	(516) 520-6057
Jenn McAteer	(516) 520-6023
Patti Pizza	(516) 520-6006
Wendy Sciubba	(516) 520-6072

Media Room Coordinator: Lorraine Marrinan

Lorraine coordinates and schedules parent observations for the Media Room. She may be contacted at (516) 520-6001.

PARENT ASSOCIATION

HLVS has a **Parent Association** whose objective is to encourage parents to come together and get involved in their child's school. Staying connected is the best way to advocate for your child, meet families with similar concerns and have some fun!

The Parent Association elects a Board comprised of a President(s), Vice Presidents and Secretaries, in May, for a two-year term. The elected Officers and Class Parent Captains meet with the Executive Director in July to plan a calendar of events. The calendar consists of special events, social activities and monthly Parent Association meetings.

Parent Association Board 2018-2019

President	MaryAnn Hyland	516-567-5758
First Vice President	Melissa Flick	516-729-9966
Second Vice President	Kristin Maisano	516-779-9861
Recording Secretary	Mary Russell	516-477-4153
Corresponding Secretary	Amanda Varelakis	631-605-4455

Parent Association Meetings

There are monthly Parent Association meetings (September through June) that alternate between daytime and evening to accommodate parent's schedules.

Membership and Dues

Dues are **\$10.00 for the school year** or **\$100.00 for a Lifetime Membership**.

Lifetime Membership puts your name on a plaque in the school and recognizes you in the yearbook/journal. In addition, you never have to pay dues again!!

For 100% classroom participation, your child's class will receive either a pizza party or an ice cream party. Please note, if you have more than one child in the school, your \$10.00 or \$100.00 covers the family and each child's room will be credited.

Please make checks payable to The Hagedorn Little Village School and put your child's name on the check. Send the check in an envelope marked for "Accounting."

In order to have a party, your child's class must have 100% participation by October 26, 2018

Class Parent

- a. HLVS has many activities throughout the year in the classroom and in the school. In order to best contact everyone about the needs of the classroom and events of the school, a Class Parent is selected to represent each class. There are usually two class parents in larger classes and one class parent in smaller classes. Letters are sent to all parents in July or August asking if they would like to get involved and represent the classroom.
- b. If you choose to be a Class Parent, you will be a classroom representative and have direct contact with the teacher and parents of the children in your child's classroom. You will be a liaison for school activities between administration and parents, notifying parents of current events.
- c. You are requested to attend monthly Parent Association meetings. Your participation at these meetings is important for both your input and forwarding information to the other parents in your child's class.
- d. A class list of names, addresses and phone numbers of the children in the class will be distributed to you. It is the Class Parent's responsibility to call the parents to do the following:
 - Inform parents of special events
 - Ask for parent's participation for classroom parties/activities

Your first job will be to phone the parents within the first week of school. At this time, you can introduce yourself, give details for Back to School Night and discuss the Parent Association.

Participate and Join in the Activities and Committees!

Sept. 13 through Oct. 18	Fun Stuff Book	Jan. 18	Parent Association Meeting (9:15am)
23	Family Fun Day (Rain date 10/1)	18	Winter Bingo (snow date 1/25)
24	Parent Association Meeting (7:30 pm)	Feb. 13	PA Meeting/Val Day Bake set up(7:00pm)
26,28	School Pictures	14	Valentine’s Bake Sale(snow date 2/15)
Oct. 5	School Pictures	Mar 7	Parent Association Meeting (9:30am)
	Candy & Candle Sale (Ends 10/10)	April TBD	Parent Association Meeting (7:00pm)
12	Parent Association Meeting (9:15am)		Fashion Show
28	Sleepy Hollow 5K Run/Walk	May 14	Parent Association Meeting (Time TBD)
Nov. 9	School Picture Re-take	16	Staff Appreciation Day
13	Parent Association Meeting (7:00pm)	June 3	Golf Tournament
TBD	Casino Night	4	Parent Association Meeting (7:00pm)
Dec. 12	Parent Assoc. Holiday Breakfast (7:00pm)		

OPPORTUNITIES TO HELP HLVS

- Introduce the school to friends, neighbors and business associates who may be looking for a “Charity of Choice” by inviting them for a tour of the school, or through attendance at one of our many special events.
- Find out if your employer has a matching gift program.
- Solicit a prize or gift for a HLVS fundraising event from a merchant to whom you are a loyal customer.
- Acknowledgment Card- You can celebrate or acknowledge an accomplishment or event, or honor the memory of a friend or loved one with a monetary donation to the school. A card acknowledging your gift will be sent with an appropriate message. Please contact Janet Mouliere at (516) 520-6067 for details.
- Save “Box Tops for Education”-Each box top that you clip from any General Mills product is worth 10 cents to HLVS. Send your box tops in your child’s backpack or place them in the container located in the main office at HLVS.
- Purchase a brick in honor or memory of a special person in your life. Contact Janet Mouliere at (516) 520-6067 for details.