

# The Hagedorn Little Village School



*Jack Joel Center for Special Children*

## **Parent/Student Handbook 2026-2027**

**750 Hicksville Road, Seaford, NY 11783**

**Web Site: [www.Littlevillage.org](http://www.Littlevillage.org)**

**Email Address: [Information@littlevillage.org](mailto:Information@littlevillage.org)**

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

# PARENT MANUAL

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Dear Parents,

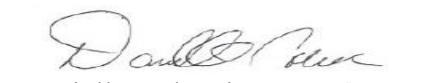
Welcome to The Hagedorn Little Village School, *Jack Joel Center for Special Children* (HLVS). We are pleased to be able to provide you with a team of professionals who are dedicated and committed to the care of children and families. The mission of the HLVS is to enable each child to reach their maximum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

In order to ensure the best quality of services and safety within the school environment, we kindly ask that parents adhere to all HLVS policies.

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

  
Jon Feingold, Ph.D.  
Executive Director

  
Danielle Colucci, M.S., S.B.L.  
Principal



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**Directory of Phone Numbers & Email Addresses**

<b>Name</b>	<b>Title</b>	<b>Phone #</b>	<b>Email</b>
Jon Feingold, Ph.D.	Executive Director	516-520-6047	Jon.Feingold@littlevillage.org
Danielle Colucci, M.S., S.B.L.	Principal	516-520-6006	Danielle.Colucci@littlevillage.org
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Nurse's Office for Attendance		516-520-6070	Nurse@littlevillage.org
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Amy Goldstein, M.S./CCC/SLP, S.B.L.	Educational Supervisor/Director of EI	516-520-6057	Amy.Goldstein@littlevillage.org
Jenn McAteer, M.S.	Educational Supervisor	516-520-6023	Jenn.McAteer@littlevillage.org
Eileen Townsend Williams, M.S., S.D.A.	Behavior Specialist	516-520-6026	Eileen.Williams@littlevillage.org
Susan Lasher, M.A.,BC-DMT,LCAT	Coordinator of Movement Therapy	516-520-6032	Susan.Lasher@littlevillage.org
Colleen Rehm, M.S.	Director of Outreach Services for CPSE/CSE	516-520-6009	Colleen.Rehm@littlevillage.org
Jessica Roventini, M.S.	Admissions Coordinator	516-520-6036	Jessica.Roventini@littlevillage.org
Telephone # to leave messages in Spanish		516-520-6049	

**Bus Transportation Phone Numbers**

HLVS Bus Coordinator	Katy Picarazzi	516-520-6002
Nassau County-Preschool	Swissport	516-433-4500
Suffolk County-Pre-school	Swissport	631-737-0600
CSE	Contact the Transportation Department at your school district	

## Getting started at HLVS

### SCHOOL SESSIONS:

Full Day Elementary School Classes: 8:30a.m.-2:00p.m.

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

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

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



**PARENT & CHILD ORIENTATION:** Prior to the first day of school, 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 outside 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 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.
5. 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. All children's emergency food will be sent home the last day of the school year.
6. If your child is on medication, make sure the Nurse has a 48-hour supply at all times.
7. The classroom teacher may request additional items such as a notebook and/or a folder for communication.

**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 foot wear." Children are not permitted to wear flip flops. On gym days your child is encouraged to wear/bring sneakers.

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

**LUNCH & SNACKS:** If your child attends full day, please send your child with a lunch and drink daily. Preschool classes and some elementary 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.



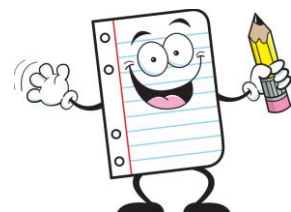
**CHOKING HAZARDS:** The following food items may not be sent to school: grapes, popcorn, frankfurters, nuts, raw vegetables, marshmallows, hard candies or other foods that may lead to choking. Additionally, latex balloons are NOT permitted in the school due to choking concerns.

**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 Department of Health. In addition, the door to the bathroom is kept slightly ajar.

**PARENT ROOM:** For the first 2 days of school, there will be a designated room for any parent who wishes to remain in the building.

**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.

**BACK TO SCHOOL NIGHT:** Back to School Night will be held in September. You will receive information regarding the date and a 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.



#### **COMMUNICATION WITH PARENTS:**

Communication between school and home is essential.

- Teachers send a daily or weekly note to summarize the activities their students participate in.
- Teachers and therapists may use “ClassDojo”, email or a communication notebook for correspondence with individual parents.
- Teachers utilize the “ClassDojo” app to post pictures and important messages for parents. Please sign up for “ClassDojo”, as soon as you receive the information from your child's teacher. Teachers have “quiet hours” on “ClassDojo” (in the evening and on weekends) and are not required to respond to messages during these times.
- Parents are encouraged to contact their child's teacher and/or therapists (via email, notebook, phone call) to discuss any concerns or ask questions at any point during the school year.
- Parents may call teachers and therapists between 8:00a.m.-8:25a.m. for students in morning and full day classes or between 3:35p.m.-3:55p.m. for students in afternoon classes. At other times, messages will be taken and calls will be returned as soon as possible.
- Please do not direct questions or concerns to the teacher assistants or teacher aides. In accordance with HLVS policy, teacher assistants and teacher aides are not permitted to answer questions regarding your child's programming or address parental concerns.
- To ensure communication, please be sure to provide the school with any changes or updates in contact information such as addresses, phone number or emergency contact number.

Individual Parent Teacher conferences are held in November and again prior to your child's Annual Review Meeting.

Parents of preschool students will receive Progress Reports from teachers and therapists quarterly (November, January, April, and June). Parents of elementary students will receive Progress Reports from teachers and therapists 3-4 times per year, in accordance with each child's school district schedule. These reports inform parents of their child's progress toward achievement of IEP goals, objectives, and benchmarks.

## **HOLIDAY CELEBRATIONS**

The Hagedorn Little Village School is committed to a culture of diversity, inclusivity and acceptance. Teaching for diversity refers to acknowledging a range of differences in the classroom. *Teaching* for inclusion signifies embracing difference. We value the unique aspects of what makes each student different, and help them embrace those differences in the classroom.

Throughout the year, we introduce traditions and holidays without including references or information regarding religion. Our goal is to expose the children to the symbols and festivities associated with various holidays and cultural celebrations. The emphasis is on celebrating special traditions, family and the foundations of tradition that are common to all of us including caring and giving to others. Meaningful and developmentally appropriate lessons are introduced in conjunction with the changing calendar.

As always, if you would like to share your family's traditions please contact your child's teacher.

# TRANSPORTATION INFORMATION



## TRANSPORTATION FOR PRESCHOOL CHILDREN

Nassau and Suffolk County Department of Health (DOH) are responsible for the transportation for all preschool children (under CPSE) who reside in Nassau and Suffolk County. Nassau and Suffolk County DOH contract with Swissport for transportation management services. Their contact information is as follows:

- **Swissport (Nassau Co.) - Tel. # 516-433-4500**
- **Swissport (Suffolk Co.) - Tel. # 631-737-0600**

Prior to the first day of school of each session (July and September):

- Parents will be informed of their child's transportation arrangements by the bus company (Swissport).
- The bus driver will confirm:
  - your address
  - your child's pick up and drop off points and times
  - the bus route and bus number
- If you do not hear from the driver by 3:00p.m. the Friday before school starts, contact Swissport at the number listed above (for your specific county).

Parents must contact the CPSE Department in their school district if they need to make any of the following changes to their child's transportation:

- Changing from parent driving to bus transportation (or vice-versa)
- Permanently changing drop off or pick- up locations
- Changing seating (car seat, booster, etc.)
- Note: All of these changes must be made on transportation forms provided by the CPSE Department in your school district. HLVS is not authorized to make any of these changes for parents.

Parents are asked to contact Swissport at the number listed above (for your specific county) for any of the following reasons:

- If your child will be absent (on any given day or for an extended period of time)
- Any issues or concerns that you may have regarding your child's transportation
- If your child is late in arriving home
- Note: After contacting Swissport regarding any of the above issues, please contact the HLVS Bussing Coordinator (516-520-6001) as well. Someone is available to receive calls at this number from 7:30 am- 9:00 pm, Monday through Friday.

Additional information:

- 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 transport your child to school.
- The bus driver or matron is responsible to fasten your child's seat belt.

## TRANSPORTATION FOR ELEMENTARY SCHOOL CHILDREN (K-6)

- Elementary school children are transported by the school district in which they reside.
- Transportation arrangements are authorized by your CSE chairperson. Contact your school district's transportation office to confirm busing arrangements and /or to report any issues or concerns.
- If your child will be absent (on any given day or for an extended period of time) please contact your child's bus company

## **INFORMATION FOR PARENTS WHO DRIVE THEIR CHILDREN TO SCHOOL**

### **ARRIVAL**

- At the beginning of your child's school day, please drive your car to the south side of the school building (The door under the awning labeled "Parent Pick Up and Drop Off").
  - Parents will follow the direction of the HLVS staff members in regard to lining up in the parking lot. Once your car is in the queue, please turn off your engine and wait for a staff member to approach your car.
  - 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
  - Please do NOT arrive more than 15 minutes early.

If your child is more than 10 minutes late, please park your car and bring your child to the main entrance.

### **DISMISSAL**

- Parents will remain in their cars and line up at the south side of the school building (The door under the awning labeled "Parent Pick Up and Drop Off").
  - Parents will follow same procedure noted above for lining up in the parking lot.
  - Staff will bring your child to your car. Parents will be responsible for securing their child in their car seat.
  - Please note: Photo identification will be required during the first weeks of school.
  - 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.
  - Please do not engage staff in conversation during this busy time.

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.

## **BUS TRANSPORTATION ON DAYS OF INCLEMENT WEATHER:**

### **Preschool**

Swissport is under contract with Nassau and Suffolk Counties to provide transportation for preschool students and has specific regulations regarding transportation in inclement weather.

To ensure the safety of children receiving transportation services, transportation will not be provided under the following conditions:

- The school district (in which a child's designated pick-up is located) is reported closed.
- The local school district in which a Provider site is located is reported closed. Even if HLVS is open, Swissport will not provide transportation in the above cases.

Swissport will not provide transportation if HLVS has a delayed opening. If HLVS is open with no transportation and the parent/guardian transports their child to school on adverse weather days, the parent/guardian must also provide transportation for their child home. **THERE WILL BE NO BUS SERVICE.**

### **Elementary School Program (grades K-6)**

School districts decide if there is transportation for the elementary school age children from their district. This is not a decision made by HLVS.

## **MEDICAL INFORMATION**

### **MAGNUS HEALTH PORTAL**

All students' medical information will be stored in an online database, Magnus Health SMR (student medical records). Magnus Health SMR is a HIPPA compliant program; all of the information added into the database is private and confidential. As this is a web-based system, parents will have continuous access to their child's health record as well as the ability to make updates when needed. Parents receive an invitation (via email) to create a password which enables them to enter their child's medical information in Magnus. Parents will receive an email or phone call whenever their child visits the nurses' office. If you have any questions regarding the Magnus Health SMR program, contact the nurses' office (516) 520-6070 or email [nurse@littlevillage.org](mailto:nurse@littlevillage.org).

### **HEALTH REQUIREMENTS:**

Annual Physical Exams - all children are required to have an annual physical examination and submit the **NYS Health Examination Form**. The physician must complete, sign, stamp and date this form. All required immunizations including lead testing must be up to date prior to your child beginning school.

For **new students** - **NYS Health Examination Form** - must be uploaded into the Magnus Health Portal at the time of registration. The physical must be dated within one year of the date of registration. Physicals are valid for one year; a new physical must be uploaded to the Magnus Health Portal as soon as the old one is expired.

In addition, a physician's prescription for occupational therapy, physical therapy, and/or skilled nursing is required if your child receives any of these services. The form must include a separate ICD-10 code for each service.

For **returning students** - **NYS Health Examination Form** – physicals are valid for one year from the date on the physical. A new physical must be uploaded into The Magnus Health portal as soon as the current one is expired. Failure to submit a new physical may result in The Hagedorn Little Village School informing your district that your child is non-compliant with our health and safety policies. In addition, a physician's prescription for occupational therapy, physical therapy, and/or skilled nursing is required if your child receives any of these services. The form must include a separate ICD-10 code for each service.

### **REPORTING ABSENCES:**

**Email notification of absences/lateness to the school Nurse at [nurse@littlevillage.org](mailto:nurse@littlevillage.org)**

- 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 8:00 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, Room #14, out 3/15-cold)**
- If you are unable to email your child's absence/lateness, you must call the nurses' office at 516-520-6070, prior to 8:00am on the day of absence/lateness.
- A doctor's note is required if your child is absent five or more consecutive days for any medical reason before he or she may return to school.

- If your child is absent for five or more consecutive days for non-medical reason (i.e. vacation) a doctor's note is not required.
- If your preschool child is absent more than five days (for a medical or non-medical reason), 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 five days, HLVS will notify your school district.
- Please inform the nurses' office in advance, if you are aware that your child will be absent due to a medical situation, personal reason, religious observance, etc.
- 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.

#### GENERAL HEALTH/MEDICAL INFORMATION:

Please email the nurses at [nurse@littlevillage.org](mailto:nurse@littlevillage.org) to inform them of any general medical concerns about your child.

Children cannot come to or remain in school with the following symptoms and/or illnesses.

- **Fever**- temperature of 100.4 or greater. Your child must be fever free without fever reducing medication for 24 hours before returning to school.
- **Cold/Nasal Congestion** – If your child has a frequent uncontrollable cough, nasal congestion with excessive runny nose. They must remain home until symptoms are improving.
- **Vomiting and/or Diarrhea** – If your child has diarrhea or is vomiting, they will be assessed and sent home at the discretion of the nurse. Child may return to school 24 hours after the last episode.
- **Strep Throat** - If your child tests positive for strep they may return to school once symptoms have resolved and your child has completed at least 24 hours of antibiotics.
- **Conjunctivitis** – If your child has eye drainage and or redness they will be sent home from school. Your child may return to school 24 hours after the start of medication and symptoms have resolved.
- **Lice** – If your child has live lice they will be sent home. Your child may return to school once they are treated with anti-lice shampoo and nits were removed.
- **Impetigo** – If your child has any open sores and or blisters or drainage they will be sent home. They may return after treatment and no longer oozing.
- **Ring Worm** –If your child is diagnosed with ringworm. They may return to school 48 hours after the start of treatment.
- **Coxsackie Virus** - Your child may return to school once all lesions are healed and are fever free without fever reducing medication for 24 hours.
- **Fifth Disease** - Your child must be fever free without fever reducing medication for 24 hours before returning to school.
- **Viral infections or Influenza (Flu)** - Your child must be symptom free and fever free without fever reducing medication for 24 hours before returning to school.
- **COVID-19** - Your child must be symptom free and fever free without fever reducing medication for 24 hours before returning to school.

If the HLVS nurse determines that a child is not well enough to remain in school, the child must be picked-up within one hour of being called. If a parent cannot be reached or reports that they are unable to pick up their child within 1 hour, HLVS will call the emergency contact person(s) to pick up the child. It is essential that parents provide two emergency contacts that are available during school hours. Parents must inform the nurses' office of any changes.



## MEDICATION:

- Medications can only be administered by a school nurse.
- If the nurse will administer medication to your child, a Medication Consent Form is required when your child begins school and is necessary each time there is a change in dosage or frequency. The Medication Consent Form must be updated annually. Medication Consent Forms are located on the Magnus Portal.
- All medications must be brought to the nurses' contactless window 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. **Medication may not be sent in the child's backpack.**
- All controlled substances are kept in a double locked cabinet in the nurses' office. All non-controlled substances and medical supplies are kept in a locked cabinet.
- Any medication requiring refrigeration is kept in a separate container in a locked refrigerator.

### Sunscreen:

- During the warm, sunny weather please apply long lasting sunscreen prior to sending your child to school. HLVS classroom staff/nurses cannot apply sunscreen.
- If you do not apply sunscreen, you should provide protective clothing.

## MEDICAL EMERGENCIES / ACCIDENTS:

In the event of a medical emergency (see list below), 911 and the parent/guardian (or emergency contact) will be called immediately to inform them of the medical emergency. Upon the arrival of Emergency Medical Services (EMS), HLVS nursing staff will provide them with all pertinent medical information regarding the child. EMS evaluates the medical emergency and determines the hospital that the child will be transported to.

If a parent/guardian does not arrive at HLVS prior to the ambulance departure, an HLVS staff member will accompany the child in the ambulance (if permitted). In this situation, the child's parent/guardian (or emergency contact) will be notified to meet them at the designated hospital.

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

- Prolonged seizures / Diastat administration
- 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 / Epi Pen administration
- Self-injurious and/or aggressive behavior which cannot be controlled
- Severe trauma

In the event of an unknown diagnosis of anaphylactic allergy:

HLVS maintains a supply of two Epi Pens and two Epi Pen Jr.'s for emergency use on any child/staff member with a severe anaphylactic reaction. In accordance with New York State Law, Epi Pens must be stored in locked cabinets. One Epi Pen and one Epi Pen Jr are in the nurses' office; one Epi Pen and one Epi Pen Jr are located on the second floor. The nurse will administer the Epi Pen; call 911 and the student's parent/guardian immediately.

As per New York State regulations, the school is equipped with an automated external defibrillator (AED). It is in a locked cabinet located in the hallway across from Room 5. In the event of sudden cardiac arrest, HLVS will contact 911 immediately.

### **INDIVIDUAL HEALTH CARE PLANS:**

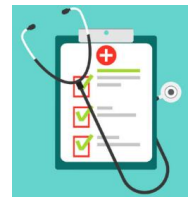
Children with significant health care concerns identified by caregivers or physicians must have a written Individual Health Care Plan (IHCP). The IHCP will be written annually by the school nurse and include instructions for medical treatment and medication administration. The physician, caregiver and HLVS nurse will sign off on the plan implementation. IHCP are required for, but not limited to, children with seizures, asthma and allergies and any other health related concern.

### **FOOD ALLERGIES / RESTRICTED DIET**

- If a child has a food allergy, only food sent from home from a parent/guardian will be given to the child to eat during the school day. Please note, children with food allergies will be seated separately while eating.
- If the parent/guardian is present for a classroom event, it is at the parent's/guardian's discretion to allow their child to eat any food at the event.
- If a parent has specific food preferences/restrictions for their child that are not medically necessary, (i.e. gluten free, dairy free, vegan, kosher etc.) and will allow their child to eat food provided by HLVS (i.e. snacks, classroom party, ice cream truck, etc.) the parent must sign a form giving permission to do so.

### **DOCTOR / CLEARANCE NOTES TO RETURN TO SCHOOL**

Medical Clearance Notes:



The following circumstances require a clearance note from a doctor to return to school:

- Stitches/Skin Glue
- Fracture/Sprain/Limping/Injury to an extremity (casts/splints)
- Procedures that require sedation/anesthesia
- Botox
- Significant changes in a child's health status, which may affect therapies/physical activities (i.e., suspicion of cardiac/respiratory concerns, a head injury, etc.)

The clearance note must specifically state that your child may return to school and resume all activities including gym, playground, movement and all therapies (OT, PT) with no restrictions.

If a medical clearance note has restrictions (i.e. OT/PT, gym, playground, group movement) it must state when these activities may resume. These therapies/physical activities will not be provided until such date is supplied.

E-mail the clearance note to [nurse@littlevillage.org](mailto:nurse@littlevillage.org) or fax 516-520-6087 for the nurse's review prior to your child returning to school.

If your child arrives to school without a clearance note, you will be contacted to pick your child up immediately. If you are unavailable, the HLVS nursing staff will call your emergency contact.

**\*Note\*** If your child is seen in Urgent Care, they may not provide clearance for OT and/or PT therapies. You may have to visit your child's pediatrician or medical specialist to obtain a clearance note.

If your child will be having an upcoming medical procedure and/or surgery, please contact the nurses' office prior to the procedure to obtain the HLVS Medical Clearance Form.

## SCHOOL REGISTRATION:

Most of the HLVS registration paperwork will be completed on the Magnus Health Portal.

**For new students:** Within 48 hours of your child's acceptance to HLVS, you will receive an email from Magnus, asking you to create a password. If you do not receive this email, please contact Marina at [nurse@littlevillage.org](mailto:nurse@littlevillage.org) or 516-520-6070.

**For returning students:** "School Registration" will start at the beginning of May and you will be notified at that time to log into Magnus and update your child's registration forms. **HLVS Registration forms will need to be completed every year that your child is a student at Little Village School.**

The following Registration forms will need to be completed in the Magnus Portal.

- **Conditional Questions** (this area when completed will flag medical conditions to your child's chart i.e., seizure, allergies, etc.)
- **Vital Health Record** (this area is to provide as much medical information about your child, this medical information will follow your child in an emergency situation.)
- **Annual Physical form** (you will need to print this form, have it completed by your pediatrician and then upload it to Magnus)
- **Prescription Medication Form** (you will need to print this form, have it completed by your pediatrician and then upload it to Magnus) this form is used to keep medication (prescribed or over the counter) in the nurses' office for your child, examples, Epi-Pen, Inhaler, Tylenol, Motrin, etc. You will receive a phone call from the nurses' office if you let Jessica know of a medical condition.
- **Getting to know me:** provides pertinent details about your student for the classroom staff
- **Authorization to pick up child:** provides HLVS with the details of your emergency pick-ups. We require the name, relationship and address of the persons who can pick up your child. HLVS will request to see the picture id of this person at time of pick up to match to this form.
- **Emergency notification form (Connect Ed):** allows HLVS to communicate with the families during inclement weather, HLVS updates and emergencies.
- **Parental consent to use email to exchange personally identifiable information:** allows e-mail to be used as a form of communication between the school and the parents.
- **Emergency Card:** provides emergency contacts for parents and requests two additional contacts for emergencies.

The following registration forms will need to be completed and returned to the Little Village Main Office (with the original signature, no copies) for each year your student attends.

- **Registration Information**
- **Medicaid Eligibility\***
- **Medicaid Consent\***

\*NY State and Department of Health require that we obtain these completed forms. If your child does not have Medicaid, please fill out the forms anyway and you can note that they do not have Medicaid on the form.

## **SAFETY / SECURITY / EMERGENCY PROCEDURES**

### **STAFF REQUIREMENTS:**

- All staff are fingerprinted and cleared by the New York State Department of Education and cleared through the Justice Center and the State Clearance Registry.
- 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 child's classroom supervisor, a psychologist or social worker, the School Principal, the Executive Director of the school, and/or contacting The New York State Child Abuse and Maltreatment Register at 1-800-342-3720.

### **BUILDING SAFETY AND SECURITY:**

- All parents must use the Main Entrance when entering the building. Everyone entering the building must sign in with either the security guard or the receptionist and wear a "Visitor" badge while in the building.
- All entrances, exits and hallways are under constant surveillance by close-circuit TV to ensure the safety of your children.
- All exterior doors are locked from the outside. All staff wear an identification badge which allows them access to enter the front door of the building and the door from the playground.
- The playground has a safety surface for the children's protection. There is an intercom located on the playground, with direct access to the reception desk for emergencies.
- Picking up your child early:
  - 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.
  - Parents must send in a signed permission note to have another person pick up their child from school. This person is required to show identification, prior to the child being released.
- The Hagedorn Little Village School subscribes to the RAVE Panic Button. RAVE supplements calls to 911 and provides a quick method for communication within the school via text messaging in an emergency. When activated, RAVE enhances the Nassau County Police Department's ability to respond to critical incidents by receiving pertinent information about the incident and its location.

### **FIRE DRILLS/ EVACUATION PLAN:**

- The building has sprinklers and smoke detectors throughout which meet all fire codes.
- In accordance with NYSED regulations, HLVS is required to have 12 emergency drills during the school year (8 Fire Drills, 4 Lockdowns). During all evacuation drills, emergency information ( parent contact information, medical information, etc.) is brought out of the building and maintained by a staff member.

- 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 (i.e. wheelchair, stroller) at the time of the emergency or fire drill 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 clearly labeled with the child's first name and room number and are available to such children at all times. They are stored outside of the classroom (single file on one side of the hallway in accordance with fire department regulations); and are brought to therapy with each child for constant access.
- 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. Parents will be notified regarding the evacuation and procedures to pick up their child.

### **EMERGENCY LOCKOUT/LOCKDOWN:**

In accordance with NYS regulations, HLVS must conduct Lockout and Lockdown Drills as part of the HLVS Emergency Management Plan. The drills are conducted in the same manner as an actual event.

If HLVS is put on a temporary Emergency Lockout or Lockdown by Local or State authorities, all staff will be made aware of the situation via an announcement on all paging systems (classroom, hallways, playground).

In these situations, no one except emergency personnel (i.e. police, firefighters, etc.) will be permitted in or out of the building. Students and staff are not permitted to leave the building and parents are not permitted to pick up their children during the duration of the Emergency Lockout or Lockdown.

Once the Emergency Lockout or Lockdown is lifted by Local or State authorities, parents will be permitted to pick up their children. Strict identification will be required. A parent, legal guardian, or previously authorized adult will be the only people permitted to take a child from the building. Anyone designated by the parent to take a child from the building must have identification before a child will be released.

#### **Emergency Lockout** (due to an emergency situation outside of the HLVS building):

- All educational programming and therapies will remain intact. All children on the playground will return to their classrooms.
- All students will be provided with emergency food/drink during this time. The nurse will administer any previously provided emergency medication, in accordance with the doctor's orders on file.

#### **Emergency Lockdown** (intruder entering the building):

In the unlikely event that an intruder enters the building, HLVS will go into a Lockdown. The following procedure will be implemented:

- All students/staff will remain in their classrooms (or gym); any staff member/ student in the hallway will go into the nearest classroom or office; staff and children on the playground will gather in the corner of the toddler playground near the gate and await further instruction.
- Classroom staff will lock the classroom door, turn off the lights, close their blinds, and cover the window on the door with the laminated emergency lockdown poster.

- When the Lockdown/ Lockdown Drill is over, HLVS staff members will be informed via all paging systems (classrooms, hallways, and playground). At this point in time, all educational programming and therapies will resume.

### **EMERGENCY SCHOOL CLOSING:**

- In the event of inclement weather or other emergency HLVS may:
  - be closed
  - be open without transportation (transportation may be canceled by bus companies or individual school districts)
  - have a delayed opening
  - cancel am and/or pm classes
  - provide remote instruction which will constitute a day of school
- Electronic Parent Communication System:
  - HLVS utilizes an electronic communication system (“Connect Ed”) which allows school administrators to quickly and effectively communicate with families. 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 to you. Based on the information you provide us, the system allows us to maintain up to 2 telephone numbers, 2 email addresses and 2 text message addresses for communication with you.
  - Please be advised, these notifications may occur as early as 6:00a.m. 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.
- In addition, information will be posted on TV on News 12 Long Island and on our website [www.littlevillage.org](http://www.littlevillage.org).
- If you are in doubt, call the school at (516) 520-6001, press option 8 on the main menu for emergency closing information.

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

It is very important for parents to know that HLVS is aware and respectful of your need for privacy and confidentiality. Confidentiality ensures privacy and protection against disclosure of personal information. Respect for confidentiality is of utmost importance at HLVS and is required by FERPA, the Federal Family Education Rights and Privacy Act.

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

As a Parent, you have the right to full access to your child's records, which includes:

- Ask who has access to your child's record and who has seen or has copies of the record.
- Review your child's record at any time (in person or through a representative).
- Request in writing, 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 incorrect, 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:
  - The change has been made as you requested
  - 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.
  - Written consent from the parent and/or legal guardian shall be required for the release of information to persons not otherwise authorized to receive it.

Student Records:

- Copies of reports and evaluations generated by HLVS will be provided to and shared with parents.
- HLVS must have written permission from the parent to release any information from a student's education record to anyone other than authorized individuals. However, FERPA allows HLVS to discuss educational records without consent to:
  - School officials with legitimate educational interest
  - Specified officials for audit or evaluation purposes
  - Comply with a judicial order or lawfully issued subpoenas
  - Appropriate officials in cases of health and safety emergencies
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- HLVS is regulated by the New York State Department of Health and New York State Education Department and has contracts/agreements with Nassau and Suffolk County and your child's school district. Therefore, as stated above, your child's county and/or school district has access to his/her IEP, educational records and all reports generated by HLVS.

School District and County Notifications:

As required by the above authorities, HLVS administration is required to notify your school district and/or your county when:

- A student's residency changes

- Required prescriptions for OT and PT services are not received
- A student is absent for more than 5 days
- A student misses more than five (5) related services (Speech, OT, PT, psychological counseling).

#### Staff Responsibilities Concerning Confidentiality:

HLVS has a strict confidentiality policy regarding its students, which is discussed annually at Staff Orientation. Staff will only discuss your child with you and will not share information about other children. Staff are not permitted to discuss your child in hallways or public areas. HLVS staff will never discuss information about your child in the outside community.

Student records are kept in file cabinets in the main office. Anytime a student's file is removed from the main office for the purpose of reviewing a child's program, the date and the staff member's name is recorded in a log book. When information is released from the file, it is documented by letter or notation in the child's administrative file.

Teacher/Therapists' notes and documentation on individual children on their caseloads are kept in locked file cabinets in their offices/classrooms.

#### 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.

## STUDENT CODE OF CONDUCT

### **Mission Statement**

The mission of The Hagedorn Little Village School Jack Joel Center for Special Children (HLVS) 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.

### **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 to establish a school-wide culture, to promote positive individual behavior supports, and to 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.

## **I. 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.

### **C. 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.

## **II. 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. Immediately report 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. Immediately report 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. Immediately report 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:**

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

### **III. Procedures for Referrals regarding Student Conduct to the Committee on Preschool Special Education (CPSE) and 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. 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.

## **A. 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 polices, 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.

## **B. Disciplinary Procedures and Referrals**

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 in accordance with NYSED regulations, and emergency procedures consistent with NYSED regulations.

- 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 a HLVS staff member.
- 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.

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.

### **C. Policy and Procedure Regarding Discipline and Suspension**

In accordance with NYSED Part 201 regulations, HLVS has a strict policy and procedure regarding suspension of an elementary school student. (Important note: In accordance with NYSED and Part 201 regulations, no student attending the HLVS preschool program may be suspended.)

Suspension of an elementary school student at HLVS is extremely rare and may occur only when the student:

- is violent or extremely disruptive
- has inflicted serious bodily injury upon another person while at school
- displays conduct that endangers the safety, morals, health or welfare of others

#### **Suspension of five school days or less:**

In accordance with NYSED Part 201 regulations, the Executive Director or School Principal has the authority to suspend an elementary student for up to five days if HLVS believes that a student has exhibited behaviors (stated above) that cannot be safely managed in our school.

In such cases, the parents/guardians and the student's district of origin will be immediately notified of a student's suspension, and the specific reason/offense. If a behavioral intervention plan (BIP) has already been developed and implemented, it must be reviewed. HLVS must review the BIP and contact the parent and CSE, should any modifications be necessary to address the behavior. If the student does not have a BIP, consideration of an FBA/BIP will be discussed with the parent and school district. All regulations regarding FBA's and BIP's will be strictly followed.

#### **Suspension of more than 5 school days:**

HLVS does not have the authority to suspend a student for more than five consecutive school days. If HLVS believes that a student has exhibited behaviors (stated above) that warrant a suspension of more than 5 school days:

- The student's district of origin will be contacted immediately and request an emergency CSE Meeting.
- The Superintendent of the student's home school district (either directly or upon recommendation of a designated hearing officer) will conduct a superintendent's hearing to determine if the student has engaged in behavior that warrants a 10 day suspension.
- The parents will be immediately notified of the proposed suspension of more than five days, and the specific reasons/offense.
- If a behavioral intervention plan (BIP) has already been developed, the CSE will review the BIP and modify it as necessary to address the behavior.
- The Superintendent shall have authority to order the placement of a student with a disability into an appropriate interim alternative educational setting (IAS) , another setting or suspension for a period of up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed for the same behavior. It may not to exceed the amount of time that a nondisabled student would be subject to suspension for the same behavior.
- The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct.
- The Superintendent will conduct a Manifestation Determination Review, as appropriate. The school district is responsible for conducting such review in accordance with all regulations regarding NYSED Manifestation Determination regulations.
  - If it is determined, as a result of this review, that the student's behavior is a manifestation of his/her disability, the CSE shall conduct a functional behavioral assessment, if one has not yet been conducted, and implement or modify a behavioral intervention plan, unless the parent and the school district agree to a change in placement.

- If it is determined that the student's behavior is not a manifestation of his/her disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner and for the same duration for which they would be applied to students without disabilities.
- The student shall be provided the services/alternate instruction necessary for them to progress toward meeting the goals designated in their IEP.

#### **IV. 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. HLVS has a Behavior Response Team available to aid the classroom and therapeutic staff if significant behavioral concerns arise. For questions regarding the Behavior Response Team, please call your child's classroom supervisor, a school psychologist or a behavior specialist.

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:

- to protect oneself from physical injury
- to protect another pupil or teacher or any person from physical injury
- to protect the property of the school or others
- 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 including withholding food, rest or sleep) is strictly prohibited.

#### **V. Guidelines for Professional Development**

HLVS administration will provide professional development throughout the year for all staff members which includes but is not limited to:

- HLVS Compliance Policies
- Behavior Management Strategies
- Crisis Intervention and De-escalation techniques
- Health and Safety Policies

Ongoing Meetings:

- Interdisciplinary meetings are conducted to review each individual student's program
- Each Behavior Intervention Plan (BIP) is reviewed and updated as appropriate
- Teachers and therapists meet with their supervisor on a consistent basis to review each student's program and services

## **VI. 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 PROCEDURES ON USE OF TIME OUT ROOM**

Accordance with Part 200.22 NYSED and NYCRR 19.5 Regulations, The Hagedorn Little Village School's (HLVS) behavior management practices may include the use of a time out. Timeout is a behavior management technique that involves the monitored separation of a student in a non-locked setting and is implemented for the purpose of safely de-escalating, regaining control, and preparing the student to meet expectations to return to their education program. The term timeout shall not include:

- (i) a student-initiated or student-requested break to utilize coping skills, sensory input, or self-regulation strategies;
- (ii) use of a room or space containing coping tools or activities to assist a student to calm and self-regulate, or the use of such intervention strategies consistent with a student with a disability's behavioral intervention plan as defined in section 200.1(mmm) of this Title; or
- (iii) a teacher removal, in-school suspension; or any other appropriate disciplinary action.

Positive, proactive, evidence- and research-based strategies through a multi-tiered system of support shall be used to reduce the occurrence of challenging behaviors, eliminate the need for the use of timeout and improve school climate and the safety of all students. Timeout may be used only when: other less restrictive and intrusive interventions and de-escalation techniques would not prevent imminent danger of serious physical harm to the student or others; there is no known medical contraindication to its use on the student; and school staff using such interventions have been trained in its safe and appropriate application. Timeout shall not be used as discipline or punishment, retaliation, or as a substitute for positive, proactive intervention strategies that are designed to change, replace, modify, or eliminate a targeted behavior.

Timeout is used in conjunction with a therapeutic behavior management intervention 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. Time out is used in conjunction with a behavior management program, which teaches and reinforces safe acceptable behaviors. The timeout must be used in conjunction with a Behavior Intervention Plan (BIP) except for situations that create an immediate concern for the physical safety of the student and/or others.

If a child's Behavior Intervention Plan (BIP) specifies the use of the timeout, all components of the BIP will be followed. Timeout is never utilized with children in our early intervention program.

**Contact Person:** Psychology Department

### **Parent Input:**

HLVS's policy dictates that the use of a timeout as a component of a Behavior Intervention Plan will be developed with parental input.

### **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 accessible through a side entrance across the hall from room 29.

### **Physical Requirements of the time out room**

The room is 5'7" x 9'10". 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 is available depending 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:**

Any staff member who may be called to implement a time out will receive annual evidence based training in safe and effective timeout procedure. A staff member will monitor a student in timeout by standing in close proximity to the door and maintaining visual contact with the student at all times. The "time-out data sheet" records staff's observations of the student's behavior every 3 minutes. 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, a request will be made to the nearest staff member that they either assist by viewing the room or they find another staff member to assist as expediently as possible.

School administrators or designees will debrief after each incident in which a time out is used. School administrators or designees will regularly review documentation of the use of timeout.

### **Time Restrictions:**

HLVS will not exceed time restrictions for any student as follows: after 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. If a child's Behavior Intervention Plan (BIP) specifies a maximum amount of time a child is allowed to be in the time out room, the time indicated on the Behavior Intervention Plan will be followed.

### **Data Collection and review of effectiveness of time out:**

A "timeout data sheet" is maintained for each use of the timeout to monitor the effectiveness of the time out procedure to decrease targeted 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 timeout, supervises the student during the time out procedure and removes the student from the timeout is recorded. Documentation will include all positive, proactive intervention strategies utilized prior to the use of timeout, details on any injuries sustained by student or staff during the incident and information on whether the student was evaluated by the school nurse. The date, method of contact, whether a meeting was held and

summary of the meeting if applicable will be documented. Efficacy of the behavior plan (including the use of the time out) will be evaluated by the classroom staff in conjunction with a school psychologist and/or therapists, on an ongoing basis. If the time-out room is identified in a student's behavior intervention plan, the BIP will be updated yearly by all school personnel involved with its implementation. Modifications to existing BIP's will be made as appropriate. School administrators or designees will debrief as soon as practical after each incident in which a timeout is used. The date of the debriefing held will be documented as well. School administrators or designees will regularly review documentation of the use of timeout.

**Debriefing:**

An administrator or designee will meet with the staff who participated in the use of the timeout to discuss the following: circumstances leading to the use of the timeout, positive, proactive intervention strategies utilized prior to the use of timeout, plan for the prevention and reduction of future need for timeout, whether a referral for a review of a student's IEP and/or behavior intervention plan is needed. All documentation will be reviewed regularly by an administrator or designee.

**IEP Requirements:**

The student's school district will be informed of any proposed behavior plan which includes the use of a timeout. A student's IEP will 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 timeout 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 timeout 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 required. Parents will be informed prior to the initiation of a behavioral intervention for their child which may incorporate the use of a timeout. 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.

**Emergency Use of Timeout:**

Timeout may be used in an emergency situation (when not identified on a BIP) where a student exhibits aggressive, self-injurious behaviors that pose a significant risk to his/her safety or the safety of others or destructive of property that would result in imminent harm to the student or others. In this circumstance, the parents will be notified as to the use of the timeout. If there is a pattern of aggressive, destructive and/or self-injurious behaviors a referral to the School District for a functional behavior analysis will be requested. The policy and procedure for Creating a Functional Behavior Assessment/BIP will be followed.

**Parent Notification:**

Parent/Guardian will be notified the same day a timeout is implemented. If the parent/guardian cannot be contacted, after reasonable attempts are made, all attempts will be recorded and reported to the CSE or CPSE. Parent/Guardian will be invited to meet regarding the incident. Within 3 school days, parent/guardian will be provided with a copy of the documentation of the incident that resulted in the use of a timeout.

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

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

## 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 Parents 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 2026-2028

PA Board e-mail: **hlvspaboard@gmail.com**

President	Kristin Maisano	516-799-9861
Vice President	Li Chang	917-523-7927
Recording Secretary	TBD	
Corresponding Secretary	TBD	

### Parent Association Meetings

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

### Membership and Dues

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

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."

## 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. More information regarding giving opportunities and methods of donating can be found on our website at [www.littlevillage.org](http://www.littlevillage.org).
- 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 Jennifer Kirincic at (516) 520-6043 or Lainie Hochman at (516) 520-6008 for details.
- Purchase a brick on our front walkway in honor or memory of a special person in your life. Contact Janet Moulriere at (516) 520-6067 for details.