

# New York State School for the Deaf

## Mission

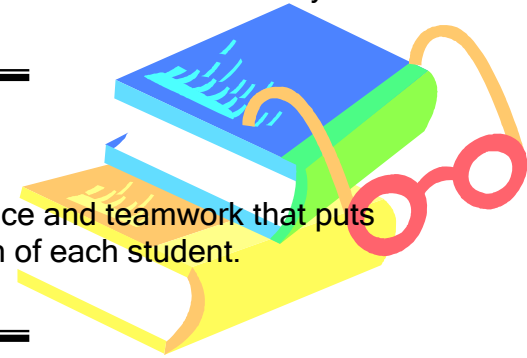
Our Mission is to provide a foundation of learning that will enable students to become independent, self-respecting, and contributing adults in a multi-cultural society.

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## Vision

We will provide a learning environment based on excellence and teamwork that puts achievement and independence within the reach of each student.



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## NYSSD will fulfill its mission by:

- ❖ Setting high expectations where each student will grow socially, emotionally and intellectually.
- ❖ Providing a variety of quality educational and social opportunities.
- ❖ Insuring that our programs are relevant, challenging and exciting for our students.
- ❖ Modeling behaviors, communication and problem solving skills we want students to learn and use.
- ❖ Measuring educational excellence through continuous professional growth.
- ❖ Focusing our human and fiscal resources to achieve our mission.
- ❖ Maintaining a collaborative relationship between NYSSD and SED.

## NYSSD will be known for:

- ❖ Providing a safe learning environment.
- ❖ Building partnerships with students, parents, staff, the community and other schools.
- ❖ Recognizing the diversity and individuality of each student.
- ❖ A school that measures our accomplishments celebrates our successes and is committed to a culture that is always improving.
- ❖ Having all staff share accountability for student achievement and gaining independence.
- ❖ Having the courage to speak up for the needs of our students.

## September 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 LABOR DAY  SCHOOL CLOSED	6 Superintendent's Conference Day  NO STUDENTS	7 Superintendent's Conference Day  NO STUDENTS	8 CLASSES BEGIN  DAY 1	9  DAY 2	10
11	12  DAY 3	13  DAY 4	14  DAY 5	15  DAY 6	16  DAY 1	17
18	19 CSEA Meeting EAP Meeting  DAY 2	20  DAY 3	21 2:00-4:00 Leadership  DAY 4	22 Co-Ed Soccer Opening Game  DAY 5	23  DAY 6	24
25	26 PEF Meeting National Pancake Day  DAY 1	27  DAY 2	28  DAY 3	29  DAY 4	30 ½ Day Conference Day Dismissal @ Noon  DAY 5	

# New York State School for the Deaf



## Superintendent

Carriann Ray

## Assistant Superintendent

Daniel Roberts

## Department Heads

*Erika Furbeck, Dorm/School Transition*

## Residential Supervisors

*Martin Gorski, High School*

## Supervisors

*James Lorraine, Maintenance/Housekeeping*

*Gail Arthur, Health Center*

*Christine Wagner, Food Services*

## Support Services

*Kim Sacco, Audiologist*

*Cindy Killian, Psychologist*

*Chris Kimball, Guidance Counselor*



401 Turin Street  
Rome, New York 13440

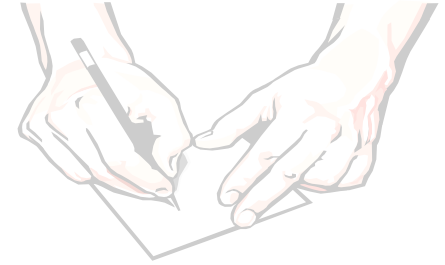
(315) 337-8400  
(315) 337-8489 TDD  
(315) 336-8859 FAX

## October 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 8:00-9:00 Education Staff Meeting  DAY 6	4  DAY 1	5 2:00-4:00 Leadership  DAY 2	6  DAY 3	7 End of 5 Week Interim  DAY 4	8
9	10 <del>Columbus Day</del>  SCHOOL CLOSED	11  DAY 5	12 Interim Reports Due Academic Bowl Registration  DAY 6	13  DAY 1	14 Interim Reports Mailed National Dessert Day  DAY 2	15
16	17 EAP Meeting  DAY 3	18  DAY 4	19 2:00-4:00 Leadership  DAY 5	20 Back to School Night  DAY 6	21 BOV Friendship Tournament  DAY 1	22 Friendship Tournament Make A Difference Day
23	24 DAY 2	25  DAY 3	26  DAY 4	27  DAY 5	28 ½ Day Conference Day Dismissal @ Noon  DAY 6	29  <b>Social Skills</b>
30	31 DAY 1					

# New York State School for the Deaf

## 2011-2012 STRATEGIC GOALS



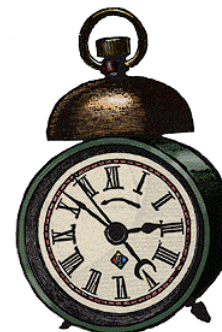
- Goal #1** Students at NYSSD will meet their academic and affective potential.
- Goal #2** 2011-2012 school-wide focus will be on improving students' overall literacy: These improvements will be reflected in department exams, core curriculum and portfolios, as well as State Assessments.
- Goal #3** NYSSD students will have the opportunity to participate in educational/socialization/recreational activities with hearing and non-hearing peers, both at school and in the community.
- Goal #4** NYSSD staff will participate successfully in preparing students for post secondary education/work placement.
- Goal #5** In conjunction with supervisors, staff will develop and meet professional and school wide annual goals for the 2011-2012 school year.
- Goal #6** All NYSSD staff and supervisors will maximize parent, community, and residential involvement and enhance communication between the school, parent, dorm and community.
- Goal #7** NYSSD will maintain appropriate staffing and develop and implement policies, procedures and training to maximize a safe learning environment for students.
- Goal #8** NYSSD will maintain cost effective programs and services for all students.
- Goal #9** Our facilities will be maintained at a level conducive with exemplary instructional and residential opportunities for our students.
- Goal #10** All necessary food and nutrients will be provided to children as per Federal and State Guidelines.
- Goal #11** NYSSD staff will increase their knowledge of available technology on-site and focus on utilizing their knowledge in the classroom and dorm.
- Goal #12** NYSSD will work in collaboration with SED/Regional Associate/SED Council and Board of Regents on developing new entrance criteria for the Little Listeners program.
- Goal #13** NYSSD's staff and programs will support the social-emotional maturity and success, and facilitate the development of emotional intelligence in all students.
- Goal #14** NYSSD staff and students will implement a deaf culture focus school/dorm wide.

## November 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 2:00-4:00 Leadership	3 National Sandwich Day	4	5
		DAY 2	DAY 3	DAY 4	DAY 5	
6 DAYLIGHT SAVINGS ENDS (FALL BACK)	7 8:00-9:00 Education Staff Meeting	8 ELECTION DAY	9 End of 10 Weeks	10	11 VETERANS DAY	12
	DAY 6	DAY 1	DAY 2	DAY 3	SCHOOL CLOSED	
13	14	15	16 10 Week Report Cards Due 2:00-4:00 Leadership	17	18 10 Week Report Cards Mailed	19
	DAY 4	DAY 5	DAY 6	DAY 1	DAY 2	
20	21 EAP Meeting	22	23 NO SCHOOL THANKS	24 SCHOOL CLOSED GIVING	25 NO SCHOOL HOLIDAY	26
	DAY 3	DAY 4				
27	28 PEF Meeting	29 SAT's	30 SAT's			
	DAY 5	DAY 6	DAY 1			

# SCHOOL TIME SCHEDULE

(Full Day)



MONDAY	TUESDAY - FRIDAY
HR 9:00-9:20	HR 7:50-7:58
(2) 9:22-10:02	(1) 8:00-8:40
(3) 10:04-10:44	(2) 8:42-9:22
(4) 10:46-11:26	(3) 9:24-10:04
(5) 11:28-12:08	(4) 10:06-10:46
LUNCH 12:10-12:40	(5) 10:48-11:28
(7) 12:42-1:22	LUNCH 11:30-12:00
(8) 1:24-2:04	(6) 12:02-12:24
(9) 2:06-2:46	(7) 12:26-1:06
(1) 2:48-3:28	(8) 1:08-1:48
	(9) 1:50-2:30

*Homerooms are intended for teachers to provide opportunities to review daily activities or other additional information about events that are occurring at our school on a particular date, (e.g. testing, visitors, parent day, assemblies, etc.). Additionally, it provides staff members an opportunity to discuss their responsibilities, schedules and requirements for forthcoming events, such as interim reports and report card dates. The homeroom times should also be used to conference with individual students about personal or educational issues, and to review their student/homework planners.*

## December 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 SAT's DAY 2	2 DAY 3	3
4	5 8:00-9:00 Education Staff Meeting DAY 4	6 DAY 5	7 2:00-4:00 Leadership DAY 6	8 DAY 1	9 National Pastry Day DAY 2	10
11	12 DAY 3	13 DAY 4	14 2:00-4:00 Leadership DAY 5	15 End of 15 Week Interim DAY 6	16 BOV DAY 1	17
18	19 CSEA Meeting EAP Meeting DAY 2	20 DAY 3	21 Interim Reports Due Holiday Celebration Activities DAY 4	22 NO SCHOOL WINTER RECESS	23 Interims Mailed NO SCHOOL WINTER RECESS	24
25	26 SCHOOL CLOSED WINTER RECESS	27 NO SCHOOL WINTER RECESS	28 NO SCHOOL WINTER RECESS	29 NO SCHOOL WINTER RECESS	30 NO SCHOOL WINTER RECESS	31



## SCHOOL TIME SCHEDULE

(Half Day)

*Periodically, NYSSD will dismiss students at 12:00 PM to provide employees with essential and significant development training. To accommodate staff and students schedules, we will implement the two schedules below for our Half Days.*

*It can be assumed that we will start with Schedule A on the first half-day, Schedule B on the second half-day and so on. If there is a change, students/parents will be given ample notice.*

SCHEDULE A	SCHEDULE B
HR 7:50-7:58	HR 7:50-7:58
(1) 8:00-8:40	(5) 8:00-8:40
(2) 8:42-9:22	(7) 8:42-9:22
(3) 9:24-10:04	(8) 9:24-10:04
(4) 10:06-10:46	(9) 10:06-10:46
(5) 10:48-11:28	(Social Skills) 10:48-11:28
LUNCH 11:30-12:00	Lunch 11:30-12:00



- *NYSSD's Social Skills Committee will be developing assemblies to reinforce the development of appropriate social skills. These assemblies will be supervised by staff and administered by staff and students.*

## January 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1  <b>NEW YEARS DAY</b>	2  <del>SCHOOL CLOSED</del>	3  CLASSES RESUME  DAY 5	4  National Spaghetti Day  DAY 6	5  DAY 1	6  DAY 2	7
8	9  8:00-9:00 Education Staff Meeting  DAY 3	10  DAY 4	11  2:00-4:00 Leadership  DAY 5	12  DAY 6	13  DAY 1	14
15	16  <del>MARTIN LUTHER KING JR. BDAY SCHOOL CLOSED</del>	17  DAY 2	18  2:00-4:00 Leadership  DAY 3	19  DAY 4	20  DAY 5	21
22	23  PEF Meeting  DAY 6	24  REGENTS  DAY 1	25  2:00-4:00 Leadership  DAY 2	26  DAY 3	27  End of 20 Weeks  DAY 4	28
29	30  EAP Meeting  DAY 5	31  DAY 6				

## ATTENDANCE

Attendance in school is critical to successful performance in the classroom. The presence of a student in the classroom on a reasonably regular basis is necessary to ensure that the student derives maximum benefits from the course, including the opportunity for interaction with instructors and peers. Regular and prompt attendance at all classes is required.

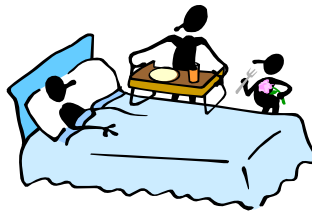
The school does not offer or withhold credit based on behavior. Problems with behavior are handled through the schools Behavioral Management Policy.

### Absence From School:

If a student is unable to attend school, a parent/guardian should provide a written note for the student explaining the reason for the absence when he/she returns to NYSSD. This note should be given to the Attendance Secretary upon arrival.

Usually, an “excused absence” is granted only for medical reasons, religious commitments and family emergencies. According to the laws of New York, some forms of absences are legally unexcused even if the student has parent permission. Whether an absence is to be termed “excused” or “unexcused,” falls to the decision of the Superintendent who should be consulted in cases of uncertainty.

### Examples:



#### Excused Absence

- a. *Illness of the student*
- b. *Emergency illness in the immediate family*
- c. *Death in the immediate family*
- d. *Inclement weather making travel unsafe*
- e. *Specific religious observances*
- f. *Required court appearance*
- g. *Medical or dental appointments*
- h. *Car trouble/Bus trouble*

#### Unexcused Absence

- a. *Visiting*
- b. *Vacation*
- c. *Missing the bus*
- d. *Needed at home*
- e. *Personal reasons*
- f. *Work*
- g. *Overslept*



## February 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<b>1</b> 20 Week Report Cards Due  2:00-4:00 Leadership  <b>DAY 1</b>	<b>2</b>  Ground Hog Day   <b>DAY 2</b>	<b>3</b> ½ Day Conference Day Dismissal @ Noon  20 Wk Rpt Cds Mailed  <b>DAY 3</b>	
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>  2:00-4:00 Leadership   <b>DAY 6</b>	<b>9</b>  NCAC Girls Basketball Tournament   <b>DAY 1</b>	<b>10</b>	<b>11</b>
	<b>DAY 4</b>	<b>DAY 5</b>	<b>DAY 6</b>	<b>DAY 1</b>	<b>DAY 2</b>	
<b>12</b>  <b>LINCOLN'S BIRTHDAY</b>	<b>13</b>  8:00-9:00 Education Staff Meeting   <b>DAY 3</b>	<b>14</b> NCAC Boys Basketball Tournament  VALENTINES DAY   <b>DAY 4</b>	<b>15</b>  2:00-4:00 Leadership   <b>DAY 5</b>	<b>16</b>  NCAC Championship   <b>DAY 6</b>	<b>17</b>    <b>DAY 1</b>	<b>18</b>
	<b>DAY 3</b>	<b>DAY 4</b>	<b>DAY 5</b>	<b>DAY 6</b>	<b>DAY 1</b>	
<b>19</b>	<b>20</b>  PRESIDENT'S DAY   SCHOOL CLOSED	<b>21</b>  NO SCHOOL  Mid Winter Recess	<b>22</b>  NO SCHOOL  Mid Winter Recess	<b>23</b>  NO SCHOOL  Mid Winter Recess	<b>24</b>  NO SCHOOL  Mid Winter Recess	<b>25</b>  ESDAA Basketball Tournament Week of 2/20/2012
	<b>DAY 2</b>	<b>DAY 3</b>	<b>DAY 4</b>			
<b>26</b>	<b>27</b>  EAP Meeting   <b>DAY 2</b>	<b>28</b>    <b>DAY 3</b>	<b>29</b> Leap Year Day  2:00-4:00 Leadership   <b>DAY 4</b>			

# STUDENT BEHAVIOR CODE OF CONDUCT

Maintaining appropriate behavior within a school is imperative to the instructional process. The New York State School for the Deaf acknowledges that this is a collaborative effort that consists of the students, the teacher, the administrators and the parents.

Effective discipline is a student's demonstration of, and responsibility for, socially appropriate behavior in a variety of school, community, and real life situations.

Adults and students building on the following principles accomplish effective discipline:

- Rules are essential as external controls that establish guidelines for behaviors
- Behavior is ultimately influenced by controls internal to the person
- All individuals acknowledge a need to do what is socially appropriate
- The individual's internal controls grow through strong and healthful relationships with family, adults and peers
- Rewards are internal to the person and associated to the satisfaction of needs
- Students need encouragement to analyze, reflect, and address their needs in the school and the community
- Socially acceptable behavior is nurtured through teaching, modeling, and interventions

Discipline is most effective when it correlates directly with the behavior at the time and place it occurs, and in a manner that students perceive as fair and unprejudiced. School personnel who interact with students are expected to implement a disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when required, will be firm, impartial and consistent so as to be the most effective in altering student behavior. In determining the relevant disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following

- The description of the offense and the circumstances that led to the offense
- The student's prior disciplinary record
- The student's individual behavior plan
- The student's age
- Behavior level
- The effectiveness of other methods of discipline
- Other extenuating circumstances

## March 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1  DAY 5	2  DAY 6	3
4	5  DAY 1	6 End of 25 Week Interim  DAY 2	7 2:00-4:00 Leadership  DAY 3	8  DAY 4	9 Interims Due  DAY 5	10
11 DAYLIGHT SAVINGS BEGINS (SPRING AHEAD)	12 8:00-9:00 Education Staff Meeting  DAY 6	13  DAY 1	14 2:00-4:00 Leadership National Potato Chip Day  DAY 2	15 Interims Mailed  DAY 3	16 Superintendent's Day  NO STUDENTS	17
18	19 CSEA Meeting EAP Meeting  DAY 4	20  DAY 5	21 2:00-4:00 Leadership  DAY 6	22  DAY 1	23  DAY 2	24
25	26 PEF Meeting  DAY 3	27  DAY 4	28 2:00-4:00 Leadership  DAY 5	29  DAY 6	30 BOV  DAY 1	31

## April 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	<b>2</b> 8:00-9:00 Education Staff Meeting National PB & J Day <b>DAY 2</b>	<b>3</b>  <b>DAY 3</b>	<b>4</b> 2:00-4:00 Leadership  <b>DAY 4</b>	<b>5</b> End of 30 Weeks Report Cards Due <b>DAY 5</b>	<del> <b>6</b>                      GOOD FRIDAY                      SPRING BREAK                 </del>	7
8  EASTER	<del> <b>9</b>                      SPRING BREAK                 </del>	<del> <b>10</b>                      SPRING BREAK                 </del>	<del> <b>11</b>                      SPRING BREAK                 </del>	<del> <b>12</b>                      Academic Bowl - Tentative                      SPRING BREAK                 </del>	<del> <b>13</b>                      Academic Bowl - Tentative                      SPRING BREAK                      30 Week Report Cards Mailed                 </del>	14
15	<b>16</b> Academic Bowl - Tentative EAP Meeting <b>DAY 6</b>	<b>17</b> Return from Academic Bowl - Tentative <b>DAY 1</b>	<b>18</b>  <b>DAY 2</b>	<b>19</b>  <b>DAY 3</b>	<b>20</b>  <b>DAY 4</b>	21
22	<b>23</b> Turn Off TV/Media Week <b>DAY 5</b>	<b>24</b>  <b>DAY 6</b>	<b>25</b> 2:00-4:00 Leadership  <b>DAY 1</b>	<b>26</b> Co-ed Softball Opening Game  <b>DAY 2</b>	<b>27</b>  <b>DAY 3</b>	28
29	<b>30</b>  <b>DAY 4</b>					

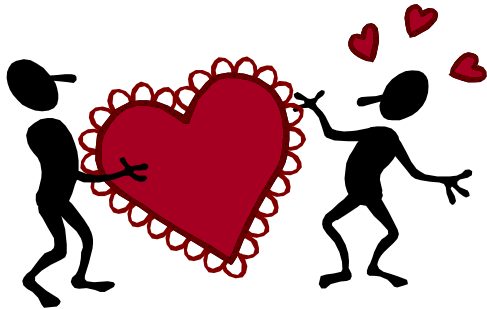
## May 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 2:00-4:00 Leadership	3	4 ½ Day Conference Day Dismissal @ Noon	5 <b>Social Skills</b>
		DAY 5	DAY 6	DAY 1	DAY 2	
6	7 8:00-9:00 Education Staff Meeting	8	9 2:00-4:00 Leadership	10	11	12
	DAY 3	DAY 4	DAY 5	DAY 6	DAY 1	
13 <b>MOTHERS DAY</b>	14	15 End of 35 Week Interim National Chocolate Chip Day	16 2:00-4:00 Leadership 35 Week Interims Due	17	18 35 Week Interims Mailed	19
	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	
20	21 CSEA Meeting EAP Meeting	22	23 2:00-4:00 Leadership	24	25	26
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	
27	<del>28 MEMORIAL DAY SCHOOL CLOSED</del>	29 PEF Meeting	30 2:00-4:00 Leadership	31		
		DAY 6	DAY 1	DAY 2		

# PUBLIC DISPLAYS OF AFFECTION

NYSSD is a learning environment that programs for students K-12. Student behavior can impact on the learning environment as well as influence the behavior of younger children. Public displays of affection make people uncomfortable and can send the wrong message to other individuals. Consequently, sexual activity on the school grounds, including the classroom, the hallway, the dorm, the student's dorm room and other public (general) areas of the school building **will not** be permitted. Students should not be engaging in the following behaviors:

- Holding hands (classroom environment)
- Extended kissing
- Touching in a sexual manner
- Displaying sexually explicit materials
- Inappropriate sexual language
- Exposing private body parts
- Sexual intercourse or other sexual acts



## Staff Responsibilities:

- The staff member will request that the behavior stop immediately
- The staff member can take the student(s) aside and discuss the situation in a more private manner
- If the student fails to comply, the staff member will notify his/her immediate supervisor
- The supervisor will meet with the student(s) involved to discuss the behavior
- The supervisor will arrange for the student(s) to speak with appropriate school personnel, such as a counselor or one of our Family Life and Human Sexuality instructors
- The supervisor will contact parents to make them aware of the issue/concern
- If the supervisor determines that the decision warrants additional intervention, the supervisor will meet and discuss the issue with the Superintendent

## June 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1  DAY 3	2
3	4 8:00-9:00 Education Staff Meeting  Co-ed Softball Championship  DAY 4	5  DAY 5	6 2:00-4:00 Leadership  NCAC Track & Field Picnic  DAY 6	7 Sports Banquet  National Chocolate Ice Cream Day  DAY 1	8 Family Day  End of Year Slide Show  DAY 2	9
10	11  DAY 3	12  DAY 4	13 2:00-4:00 Leadership  REGENTS  DAY 5	14 Flag Day  REGENTS  DAY 6	15  REGENTS  DAY 1	16
17  FATHERS DAY	18  REGENTS  DAY 2	19  REGENTS  DAY 3	20 2:00-4:00 Leadership  REGENTS  DAY 4	21 End of 40 Weeks  REGENTS  DAY 5	22 40 Week Report Cards Due BOV Graduation - Dismissal @ Noon  DAY 6	23
24	25	26	27  40 Week Report Cards Mailed	28	29	30

# DRESS CODE

All students are expected to give sufficient attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for unobjectionable student dress and appearance. NYSSD personnel should demonstrate and reinforce acceptable student dress, and assist students in developing an understanding of appropriate appearance in the school setting.

## A student's dress, grooming and appearance shall:

- I. Not include, endorse, or promote vulgar language, obscene language, sexual language, alcohol use, tobacco use, drug use, indecent gestures, illegal, insulting, or violent behaviors.
- II. Exclude brief garments such as tube tops, net tops, halter-tops, spaghetti straps, tank straps less than (1) inch wide, plunging necklines, and see-through garments that are inappropriate. Armholes in muscle shirts should fall no more than 2" below armpits.
- III. Ensure that underwear is completely covered with outer clothing; therefore pants should be at waist level. They should stay up on their own or with a belt. Waistbands should be at your waist or no more than 3" below your waist.
- IV. Not represent or insinuate an association with a gang/cult.
- V. Ensure shorts are at least as long as the end of the students' fingertips when the student's hand is fully extended down by their side. Waistbands should be at your waist.
- VI. Make certain skirts and dresses are not more than 3" above the knee.
- VII. Ensure that laces are tied.
- VIII. **NO** hats/bandanas, or do-rags during school hours.
- IX. Be allowed to wear patches provided they meet the above criteria.

**Staff Members** questioning the appropriateness of a student's attire should refer that student to their immediate supervisor.

**Immediate Supervisors** will determine whether or not the student's attire is appropriate, disruptive or interfering with the educational process. If the attire is deemed inappropriate, the student will be required to modify his/her appearance by covering or removing the offending items, or replacing it with an acceptable item.



# July 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9 <b>Summer School Begins</b> National Sugar Cookie Day	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Visitor Code of Conduct

### Responsibilities:

- All visitors to the school must report to the Business Office during school hours (7am - 2:30 pm) or to the nurse after school hours, to sign in and obtain a visitor's identification pass. (Day students just sign in with the supervisor when returning for the evening events).
- Visitors who are attending meetings, workshops, or classes on campus are required to sign in and wear a dated identification pass.
- Visitors attending school functions that are open to the public are **not** required to register.
- Parents or visitors who wish to observe a classroom while school is in session are required to arrange visits in advance with the Supervisor.
- Visitors are not permitted to enter the student residential living areas without prior approval of the supervisor on duty. No visitor should be in the residential living area during normal school hours.
- Teacher/child care staff are not expected to take student contact time to discuss individual matters with visitors.
- All staff members who observe unauthorized visitors need to escort or direct them to an appropriate sign-in location.
- Any unauthorized person on school property will be reported to the appropriate supervisor and asked to leave the immediate area. The police may be called if the situation warrants.
- Visitors are expected to abide by the rules for public conduct on school property.
- Visitors are not allowed to enter the school until a staff member comes to escort the visitors to the designated area/room or states to main office to send them up.
- Visitors may be asked to show picture ID upon arrival.
- During fire drills or when the school must be evacuated, visitor registers will be taken outdoors to the track so that visitors can be accounted for.
- For visits occurring during regular school hours, prior notice must be given to the Business Office and will consist of visitor name, date/time of arrival and a school contact.
- Parents or visitors who have scheduled a meeting will be escorted back to the Business Office/Nurse's Office (after hours) to sign out.
- Visitors/Parents are not allowed to remain on campus after their scheduled meeting is complete.
- Parents may make arrangements with a supervisor if they wish to have lunch with their child.

### Prohibited Conduct: No person, either alone or with others shall:

- Be alone at any time with any student unless it is their child.
- Intentionally injure any person or threaten to do so.
- Intentionally damage/destroy school/personal property (including graffiti or arson) of a teacher, administrator, student, other school employee, any person lawfully on school property.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute/wear materials on school grounds/at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct free movement of any person in any place to which this code applies.
- Violate traffic laws, parking regulations or other restrictions on vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled/illegal substances, or be under the influence of either, on school property or at a school function.
- Use tobacco products on school property.
- Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or as specifically authorized by the school.
- Loiter on or about school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school officials performing their duties.
- Willfully incite others to commit any crime or any of the acts prohibited by this code.
- Use language that is inappropriate.
- Distribute or post any written materials, pamphlets or posters without the prior written approval of the Superintendent or his/her designee.
- Use school equipment (e.g. computers, playground equipment, and athletic equipment) without direct authorization.
- Remove a student from campus without written parent/guardian permission.
- Violate any federal or state statute, local ordinance or school policy while on school property or while at a school function.

### Consequences: Persons who violate this code shall be subject to the following consequences:

- Visitors: their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, the authorities will be contacted.
- Visitors: could be subject to civil or criminal charges if their behavior/actions are considered a crime.
- Day Students: who return for an evening activity shall be subject to disciplinary action as the facts may warrant, in accordance with the student code of conduct and/or due process requirements.

### Enforcement:

**The Superintendent or his/her designee shall be responsible for enforcing the conduct required by this code.**

August 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 REGENTS	17 Summer School Ends REGENTS	18
19	20	21	22	23	24	25
26	27	28	29	30	31	