Mary Cariola Children's Center

Student Code of Conduct

Introduction

Mary Cariola Children's Center ("Mary Cariola" or "Agency") has a mission to provide the highest-quality individualized services for children with developmental delays and especially for those with complex or multiple disabilities. The Agency is dedicated to excellence in family-centered educational, residential, therapeutic and community support services and to develop program initiatives for emerging populations of children with special needs.

Mary Cariola Children's Center has an established set of expectations for acceptable conduct on Mary Cariola property and at Mary Cariola functions. The expectations are based on respect, responsibility, readiness and safety. Mary Cariola has clearly outlined, defined the expectations for acceptable conduct, and identified possible consequences of unacceptable conduct in this Code of Conduct.

I. Definitions

For purposes of this Code of Conduct, the following definitions apply:

"Administrators" mean the Education Supervisors and Lead Therapists at the building/program level as well as the Director of Day Program, Human Resources Director and the President of the agency.

"Aggressive student" means a pre-school, school-aged or adult student who is physically aggressive, inflicting harm on self or others.

"Alcohol/drugs/controlled substances" mean any illegal, controlled substances, marijuana, intoxicants (legal and illegal), "look-alike" substances, designer drugs, counterfeit or synthetic drugs, inhalants, and any other drugs or substances that will, in any way affect safety, awareness, coordination or judgment. This also includes prescription drugs or over-the-counter medications when used inappropriately.

"Applicable law" means any federal, state or local law, regulation, rule or order applicable to the situation described.

"Bullying" is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance, the intent to cause physical harm and/or the repetition of the behavior or the potential for repetition. Bullying can be in various forms, which include, but are not limited to, verbal, social or physical.

"Disability" means (a) a physical, mental or medical impairment, resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment of (c) a condition regarded by others as such an impairment, provided, however, that in all provision of this article dealing with employment, accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” is the act of denying rights, benefits, justice, equitable treatment or access for facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

“Disruptive student” means a pre-school, school-aged or adult student who is substantially disruptive of the educational process or substantially interferes with the teacher’s ability to provide instruction.

“Emergency Physical Restraint” means an immediate intervention involving the use of reasonable physical force that is necessitated by a situation requiring the need to protect one’s self, another student or teacher/staff member, the property of the school or others, or the individual student.

“Firearm” means:

- Any instrument (including a started gun) which will or is designed to do or may be readily converted to expel a projectile by the action of an explosive.
- The frame or receiver of such an instrument,
- Any firearm muffler or silencer; or
- Any destructive device.

“Harassment” means the creation of a hostile environment by conductor by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational or physical well-being; or conduct verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived:

- Race
- Color
- Weight
- National Origin
- Religion
- Genetic predisposition or carrier status
- Sexual orientation
- Gender
- Age
- Disability
- Religious practice

“Mary Cariola” means the Day Program at Mary Cariola Children’s Center.

“PBIS” means Positive Behavior Intervention and Supports, a comprehensive systems approach designed to enhance the capacities of schools to education all students, especially students with challenging behaviors, and adopt and sustain the use of best practices for teaching academics and social behavior.

“School bus” means every motor vehicle owned by Mary Cariola or by a school district or public or governmental agency for the transportation of pupils, children of pupils, teachers and other persons

acting in a supervisory capacity, to and from school or school activities, or privately owned and operated vehicles for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or activities.

“School function” means any school-sponsored activity, event or trip.

“School personnel” means all individuals who are employed by Mary Cariola or who volunteer to assist the agency in the operation of its programs and the delivery of its services.

“School property” means any building, structure, playground, parking lot or land at which Mary Cariola provides instruction or where Mary Cariola is sponsoring a school/program event.

“Student” means any individual enrolled in a Mary Cariola Day Program which may include adults enrolled, up to age 21, who have not yet graduated from school as contemplated under applicable law.

“Violent act” means an act committed by a violent student.

“Violent student” means a student who:

- Commits an act of violence on any school personnel, or attempts to do so;
- Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function , or attempts to do so;
- Possesses, while on school property or at a school function, a weapon;
- Displays, while on school property or at a school function, what appears to be a weapon;
- Threatens, while on school property or at a school function, to use a weapon;
- Knowingly and intentionally damages or destroys the personal belongings of another student, any school personnel or any person lawfully on school property or at a school function; or
- Knowingly and intentionally damages or destroys school property.

“Weapon” means a dangerous or deadly instrument which can cause death, injury or damage to a person or property including but not limited to:

- A firearm;
- A sword, dagger, stiletto, razor, box cutter, utility knife, or any other dangerous knife;
- A billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
- A sandbag or sand club;
- A slingshot or slung shot;
- A martial arts instrument, including but not limited to a kung fu star, ninja star, ninc-huck, or shirken;
- An explosive, including but not limited to a firecracker or other fireworks;
- A deadly or dangerous chemical, including but not limited to a strong acid or base, mace, or pepper spray;
- An imitation gun;

- Loaded or blank cartridges or other ammunition; or
- Any other deadly or dangerous instrument or instrument stated as a weapon by the student.

II. Student Rights and Responsibilities

A. Student Rights

Mary Cariola is committed to providing a safe, secure, healthy and orderly school environment in which learning and teaching occur. This environment depends on students, staff and parents demonstrating mutual respect, responsibility, safety and readiness. The Agency is committed to honoring the rights given to all students by applicable law. All students have the right to:

1. Partake in school sponsored activities on an equal basis regardless of race, color, weight, natural origin, genetic predisposition or carrier status, gender, sexual orientation, age, disability, or religious practice;
2. Present their version of the relevant event(s) to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty; and
3. Access Agency rules/policies and, when necessary, receive an explanation of the rules/policies from school personnel who are responsible for enforcing such rules/policies.

B. Student Responsibilities

All students have the responsibility to:

1. Attend school each day, with the exception of a legal absence, and be ready to learn;
2. Assist in the maintenance and development of a safe environment and to show respect to all students, school personnel and property;
3. Understand and follow all rules put forth by the Agency;
4. Work to the best of their ability and strive to reach their potential;
5. Strive to develop coping skills in response to anger, frustration or stress;
6. Ask questions when they do not understand;
7. Respect the thoughts and opinions of others and the direction given by staff personnel;
8. Dress appropriately for school and school functions;
9. Be a self-advocate when mistreatment occurs by following the appropriate channels; and
10. Displaying honesty when reporting or responding to questions in events that may lead to disciplinary action.

III. Essential Partners

A. Parents are expected to:

1. Actively participate in the education of their children as this is a joint responsibility of the parents and the Mary Cariola program community;
2. Send their children to school ready to learn and actively participate in their day;
3. Ensure their children attend school on time and on a regular basis;
4. Ensure any absence from program is proper, warranted and excused;
5. Openly communicate with their child's Social Worker in regards to questions, concerns, changes in the home situation that may affect the student, etc:
6. Insist that their children are dressed and groomed in a manner specific with this code; and
7. Assist in the understanding of Mary Cariola and society rules and expectations to maintain safety and an orderly environment.

B. Certified Professional Staff are expected to:

1. Maintain an environment of respect and dignity for each student;
2. Understand Mary Cariola rules and expectations and enforce them with consistency and in a fair manner;
3. Openly communicate with students, parents, districts and other relevant Mary Cariola staff;
4. Communicate regularly with students, parents and other relevant Mary Cariola staff; and
5. Assist students in coping with stressors, peer pressure, bullying, and personal, social and emotional difficulties.

C. Other Staff are expected to:

1. Maintain and contribute to an environmental of respect and dignity for each student; and
2. Understand Mary Cariola rules and expectations and enforce them with consistency and in a fair manner.

D. Administrators are expected to:

1. Promote and administer a safe and orderly environment which fosters a safe, orderly, stimulating and positive learning environment;
2. Ensure students and staff have an opportunity to communicate regularly with appropriate school personnel regarding ideas, concerns, questions, etc;
3. Evaluate instructional programs regularly;
4. Create and implement instructional programs that minimize misconduct and focus on student and staff need;
5. Review applicable law relating to operations and management of Mary Cariola program; and
6. Understand Mary Cariola rules and expectations and enforce them with consistency and in a fair manner.

IV. Student Dress

A. Student Dress Code

All students are expected to maintain personal cleanliness and to dress appropriately for school and at school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Mary Cariola has adopted a dress code requiring that a student's choice in dress will not be permitted to interfere with, disrupt or distract from the educational activities of the school. While we understand that many forms of clothing are appropriate for other settings the following are examples of inappropriate dress:

- Tube tops
- Halter tops
- Exposed midriff
- Very short shorts
- Exposed underwear
- Hat (except for medical or religious purposes)
- Stocking Caps or "do rags"
- Bandanas
- Footwear with wheels
- Clothing that promotes the use of alcohol, tobacco, or illegal drugs or that encourages illegal or violent activities
- Clothing that includes words or images that are vulgar, obscene, or disrespectful to others
- Clothing that includes any religious, sexual or political message.

Students who violate the dress code will be required to cover or replace the offending item. Should the problem arise involving your child, Mary Cariola will contact the parent and work with the parent to resolve this situation.

B. Personal Hygiene

1. *Change of Clothing*:
   Parents must ensure that a change of clothing is sent to Mary Cariola. The clothing should be labeled with the student's name, in a bag also labeled with the student's name. Unless otherwise instructed, these clothes will remain at Mary Cariola to be used when needed.

2. *Products:*
   Parents may be asked to send in with your child various items to assist in maintaining the student's appearance and grooming.

3. *Diapers:*
   If a parent chooses to use cloth diapers for their child, the parent will:

- Send in an adequate supply of labeled cloth diapers, rubber pants, or diaper wraps on a daily/weekly basis.
- Supply Mary Cariola with a waterproof, sealable container for returning soiled diapers on a daily basis.
- If a parent needs assistance in securing diaper wraps or a waterproof container, the parent should discuss this with the assigned Social Worker.

If a parent uses disposable diapers:

- The parent will send in a weekly or biweekly supply with the student.

V. Student Attendance

Due to New York State regulations, schools are responsible for tracking student attendance, documenting the reason why the student is absent and developing a plan to deal with excessive absence. In order to meet this mandate, Mary Cariola expects that parents will call the attendance number, **244-6931**, when an absence occurs. When calling, please state your child's full name, building location and teacher. When the student returns to school, he/she will need a written excuse with the dates absent and the reason for the absence.

Regular school attendance is very important to your child's success. Absences that occur for reasons other than illness or other emergency situations should be avoided. Absences that total more than 20% of a student's school days are considered excessive, and Mary Cariola will notify the student's home district when this occurs.

VI. Prohibited Student Conduct

Mary Cariola has adopted PBIS to establish a positive culture within our program that will encourage positive behavior and interactions while discouraging problem behaviors. The program has established four behavioral expectations:

Be Safe
Be Respectful
Be Responsible
Be Ready

All students are expected to conduct themselves in an appropriate, respectful and civil manner with proper regard for their rights and welfare of other students, school personnel and others, and for the care of school property.

The best discipline is self imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. School personnel who

interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

The code identifies clear and specific expectations for student conduct while at school, on school property and at a school function. The intent of the Code of Conduct is to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate this Code or other Mary Cariola Rules/Policies will be required to accept the penalties for their conduct.

A. Incident Categories and Definitions

Students may be subject to disciplinary action, up to and including exclusion from Mary Cariola Day Program and referral to law enforcement as necessary for engaging in any of the following categories. Each situation will be evaluated by the Education Supervisor and Director of Day Program. Disciplinary action will be imposed based on a variety of factors including but not limited to cognitive intent, intensity of the incident and previous incidents.

1. *Homicide*
   Any conduct which results in the death of another person, with or without a weapon.

2. *Sexual Offenses*
   - *Forcible Sex Offenses:* Involving forcible compulsion and completed or attempted sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with or without a weapon, including but not limited to, rape and sodomy.

   - *Other Sex Offenses:* Involving inappropriate sexual contact but no forcible compulsion, with or without a weapon. Other sex offenses, includes, but is not limited to, conduct that may be consensual or involve a child who is incapable of consent by reason of disability or because he or she is under 17 years of age. However, it does not include consensual conduct involving students and/or non-students 18 years of age or under, unless at least one of the individuals participating in the conduct is at least 4 years older than the youngest participant.

   - Inappropriate sexual contact requires physical contact with another person but no forcible compulsion. It includes, but is not limited to, the following intentional conduct:
     a. touching or grabbing another student on a part of the body that is generally regarded as private, such as buttocks, breast, genitalia, etc.
     b. removing another student's clothing to reveal underwear or private body parts
     c. brushing or rubbing against another person in a sexual or provocative manner
     d. a student first rubbing his/her own genitalia and then touching another person's body

Note*: Verbal sexual harassment is identified *under Intimidation, Harassment,

***Menacing or Bullying*. Self-exposure or "mooning," depending on the circumstances and cognitive intent, are also identified in either *Intimidation, Harassment, Menacing or Bullying* or *Other Disruptive Incident*.**

3. *Robbery*
   Intentional forcible stealing of property from a person by using or threatening the immediate use of physical force upon that person, with or without a weapon.

4. *Assault with Serious Physical Injury*
   Intentionally or recklessly causing serious physical injury to another person, with or without a weapon, in violation of the school district's code of conduct.

5. *Arson*
   Deliberately starting a fire with intent to damage or destroy property, with or without a weapon. The fire may be started by using matches, lighters or other devices capable of producing sufficient heat (i.e. magnifying glass) to ignite other combustible items, including, but not limited to, paper, linens, clothing, and aerosol cans, with or without a weapon.

6. *Kidnapping*
   To intentionally abduct, a person, so as to restrain such person with intent to prevent his or her liberation, by either: (a) secreting or holding him or her in a place where he or she is not likely to be found, or (b) using or threatening to use deadly physical force, with or without a weapon.

7. *Assault with Physical Injury*
   Intentionally or recklessly causing physical injury (not serious) to another person, with or without a weapon, in violation of the school district's code of conduct.

8. *Reckless Endangerment*
   Intentionally subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious physical injury, but no actual physical injury, with or without a weapon. The following are examples of incidents that could be considered reckless endangerment:
   - Throwing an object at another student. The object thrown must be capable of causing a grave risk of death or serious physical injury.
   - Incidents involving a person choking another individual, including, but not limited to incidents where a student offender refuses to obey staff directives or interventions to stop choking his or her victim.
   - Brandishing a weapon on a school bus threatening other students, bus driver and/or bus monitor with harm or injury.
   - Driving a car erratically and recklessly in a school parking lot while other student(s), staff, or individuals are present.

9. *Minor Altercations*
   An incident involving physical contact and no physical injury, with or without a weapon. Striking, shoving, or kicking another person or subjecting another person to

unwanted physical contact with intent to harass, alarm or seriously annoy another person, but no physical injury results.

10. *Intimidation, Harassment, Menacing, or Bullying Behavior and No Physical Contact*
    Intentionally threatening, stalking, or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury; or engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that substantially disrupts the educational process, with or without a weapon.

11. *Burglary*
    Entering or remaining unlawfully on school property with intent to commit a crime, with or without a weapon.

12. *Criminal Mischief*
    Intentional or reckless damaging of the property of the school or of another person, including, but not limited to vandalism and the defacing of property with graffiti, with or without a weapon.

13. *Larceny or Other Theft Offenses*
    Unlawful taking and carrying away of personal property with intent to deprive the rightful owner of property permanently or unlawfully withholding property from another, with or without a weapon.

14. *Bomb Threat*
    A telephoned, written, verbal or electronic message that a bomb, explosive, chemical, or biological weapon has been or will be placed on school property, with or without a weapon.

15. *False Alarm*
    Causing a fire alarm or other disaster alarm to be activated by either falsely reporting or activating a fire alarm or other type of disaster alarm, with or without a weapon.

16. *Riot*
    Four or more persons simultaneously engaging in tumultuous and violent conduct and thereby intentionally or recklessly causing or creating a grave risk of physical injury or substantial property damage or causing public alarm, with or without a weapon.

17. *Weapons Possession*
    Possession of one or more weapons, except possession in a classroom or laboratory as part of an instructional program or in a school-related activity under the supervision of a teacher or other school personnel as authorized by school officials. Possession includes bringing a weapon to or possessing a weapon at school.

18. *Drug Use, Possession, or Sale*

Illegally using, possessing or being under the influence of a controlled substance or marijuana, on school property, with or without a weapon, including having such substance on a person or in a locker, vehicle, or other personal space; selling or distributing a controlled substance or marijuana on school property; finding a controlled substance or marijuana, on school property that is not in the possession of any person; provided that nothing herein shall be construed to apply to the lawful administration of a prescription drug on school property.

19. *Alcohol Use, Possession, or Sale*
    Illegally using or possessing alcohol on school property, including having such substance on a person or in a locker, vehicle, or other personal space, with or without a weapon; illegally selling or distributing alcohol on school property; finding alcohol on school property that is not in the possession of any person.

20. *Other Disruptive Incidents*
    Other incidents involving disruption of the educational process and that rise to the level of a consequence.

B. Tobacco-Free School Environment

Any use of tobacco and/or smoking is prohibited on school property in accordance to Public Health Laws.

C. Disciplinary Actions, Procedures and Referrals

At Mary Cariola, the focus on behavior is teaching appropriate behaviors. At times, it may be necessary for the Education Supervisor and the Director of Day program to impose disciplinary action. Discipline is most effective when addressed at the time the incident occurs and at the place where the incident occurs. Disciplinary action will be fair, firm and consistent. This approach is proven to be most effective in shaping behavior and teaching desired behaviors. As all students at Mary Cariola have a cognitive disability the first approach is to determine if the incident which occurred is a function of the student's disability. It is also imperative to evaluate the incident and the student's developmental age. Once determined, the following factors are then considered when imposing discipline:

- The student's age;
- The student's cognitive functioning;
- The nature of the offense and the circumstances which led to the offense;
- The student's prior disciplinary record;
- The effectiveness of other forms of discipline;
- Information from parents, teachers and/or others, as appropriate; and
- Other extenuating circumstances.

D. Disciplinary Actions

Students, who have violated this code of conduct, may be subject to the following, or a combination of the following disciplinary action(s). This discipline will be determined by the Principal and/or the Superintendent or other designee. All discipline is reported to the student's home district. It is the responsibility of the home district to provide an IAES (Interim Alternative Educational Setting) and conduct any subsequent meetings necessary up to and including Manifest Determination meetings, as necessary. When discipline is considered, it is imperative to carefully evaluate the incident and the student's developmental/cognitive age and his/her cognitive intent. Suspension is not acceptable as a means of discipline in the Mary Cariola Preschool Program.

1. Verbal reprimand
2. Written Warning
3. Verbal Notification to Parent
4. Written Notification to Parent
5. Suspension for the Remainder of the School Day (1 day suspension)
6. Suspension from School Event or Activity
7. Removal from the Classroom
8. Short-Term Suspension from School (five days or less)
9. Request for Superintendent's Hearing at the Student's Home District
10. Long-Term Suspension from School (more than five days)
11. Permanent Exclusion from Mary Cariola Children's Center

E. Corporal Punishment and Aversive Interventions

Mary Cariola Children's Center prohibits the use of corporal punishment and aversive interventions in attempt to reduce or eliminate maladaptive behaviors of a student.

- Corporal punishment means any act of physical force upon a student for the purpose of punishing that student.
- Aversive interventions mean any an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors.

F. Use of Time Out

At Mary Cariola, a time out program may be used for a student to safely deescalate, regain control and prepare to meet expectations to return to his/her educational program. Except for an unanticipated situations that present immediate concern for the physical safety of the student or others, the use of a time out can only be used under the following conditions:

- In conjunction with a Behavior Intervention Plan (BIP) designed to teach and reinforce appropriate behaviors;

- Outlined in the student's Individualized Education Program (IEP), outlining the time limit and procedures;
- The student is continuously observed and monitored at all times;
- The student is free to leave the area at his/her own will (the room must be unlocked and able to be opened from the inside);
- Data is collected and continuously monitored by the Behavior Therapist; and
- Information is provided to the parent prior to initiation of a time out program.

G. Use of Emergency Physical Interventions

Emergency physical interventions are specific techniques that involve physically limiting the student's freedom of movement upon exhibiting unsafe behaviors to themselves or others. All staff implementing an emergency physical intervention is required to use gradient control—using the lowest level of intervention needed, the least amount of physical force needed and giving control back to the student as soon as possible.

All staff working with students are trained in Nonviolent Crisis Intervention (NCI), this includes proactive, positive and preventative behavioral strategies and in the safe and effective implementation of emergency physical interventions. This training is conducted by the Behavior Therapy Department and Education and Training Department.

Procedures for the Implementation of Emergency Physical Interventions

1. Emergency physical interventions will be used ONLY in situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed. They will be used only as a last resort when a student is engaging in behaviors that place themselves, other students or staff in imminent danger.

   NOTE: Emergency physical interventions will NOT be used as a punishment or as a substitute for systematic behavioral interventions.

2. Any time an emergency physical intervention is implemented, the parent/caregiver will be notified in writing or by phone the same day.

3. When an emergency physical intervention is used, the following information is documented on the Emergency Physical Intervention Monitoring Log and maintained in documentation at MCCC:
   - Name and date of birth of the student
   - Setting and location of the emergency physical intervention
   - Name of all staff members involved
   - Date and time of the emergency physical intervention
   - Type of emergency physical intervention used

- Duration of the emergency physical intervention
- Description of the incident, including what occurred before the behavior, what triggered the behavior and what occurred after the behavior
- A statement of whether the student has a current behavior intervention plan
- Details of any injuries sustained by the student or others, including staff, as a result of the incident

4. Any time an emergency intervention is needed, a safety check of the student will be completed. If a concern is noted a student injury form will be completed and maintained at MCCC. The nurse or social worker will contact the parent/caregiver to report the injury.

Review of Documentation of Emergency Physical Interventions

All Emergency Physical Intervention Monitoring Logs are reviewed weekly by the Crisis Intervention Supervisor. The Crisis Intervention Supervisor will ensure that all procedures were followed correctly and will determine if any additional follow up is needed.

Any emergency physical interventions resulting in an injury to a student or staff will be reviewed by the Safety Committee. This committee is comprised of supervisory staff from the nursing department, behavior therapy department, education department and human resources. The committee will review the details of the incident to determine if any additional follow up is needed.

H. Use of Time Out Strategies & Time Out Rooms

Time out is a technique used to interrupt an unacceptable behavior by directing the student away from the situation where the misbehavior is occurring. Time out strategies may be considered when a student engages in behaviors that place other students at risk or when the student may need additional space to deescalate and regain control away from a potentially dangerous situation. All time out strategies will be implemented within the student's classroom space or the environment where the student is located when the behavior occurs (e.g., gym class, hallway). Separate time out rooms are **NOT** used at Mary Cariola. Staff must remain with the student while implementing a time out strategy

The use of any time out strategy can only be implemented in conjunction with a behavioral intervention plan that is designed to teach and reinforce alternative appropriate behaviors. Any use of the time out strategy will be documented and this data will be reviewed along with progress monitoring data at scheduled intervals to

monitor the effectiveness of the use of the time out strategy. The use of time out must be indicated on the student's IEP and the student's parents must be informed prior to the initiation of a behavioral intervention plan that will incorporate the use of time out.

I. Visitors to the Schools

Mary Cariola strives to consistently maintain a safe environment for the students and staff. It is encouraged that visits to Mary Cariola are set up directly with the student's Social Worker. Upon entry to the building all visitors must sign in at reception and wear a visitor tag at all times. Visitors should be escorted throughout the building by the Social Worker or other designee.