STUDENT HANDBOOK & CODE OF CONDUCT

2026 – 2027

BOE adoption:

Mission Statement

The mission of Little Flower UFSD is to meet the individual educational, social and emotional needs of all students. We seek to create a learning environment where our students foster the tenants of respect, responsibility, and self-worth so they can transition back into their community and take pride in their accomplishments.

Sanctuary Model

Little Flower utilizes Sanctuary, a trauma-based model that actively promotes healing through repairing, restoring, and rebuilding of relationships in a safe and caring environment for our staff and those we serve. When an organization makes the commitment to implement Sanctuary, it instructs leaders and community members not only in the treatment of students/clients, but also in creating safer, better-functioning organizations.

Little Flower UFSD District Office

Harold J. Dean, Ed.D.	Superintendent
Robert J. Scappatore	Asst. Superintendent/Principal
Michael C. Gordon	Asst. Superintendent for PPS & Operations
Kathleen A. Nolan	School Business Manager

IMPORTANT MESSAGE TO STUDENTS

Your Student Handbook/Code of Conduct contains important information about our school and the policies and procedures you will need for a successful school year.

Please read carefully and if you have any questions about anything contained in this handbook, please talk to your teacher.

STUDENT ARRIVAL AND DISMISSAL PROCEDURES
(Day Students Arrival - 8:35am & Dismissal 2:50pm)
(Residential Students Arrival - 8:40am & Dismissal 2:50pm)
Upon arrival in the morning, day students will enter the building at the north entrance by the church and residential students will enter the building through the main (pool) entrance. All students will be screened by security and if necessary, unauthorized items will be collected and then proceed directly to their respective classrooms.
At dismissal time, all students will remain in their classrooms until called for dismissal.

EVACUATION/FIRE DRILLS

1. Students shall remain quiet and follow direction of school staff for the duration of the drill.
2. At the sound of the alarm, students are to line up at the classroom door and wait for teacher instruction. (Students receive instruction as to proceed as part of classroom orientation.)
3. Students are to walk with their teacher and proceed to the area outside of the building designated by their teacher. (The designated route for each classroom is posted in each classroom and the school office). Students and adults should go past the cars in the parking lot.
4. Students are to follow all school rules and codes of conduct throughout a fire drill.
5. **SPECIAL NOTE:** No children, visitors, teachers or other personnel are to remain in the building during a fire drill.
6. When the all clear signal is given for the return to the school building, students are to remain in a group with their teacher and return to the building and their classroom in an orderly and quiet manner.
7. **All students are to return to the classroom from which they exited at the start of the fire drill. This is to ensure accountability for students in the event of an actual emergency.**

LOCKDOWN DRILLS

1. Students shall remain quiet and follow direction of school staff for the duration of the drill.
2. When you hear lockdown announced, you need to move to the safe area of the room your teacher/staff tells you, out of site of the door.
3. Students in hallway go to the nearest room.
4. Door should be locked and barricaded if necessary.
5. Leave windows, blinds/lights as they are
6. Do not communicate through door or answer room phone
7. Do not respond to PA announcements or fire alarm
8. Stay hidden until physically released by law enforcement personnel or administration.

USE OF INTERNET ENABLED DEVICES IN SCHOOL
As of September 1, 2025, New York State Education Law 2803 requires school districts to adopt a written policy prohibiting the use of internet-enabled devices by students during the school day anywhere on school grounds, which includes all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time. “Internet-enabled devices” include any smartphone, tablet, smartwatch, or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications. The Little Flower Board of Education has adopted Policy 7316 which details the process for the collection and storage of student devices and exemptions to the use of internet-enabled devices, as well as the manner in which parents and persons in parental relations can contact their child during the school day.
Expectations of compliance will be added to the Code of Conduct for students moving forward.
Questions regarding this policy may be directed to the Office of the Superintendent or the Principal.

Failure to comply may constitute insubordination and may result in disciplinary action, including but not limited to, suspension from school.

SMOKING POLICY

Smoking in the building or on any of the grounds of the Little Flower UFSD is **NOT** allowed. **This includes E-cigarettes as per new regulations.** Smoking at any time on school property is a violation of public health law. Student smoking in the building or on school property will be reported to the Superintendent or the Administrator in charge and disciplinary action, including but not limited to suspension, may follow.

STUDENT DRESS CODE

You are required to attend school in appropriate dress which meets health and safety standards and does not interfere with your education. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. You have the primary responsibility for acceptable student dress and appearance. **Certain attire may necessitate a student's return to their cottage (residential students) or to change clothes and/or remain in a behavior support room if refusal to comply (day students).**

Your dress, grooming and appearance shall:

- Be safe, appropriate and not disrupt or interfere with the educational process;
- Include footwear at all times. Footwear that is a safety hazard will not be allowed. **No flip flops/slides on gym days;**
- Not include items that are vulgar, obscene or libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability;
- Not promote and/or endorse the use of alcohol, tobacco or drugs, and/or encourage other illegal or violent activities;
- Recognize that extremely brief or revealing garments are not appropriate;
- Hats, hoodies or other garments may be requested to be removed if they disrupt the educational environment.

Appropriate student attire will be determined to be consistent with Little Flower Dress Code. When student attire is not consistent with the dress code, the Administration will contact the agency administrator on duty to arrange for you to return to the cottage for an appropriate change. Day students will be afforded the opportunity to change their attire and parent/guardian will be notified of Dress Code violations. You **MUST** wear sneakers when participating in the Physical Education program.

Failure to comply may constitute insubordination and may result in disciplinary action, including but not limited to, suspension from school.

STUDENT PROPERTY

(Do not bring items of value to school, the district is not responsible for personal property)

Personal items belonging to you which may be a distraction or a target for theft or which may be used as a weapon are prohibited from school. You may not **UNDER ANY CIRCUMSTANCES** bring lighters, matches or weapons (which include knives, box cutters or razors of any size or description) to school. Back-packs are permissible and are subject to search and seizure. Money may be brought to school upon approval of the administration for special occasions (bagels, book fairs, etc.) Students who are non-compliant with staff in giving up any of these items are to be reported to an Administrator immediately. Students are permitted to bring in **EMPTY** bottles for water refilling throughout the school day. Day students may bring in beverages with their lunch but only if they beverages are in a commercially sealed container.

***** The district is not responsible for lost or stolen items. *****

STUDENT PUBLICATIONS

You have the right to express your views in speech, writing or through any other medium or form as long as the expression occurs in a medium or form which does not violate the rights of others or result in the destruction of property.

Any student publication must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of law and school or agency policies and/or regulation or materials designed to disrupt the educational process are **not** permitted.

Student newspapers and/or publications which are paid for by the School District and/or produced under the direction of a teacher as part of the school curriculum are **not** considered a public forum. In such cases, the staff reserves the right to edit or delete such student material which it feels is inconsistent with the District's basic educational mission.

HOMEWORK

Homework provides opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of you. Homework assignments **ARE TO BE COUNTED** toward your quarterly grade.

REPORT CARDS/PROGRESS REPORTS

Day students your report card will be mailed to parents/guardians. For residential students, your report card will be given to your Social Worker. The Honor Roll Committee will hold an assembly to recognize those students whose grades are as follows:

- A grade of 85 and above will be on Honor Roll.
- A grade of 90 and above will be on High Honor Roll.

10/9 First Quarter progress reports
11/6 First Quarter marking period Ends

12/11 Second Quarter progress reports
1/22 Second Quarter marking period ends

2/26 Third Quarter progress reports
4/2 Third Quarter marking period Ends

5/7 Fourth Quarter progress reports
6/11 Fourth Quarter marking period ends

ATTENDANCE & COURSE CREDIT

Regular attendance is expected in all classes, and is considered essential for your success. For the purposes of this policy, classroom participation means that you are in class and prepared to work.

A lateness of up to twenty minutes will count as ½ an absence. A lateness greater than twenty minutes will count as a full absence. (Except students on district approved appointments.)

Any student who absents himself/herself from more than twenty seven classes in a full year course, thirteen classes in a half year or alternating day course, or forty one classes in a lab course will not receive credit for the course. Note: for seniors, loss of credit could jeopardize graduation. However, where a student earns a passing grade, credit will not be denied for the course(s).

Students will be considered in attendance if the student is:

a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
b) Working pursuant to approved independent study program; or
c) Receiving approved alternative/home instruction.

The following is a list of absences that will count/not count towards loss of course credit:

Reasons for Absences

Unexcused Absences	**Excused Absences**
Family vacations Truancy Class cut Babysitting Oversleeping Obtaining a learners permit/road test	Suspension (in & out of school) Religious observance Field Trip Group/Individual counseling Physical/nurse appointment Standardized testing Attendance at CSE or other School-initiated meetings Required court appearance
Other Absences	
Illness/Family Illness Death in family Requires note from parent/doctor to be an excused absence	

HS GRADUATION REQUIREMENTS

Required Courses for HS Grades 9-12 Regents Diploma	**Credits**	**Notes and Comments**
English	4	ELA Regents
Social Studies	4	Global II and US History Regents (unless 4+1 Pathway)
Math	3	Algebra I Regents
Science	3	Earth Science or Living Environment Regents
World Languages (LOTE)	1	All students must obtain one HS credit on LOTE in order to graduate, unless they have an exemption their IEP.
Art/Music	1	
Health	.5	
Physical Education	2	
Sequence/Electives	3.5	
TOTAL	22	

USE OF SCHOOL COMPUTERS

The Board of Education considers computers to be a valuable tool for education, and encourages the use of computer-related technology in district classrooms.

Responsibilities of All Computer Users Little Flower U.F.S.D. Computer Network

The use of the District's computer resources is a privilege. It is expected that all individuals utilizing the District's computers and networks will undertake responsibility for their actions and words and will, furthermore, respect the rights and privileges of other network users. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network and/or computer privileges, suspension and possible legal actions.

Exemplary behavior is expected at all times. The following actions are not permitted: READ CAREFULLY

- Sharing your password or account number with anyone
- Clicking on links or opening emails from unknown or suspicious senders
- Using impersonating, anonymity or pseudonyms
- Leaving your account open and unattended
- Damaging, abusing or breaking hardware, software or the network
- Plagiarizing or using copyrighted material without permission
- Using the computers for illegal activities or for commercial gain, for sending, using or displaying inappropriate language, pictures or any other type of communication, including profanity, pornography or inflammatory speech
- Bullying, cyber-bullying, and intimidation
- Disrespecting the rights and property of others
- Improperly accessing, destroying or misusing files or data of others
- Attempting to work in or modify the Network Operating System
- Exploring or changing any system files
- Intentionally wasting limited resources
- Installing or attempting to install software, which only designated employees are allowed to do
- Use of Email, IM, or Chat by students is strictly prohibited
- Use of Facebook, or any other social media in the school building.

Remember you need to follow our Computer and Network Use Policy at all times

Safety from Harassment

Users who feel harassed or threatened by someone on the network should bring the situation to the attention of a teacher or administrator immediately. The District reserves the right to discipline a student for actions taken off campus that are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

Little Flower Union Free School District Code of Conduct

I. STUDENT RIGHTS AND RESPONSIBILITIES

All interaction and communication among teachers, school administrators, other school personnel, students and visitors on school property will be acceptable, civil and respectful.

A. Student Rights

Little Flower 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 Little Flower students have the right to:

- Take part in all Little Flower activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.

- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All Little Flower students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and show respect to other persons and to property.

- Be familiar with and abide by all Little Flower School and Agency policies, rules and regulations dealing with student conduct.

- Attend school every day, unless they are legally excused, and be in class on time and prepared to learn.

- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

- React to directions given by all school staff in a respectful, positive manner.

- Utilize resources to control their anger. Examples: Anger Management Groups, seeing a guidance counselor or social worker, Crisis Intervention Room, consult with Peer Leaders, Meeting with PBIS Facilitator

- Ask questions when they do not understand.

- Seek help in solving problems. Example: Requesting permission to use a Conflict Resolution Program, being receptive to non-violent crisis intervention (see definition) techniques and philosophy.

- Dress appropriately for school and school functions.

- Be accountable for their actions.

- Conduct themselves as representatives of Little Flower when participating in or attending school-sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor and sportsmanship.

II. PROHIBITED STUDENT CONDUCT

The Little Flower Board of Education expects all students 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.

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. Little Flower personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to develop self-discipline.

The Board recognizes the need to be clear and specific in expressing its expectations for student conduct while on school property or engaged in a school function. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, endangers the safety, morals, health or welfare of others, engage in misconduct on a school sponsored bus trip or engage in academic misconduct.

a. Engage in Conduct That is Disorderly

Examples of disorderly conduct include:

- Engaging in any willful act which disrupts the normal operation of the school community such as running in hallways, making unreasonable noise and using language or gestures (either verbal or written) that are profane, lewd, vulgar, abusive, intimidating or that incite other
- Obstructing vehicular or pedestrian traffic.

- Misusing computer/electronic communications devices (see definition), including any unauthorized use of computers, software or internet/intranet account; accessing inappropriate websites; cyber-bullying; or any other violation of the Little Flower Acceptable Use Policy.

- Trespassing during or after school hours.

b. Engage in Conduct That is Insubordinate

Examples of insubordinate conduct include:

- Failing to comply with the directions of teachers, school administrators or other school employees or otherwise demonstrating disrespect.

- Missing or leaving school or class without permission.

c. Engage in Conduct that is Disruptive

Examples of disruptive conduct include:

- Failing to comply with the directions of teachers, school administrators or other school personnel.

- Endangering the health and safety of other students, staff or interfering with classes or school activities by means of observable clothing, personal appearance and/or observable mannerisms.

d. Engage in Conduct That is Violent

Examples of violent conduct include:

- Committing or attempting an act of violence (such as hitting, kicking, punching and scratching) upon a teacher, administrator or other school employee.

- Committing or attempting an act of violence (such as hitting, kicking, punching and scratching) upon another student or any other person lawfully on school property.

- Possessing a weapon (see definition). Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

- Displaying what appears to be a weapon.

- Threatening to use any weapon(s).

- Using weapon(s).

- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other Little Flower employee or any person lawfully on school property, including by graffiti or arson.

- Intentionally damaging or destroying school property including by graffiti or arson.

e. Engage in Any Conduct That Endangers the Safety, Morals, Health or Welfare of Others

Examples of such conduct include:

- Lying to school personnel.

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

- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

- Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.

- Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.

- Bullying, cyber-bullying, and intimidation, which includes engaging in actions or making statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, play fighting, “borrowing money”, teasing, etc.

- Sexual harassment, which includes overt and subtle behaviors and comments that are sexual in nature which are offensive or reasonably perceived by an individual as sexual harassment.

- Displaying overt signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior in the school or to disrupt the educational process.

- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.

- Invading someone's personal space.

- Selling, using or possessing obscene material.

- Using vulgar or abusive language, cursing or swearing.

- Using tobacco products such as cigarettes, cigars, pipes and/or chewing or smokeless tobacco.

- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".

- Possession of drug paraphernalia, including, but not limited to: pipes, bongs, rolling papers, grinders, lighters, bags used for the packaging and distribution of drugs, scales and other items used in the distribution of packaging, exchange or use of drugs, including e-cigarettes and the like.

- Inappropriately using or sharing prescription and over-the-counter drugs.

- Gambling.

- Inappropriate touching and/or indecent exposure.

- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.

f. <u>Engage in Any Form of Academic Misconduct</u>

Examples of academic misconduct include:

- Plagiarism.

- Cheating.

- Copying.

- Altering records.

- Assisting another student in any of the above actions.

g. <u>Student Property</u>

Personal items belonging to you which may be a distraction or a target for theft or which may be used as a weapon are prohibited from school. You may not **UNDER ANY CIRCUMSTANCES** bring lighters, matches or weapons (which include knives, box cutters or razors of any size or description) to school. Back-packs are permissible and are subject to search and seizure. Money may be brought to school upon approval of the administration for special occasions (bagels, book fairs, etc.). Electronic devices of any kind are strictly prohibited. Students who are non-compliant with staff in giving up any of these items are to be reported to an Administrator immediately.

Little Flower UFSD School Wide Expectations

EXPECTATIONS **Write Goals in expectation cell for cottage/parent. Rate in AM and PM.**	**ALL CLASSROOMS**	**COMMONS** **Cafeteria/Recess/Bathroom/Office/Gym**	**TRANSISTIONS** **Hallways/Arrival/Dismissal/Bus**
Give respect	~ Display proper manners ~ Use respectful language and voice tone ~ Respect personal space	~ Display proper dining etiquette ~ Use respectful language and voice tone ~ Keep your space clean ~ Respect personal space ~ Honor the privacy of others ~ Hands, feet and objects to yourself	~ Follow directions ~ Walk and keep to the right ~ Hands, feet and objects to yourself ~ Stay with your class ~ Respect wall displays ~ Go to designated areas ~ Use respectful language and voice tone
Initiate safety	~ Follow all emergency procedures and directions ~ Keep hands feet and objects to yourself ~ Always ask permission before leaving ~ Use materials and equipment appropriately	~ Wash hands upon entering and leaving ~ Wait in line patiently ~ Help keep area clean ~ Keep hands, feet and objects to yourself	~ Walk and keep to the right ~ Follow directions from all staff ~ Go directly to your designated location with appropriate staff ~ Speak in a conversational tone ~ Keep hands, feet and objects to yourself
Achieve success	~ Follow directions ~ Have materials available and ready ~ Work appropriately the entire period	~ Follow all rules ~ Display proper manners ~ Make healthy choices ~ Keep area clean ~ Respect personal space ~ Wash hands with soap	~ Follow directions ~ Go directly to designated location ~ Respect personal space ~ Keep hands, feet and objects to yourself ~ Arrive and depart on time
Nurture responsibility	~ Follow directions ~ Be on time ~ Be prepared ~ Use respectful language and voice tone	~ Follow directions ~ Keep your space clean ~ Hands, feet and objects to yourself ~ Return any equipment you use ~ Use nearest rest room ~ Keep area clean ~ Return to class promptly	~ Follow directions ~ Have belongings with you ~ Go directly to designated location ~ Walk and keep to the right ~ Arrive and depart on time ~ Use respectful language and voice tone
Team work	~ Take turns ~ Include others ~ Help each other ~ Be an active listener ~ Use kind words and actions toward each other	~ Take turns ~ Assist your peers ~Use fair play and include all willing participants ~ Respect others and share ~ Keep **YOUR** area clean ~ FLUSH! ~ Be courteous ~ Respect personal space ~ Use respectful language and voice tone	~ Wait respectfully to be called ~ Stay with your group ~ Follow directions ~ Hold doors for others ~ Use respectful language and voice tone ~ Go to your designated location ~ Help others

Dignity for All Students Act

The Dignity Act *emphasizes the importance of tolerance and respect for others by students and staff alike. Therefore, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, guidance counselors, principals/administrators, support staff and other school personnel have particularly important roles to play in its implementation.* ***Students or a parent of a student who feels that they are a target of discrimination or harassment while on school property by any student/students or employee are encouraged to seek out assistance from whomever they feel most comfortable speaking with.*** *Any staff member who witnesses students being the target of discrimination or harassment or is told of a student being a target of discrimination or harassment must fill out the Little Flower DASA Reporting Form and submit it to the Dignity Act Coordinator. This form is kept in the school's main office.* ***The Dignity Act Coordinator is Robert Scappatore. Contact info is: rscappatore@littleflowerufsd.org, (631)-929-4300 x105***

The Dignity Act *prohibits discrimination and harassment of students on school property, including at school functions, by any student and/or employee. However, harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyber bullying.*

Discrimination

The Little Flower Union Free School district does not discriminate on the basis of sex, race, age, color, national origin or handicapping condition in the educational programs or activities which it operates, and it is required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 not to discriminate in such a manner. The policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings and student activities.

LITTLE FLOWER UFSD

BEHAVIOR SUPPORT ROOM DEFINITION AND PROCEDURES

(ACCOMPANYING DOCUMENT TO BOARD POLICY 7351)

Introduction and Context

Little Flower UFSD employs a seven-member team comprised of four behavior support team members and three security personnel. The roles of these individuals are defined in the Employee Handbook, updated annually. In summary, this team of professionals exist to support students and staff in ensuring a consistent learning environment for all through the implementation of research-based behavioral supports and interventions. One part of this model of support includes the use of a behavior support room, a multi-purpose location essential to the functioning of the school.

In accordance with 8 NYCRR – Section 200.22(c), Little Flower UFSD maintains records for all uses of time out rooms as noted in the referenced section. However, the term "time out room" itself carries with it a connotation which does not align with our multi-tiered approach to behavior management and support, including our Positive Behavior Intervention and Supports (PBIS) model; our trauma- informed organizational approach known as the Sanctuary Model; our therapeutic support model, Therapeutic Crisis Intervention; and our transformative approach to accountability, Restorative Justice Practices. Thus, this document shall serve as a procedural guide to the behavior support room.

Goals

The goals of the behavior support room are simple:

1. Provide a safe and supportive, temporary therapeutic setting for students to prepare themselves to reenter the learning environment and reengage academically, behaviorally, and social-emotionally;
2. Provide access to staff to support students throughout this process;
3. Assist students in returning to the learning environment within 10 minutes of entry, as appropriate and noted above; and
4. Document all services and supports to inform individual and programmatic decision-making.

Student Self-Referral

The behavior support room is many things to our students. Students may self-refer to the room to take a physical or mental respite when they are feeling stressed or triggered. Students may complete classwork assignments (with faculty approval) when the classroom environment is overstimulating to them. Students may also seek to spend quiet time in the room under the supervision of a behavior support team member, or may refer themselves for the purpose of seeking counseling or discussion with a team member or their assigned pupil personnel services staff (school) or mental health staff (RTC).

Outcomes from a self-referral may include the student returning to their classroom on their own accord, at the suggestion of a behavior support team member, or after following up with additional support staff. Behavior support may follow up with faculty or staff based on the purpose of the student visit.

Faculty/Staff Request

Students may also be requested to visit the behavior support room by faculty or staff when in a pre-crisis phase and demonstrating behaviors noted in an IEP or BIP as leading to aggressive or disruptive behavior, or when demonstrating aggressive or disruptive behavior. This *does not* constitute a formal referral requiring an office referral or behavior incident report, and is intended to provide students with the support to return to the learning environment in a quick and seamless manner.

Outcomes from a faculty/staff request may include those from a self-referral, with the addition of a follow-up from behavior support with the requesting faculty/staff to determine which, if any, follow-up supports are necessary for the student.

Faculty/Staff Referral

Students may be referred to the behavior support room by faculty or staff during demonstration of aggressive or disruptive behaviors which is accompanied by an office referral or incident report.

Students shall be accompanied by the referring staff or behavior support may accompany the student from the classroom. Supports will be provided in the behavior support room, with the goal to assist the student in returning to the classroom as quickly as possible without entering crisis.

Outcomes from a faculty/staff referral include those from a faculty/staff request, with the addition of administrative follow-up, Red Flag meeting, inclusion in a Restorative Justice activity, and/or consequences aligned to the Code of Conduct and incident report.

Crisis Intervention

When a student is in crisis and requires immediate intervention by faculty/staff and/or behavior support team personnel, the behavior support may be used as a safe space to implement therapeutic de-escalation strategies or, in the rarest of cases, physical restraints. In this event, the definition of a time out room as per 8 NYCRR – Section 200.22(c) would be met and appropriate documentation as per the regulation would ensue.

Outcomes from a crisis intervention may include a report to Justice Center and/or NYSED, consequence aligned to the Code of Conduct and incident report, referral to counselor and/or RTC mental health staff, or outcomes noted in the faculty/staff referral.

Behavior Support and Whole Child

In all instances, the purpose and goal of the behavior support room is to provide all possible supports to our students in an effort to therapize their behavioral, social-emotional, mental health, and academic needs, and to enable to student to return to the learning environment with a little disruption as possible.

This is achieved through a common understanding of the behavior support room, the role it serves across our multi-tiered support system, and how we can best serve students as a community to ensure we continually meet our vision for the district, *Dedicated to the Education of All Students*.

Dissemination

The behavior support room procedures shall be updated annually as necessary and included in the Parent Handbook, Student Code of Conduct, and intake packets for newly-accepted students.

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Little Flower Union Free School District
Student Contract

I have read and I understand the Handbook & Acceptable Use Policy. I have had the opportunity to ask questions on anything that confused me.

Print Student Name _____

_____ **I understand my rights and responsibilities for the school year.**

_____ **I have read and understood the Little Flower Code of Conduct.**

_____ **I have read and understood the Little Flower Computer and Network Use Policy**

_____ **I have read and understood the Little Flower Attendance Policy.**

_____ _____

Student Signature **Date**

_____ _____

Teacher Signature **Date**

Please note: The full Code of Conduct is posted on the Little Flower UFSD webpage.