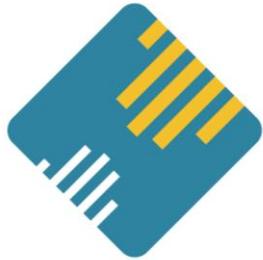


**GATEWAY-LONGVIEW
EDUCATIONAL SERVICES**

Student and Family Manual



Gateway Longview

protect • enrich • give hope

**6350 Main Street
Williamsville, N.Y. 14221
(716) 783-3100**

**GATEWAY-LONGVIEW
DAY SCHOOL / TREATMENT PROGRAM**

Important Information

Social Worker/Counselor: _____

Phone: _____ **Email:** _____

Teacher/Teacher Aide: _____

Phone: _____ **Email:** _____

SCHOOL ADMINISTRATION

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CARES Mobile Response 882-4357

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Mission

Working together *to protect, to give hope, and to enrich* the lives of every child and family we serve.

Core Values

Motivated by our foundation of Christian principles and in everything we do, we will demonstrate:

- **Integrity** – Treating every individual with honesty, dignity, compassion, respect and trustworthiness
- **Safety** – Creating a physically and emotionally safe environment
- **Empowerment** – Building on the strengths of every individual and family to create positive opportunities
- **Diversity** – Celebrating the inclusion of all individuals and their beliefs, backgrounds, and life experiences
- **Collaboration** – Partnering to inspire a community where all children feel loved, safe, valued and capable of great achievements

Day School Treatment Program Statement of Purpose

“Gateway-Longview’s Lynde School educates the minds and spirits of the students we serve, while supporting their social and emotional growth.

We firmly believe that our holistic approach provides our students and their families with the necessary skills to achieve future successes.”

Day School Treatment Program General Description

The Day School / Treatment Program provides special education services for children ages 5-21 who require a high degree of structure, individualized attention and intensive support services. The program seeks to enable students to expand their sense of responsibility, improve their self-control and enhance their abilities to form and maintain appropriate relationships with peers and adults while increasing their academic abilities. Families are not charged fees or tuition for any services provided by the Day School Treatment Program.

Eligibility:

To be eligible for services a student must be classified as Emotionally Disturbed (ED) or Other Health Impaired (OHI) by the student’s home school district Committee on Special Education, and have an IQ of at least 70. Referrals are accepted from CSE’s within a 45-mile radius.

Students are expected to remain in the program for at least the duration of the school year in which they are accepted.

General Services Include:

- 12-month school schedule (8:30am-2:45pm)
- Small, comfortable setting designed to meet the needs of special education students
- Highly structured, self-contained 6:1:1 classrooms with a certified teacher and teacher assistant
- Therapeutic crisis intervention staff and services that enhance the classrooms through proactive and responsive support services
- Daily communication with parents / guardians
- Provision of academics designed to meet or exceed the guidelines / expectations of the New York State Department of Education
- Extracurricular / after-school programming such as reading club, student council, tutoring and others meant to enhance both academic and social / emotional skill development (for students in Grade 5 and up)
- Life and job skills training for students primarily 14 and older
- Speech, Occupational Therapy and Physical Therapy as needed per individual students IEP
- Prevocational training (for eligible students)
- Parent education and support groups
- Mainstreaming opportunities including community outings, athletics and special events
- Coordinated, goal driven planning for transition back to home school district or graduation from High School

Clinical Services Include:

- Individual counseling at a minimum frequency of 1 time, 40 minutes per week
- Group counseling at a frequency of 1 time, 40 minutes per week
- Family Counseling / Parent Training at a frequency of 120 minutes per month
- Crisis Intervention Counseling for students and families as needed
- Flexible scheduling to meet family need
- Advocacy and support to student(s) / family regarding educational, legal, vocational, medical, social services and other related needs
- Coordination of treatment planning with other community based providers as needed
- Parent support and training groups
- Art Therapy (by referral)
- Multi-disciplinary case conference meetings which include participation from consulting psychiatrist

Medical Services:

Gateway-Longview nurses are available at all times for each site and address and coordinate health & medical issues with / for the students, families, and program.

Consulting / Contractual Services:

- Speech
- Occupational therapy

- Physical Therapy
- Consulting Psychiatrist

Client Rights

Gateway-Longview strongly believes that all clients have basic rights that shall be respected. It is our contention that if we are to teach respect for the rights of others, we must begin this teaching process by our own modeling. We therefore treat each child and family with respect regardless of their situation.

Following are the rights of clients served by Gateway-Longview programs; these rights are not exhaustive, but serve as our basic philosophy of client rights.

I. The following apply to all clients:

1. Every client has the right to participate in the highest quality individual treatment services Gateway-Longview can provide.
2. Every client's fundamental legal rights, including privacy rights, continue while he or she is a client.
3. Every client has a right to know why he/she is being referred for services. Any client may request an in-house review or public Agency review of his/her individual treatment plan.
4. Every client has the right to be called by his/her given name. Nicknames are to be used only if the client approves. No client will be called or referred to in any derogatory manner.
5. To the extent permitted by law, each client has the right to decline specific medications or treatment procedures, and will be informed of possible medical/therapeutic consequences of his/her actions.

II. The following additional statements apply to children in Gateway-Longview educational programs.

1. Every child has the right to be humanely treated and provided with whatever is necessary for his/her safety, comfort, and well-being.
2. Every child has the right to expect and receive supervision and discipline geared to meet his/her individual needs. Corporal punishment, room isolation, mechanical or pharmacological restraints are not allowed.
3. Every child has the right to receive appropriate educational and vocational instruction and guidance as well as supervision and discipline geared to meet his/her individual needs.

Family Educational Rights and Privacy Act

Gateway – Longview, Inc. is committed to protecting the privacy of students who attend Gateway – Longview, Inc.'s Therapeutic Preschools and Lynde Day School Treatment Program, which serves both day and residential treatment students. As a result, through this Family

Education Rights and Privacy Notice (the “Notice”), Gateway – Longview, Inc. is informing parents and students of their rights under the Family Education Rights and Privacy Act. For purposes of this Notice, parents or parent are defined as a parent of a student at Gateway – Longview, Inc.’s Therapeutic Preschool and/or Lynde Day School. A parent includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. Also for purposes of this Notice, eligible students or eligible student are defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Rights of Parents and Eligible Students:

Inspection and Review of Student’s Education Records: Parents and eligible students have the right to inspect and review a student’s education records, unless not permitted or limited by law, within 45 days of Gateway – Longview, Inc.’s receipt of a request to inspect and review the education records. However, Gateway – Longview, Inc. may charge a fee for a copy of an education record, which is made for a parent or eligible student, but Gateway – Longview, Inc. will not charge a fee to search for or to retrieve the education records of a student.

Amendment of Student’s Education Records and Hearing: Parents and eligible students also have the right to seek an amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Any requests for an amendment to a student’s education records must be sent in writing to: **Vice President of Education Services, 6350 Main St. Williamsville, NY 14221.** The request must specify what information from the student’s education records you would like amended and the reason why you are requesting the amendment.

Upon receipt of the amendment request, Gateway – Longview, Inc. will decide whether to amend the record requested within a reasonable time after receipt of the request. If Gateway – Longview, Inc. decides not to amend the record as requested, Gateway – Longview, Inc. will inform the parent or eligible student of its decision in writing and advise the parent or eligible student of his or her right to a hearing regarding the amendment request, which Gateway – Longview, Inc. denied. Such hearing, if requested by the parent or the eligible student, will be held within a reasonable time after Gateway – Longview, Inc. receives the request for the hearing. Gateway – Longview, Inc. will provide written notice of the date, time, and place of the hearing to the parent or eligible student in a reasonable amount of time before the date of the hearing.

At the hearing the parent or eligible student will be given a full and fair opportunity to present evidence relevant to the amendment of education records request. Also the parent or eligible student may, at his or her own expense, be assisted or represented by one or more individuals, including an attorney.

If, as a result, of the hearing, Gateway – Longview, Inc. decides that the information within the student’s education records is indeed inaccurate, misleading, or otherwise in violation of the privacy rights of the student, Gateway – Longview, Inc. will amend the record accordingly and will inform the parent or eligible student in writing about the amendment.

However, if Gateway – Longview, Inc. decides after the hearing that the information within the student’s education records is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, Gateway – Longview, Inc. will inform the parent or the eligible student in writing of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of Gateway – Longview, Inc.

If Gateway – Longview places a statement in the education records of a student, Gateway – Longview, Inc. will maintain the statement with the contested part of the record for as long as the record is maintained. In addition, Gateway – Longview, Inc. will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Consent to Disclosure of Personally Identifiable Information: A parent or eligible student has the right to consent to the disclosure by Gateway – Longview, Inc. of personally identifiable information (“PHI”); provided that the parent or eligible student does the following:

- a) Provide the consent in writing;
- b) Specify the records that may be disclosed;
- c) State the purpose of the disclosure;
- d) Identify the party or class of parties to whom the disclosure may be made; and
- e) Sign and date the request.

PHI includes, but is not limited to, the following:

- The student’s name;
- The name of the student’s parent or other family members;
- The address of the student or the student’s family;
- A personal identifier, such as the student’s social security number or student number; or
- Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name.

Notwithstanding the above, Gateway – Longview, Inc. may disclose PHI from an education record of a student without a written consent from either the parent or the eligible student if the disclosure meets one or more of the following conditions:

- i. The disclosure is to other school officials within Gateway – Longview, Inc. whom Gateway – Longview, Inc. has determined have legitimate education interests in the PHI. A school official is (i) an individual who Gateway – Longview, Inc. has employed as a supervisor, teacher, nurse, director, administrator or support staff member or (ii) an individual or corporation, which Gateway – Longview, Inc. has contracted to perform services on behalf of Gateway – Longview, Inc. (i.e. therapist, attorney, auditor, etc.) A school official has legitimate education interests if the official needs such PHI in order to fulfill his or her professional duties;
- ii. The disclosure is to a contractor, consultant, volunteer, or other party to whom Gateway – Longview, Inc. has outsourced services or functions; provided that the contractor, consultant, volunteer, or other party performs a service or function that Gateway – Longview, Inc. would otherwise use employees, is under the direct control of Gateway – Longview, Inc. with respect to the use and maintenance of education records, and will not disclose the information to any other party without the prior consent of the parent or the eligible student;

- iii. The disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purpose related to the student's enrollment or transfer;
- iv. The disclosure is to authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of the U.S. Department of Education; or State and local educational authorities for the purpose of an audit or evaluation of Federal or State supported education programs, or the enforcement of or compliance with Federal legal requirements, which relate to those programs;
- v. The disclosure is to organizations conducting studies for, or on behalf of, Gateway – Longview, Inc. in order to develop, validate, or administer predictive tests or improve instruction;
- vi. The disclosure is to accrediting organizations to carry out their accrediting functions;
- vii. The disclosure is to comply with a judicial order or lawfully issued subpoena and Gateway – Longview, Inc. has made a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance with the subpoena or judicial order, unless the disclosure is connected to a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose and the court or issuing agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed;
- viii. The disclosure is in connection with an emergency and disclosure of PHI is necessary to protect the health or safety of the student or other individuals; or
- ix. The disclosure is any other disclosure, which is permitted by law.

File a Complaint: A parent or eligible student has the right to file with the Department of Education a written complaint concerning alleged failures by Gateway – Longview, Inc. to comply with the requirements of the Family Education Rights and Privacy Act. A parent or eligible student may send his or her written complaint to the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW. Washington, DC 20202

Psychoeducational Program Overview

In addition to academics, a major component of the program is the daily work done with students to help them develop healthy, pro-social coping skills. This is accomplished through formal (weekly individual and group counseling) and informal (daily interactions with staff and students) coaching. The Gateway-Longview Education Programs use a school wide “menu” of interventions to assist students in de-escalating from a crisis and/or avoiding crisis/inappropriate behavior altogether. Every student will have an Individualized Crisis Management Plan (ICMP)

created by his or her counselor which identifies the most effective strategies for helping them avoid a crisis situation. The plan may include any of the following interventions:

School Wide Intervention Techniques

- Managing the Environment
- Prompting/Redirection/Hurdle Help
- Controlled Choices
- Proximity Control
- Take 5 (Brief Breaks)
- Use of Relaxation Room
- Sensory Integration Tools
- PBIS
- Physical Activity (taking walks, using the gym)
- Talking with a trusted adult

In addition, this program utilizes Time Out and Crisis Counseling.

Therapeutic Use of Time Out and Crisis Counseling

Time-Out for Gateway's Day School/Treatment Program is a therapeutic intervention technique designed to facilitate growth in regard to the student's ability to deal with stress and /or crisis in a pro-social manner. Crisis Counseling should be used before the use of Time Out if at all possible. If Time Out is used it has to be identified in the IEP (Individual Education Program), BIP (Behavior Intervention Plan) and ICMP (Individual Crisis Intervention Plan) and be time limited according to the IEP/BIP.

Standards of Practice:

1. Time-Out is a specific intervention identified and defined on a student's IEP/BIP.
2. Crisis Counseling Rooms are available for Time-Out. Crisis Counseling Rooms are available as a place for students to de-escalate from difficult situations. The intervention of Time-Out or the Crisis Counseling Rooms are not to be used as a consequence or punishment for inappropriate behavior. Students are never left alone in Time Out or in Crisis Counseling rooms.
3. The standard for a student to leave the program area to the Crisis Counseling room is that the student's level of disruption of the immediate environment, is such that it cannot be successfully ignored by the staff and other students. Physical removal of a student from a class is to be used ONLY when a student has become a danger to themselves or others in that space.
4. It is also appropriate to move a student to the Crisis Counseling room or other area when an issue is too sensitive to process in front of the other students.

5. When a student is in need of Time-Out room intervention, the student will be walked to Time-Out by classroom staff (with the assistance of Crisis Staff if necessary). The precipitating problem and will be communicated to the Crisis Staff.
6. A student directed by a staff member to use a Crisis Counseling Room outside of specific parameters set by a student's IEP/BIP for the intervention of Time Out is considered an Emergency Intervention.
7. The student understands that work missed is expected to be made up in the program area by the student or for homework as per the discretion of the classroom staff and treatment team using best therapeutic practice as the framework for the decision.
8. The Crisis Staff are responsible for continuing to help the student's efforts toward de-escalating and proceeding through the Life Space Interview (LSI).
9. A student in Time Out must allowed to return to class when the time indicated on their IEP/BIP is up unless they are demonstrating that they are a danger to themselves or others. All uses of Time Out will be documented on the students school note and in the Time Out log.
10. When the Crisis Staff have assessed the student's readiness to re-enter the classroom after crisis counseling, he / she will contact the classroom staff to notify them to come to Crisis Counseling to complete the process of the LSI and assist the student in regard to reentering program, or accompany the student back to the program area where the LSI will occur.

The Life Space Interview (LSI)

Students in the DS/TP are expected to meet all expectations which revolve around five core rules components. These components are as follows:

- I: Prompt and Prepared
- II: Task Completion
- III: Compliance
- IV: Respect
- V. Safety

Most acting out or inappropriate behavior student behavior falls into one or more of these categories. These areas are tracked individually using the Daily School Note as the tracking instrument (see School Note Section for details).

Discussing or talking about issues or incidents that cause stress or disruption in a student's day is a very important skill that will support them in reaching their goals. When these stressful times come up or incidents occur, staff will help students to identify what caused the real problem and how we can help them deal with similar problems in the future, in a way that will hopefully be less stressful and/or disruptive to their ability to meet their goals.

If a stressful or disruptive incident occurs you will be required to complete the LSI with staff. Staff will not have this discussion a student who is being disrespectful, aggressive or showing in other ways they are not relaxed or calm enough to complete the LSI successfully.

The steps we will guide you through to successfully complete the LSI are as follows:

- 1. I – Isolate the conversation.** This step will help you and staff stay focused on discussion without un-needed distraction. This will also support you with keeping your business more private.
- 2. E- Explore your point of view.** This step will give you an opportunity to make sure staff is hearing how you saw the incident and how you feel about the issue that caused stress and disrupted your routine.
- 3. S- Summarize your feelings and the content of what you shared.** This step will assist you in making sure we really understand your point of view. Staff will review what you shared and you can provide more information if we do not fully understand your point of view.
- 4. C- Connect your behavior to how you were feeling.** This step will assist you in really identifying what gives you stress and how your behavior at those times either helps or gets in the way of you being able to stay with your routine and meet your goals.
- 5. A- Alternative behaviors discussed.** This step will assist you with identifying better ways to deal with stress or being upset in the future.
- 6. P- Plan developed and Practice new behavior-** In this step we will assist you with coming up with a positive plan for the next time the same type of stress or issue comes up.
- 7. E-Enter back into your routine-** In this step staff will assist in preparing you to successfully move back to the regular routine. To successfully close the stressful incident or issue staff will assist you by making sure all tasks required to repair or restore relationships are completed. These tasks will depend on what actually happened but it could mean tasks such as cleaning up any mess you made, apologizing to others affected by your behavior or other as identified by you and staff. During this step staff will also provide support by making sure you know where you will be re-entering your routine and if needed, how you will make up missed activities or tasks.

Functional Behavior Assessments (FBA) and Behavior Intervention Plans (BIP)

When a student is exhibiting persistent behaviors that impede his or her learning or the learning of others, despite consistently implemented program interventions, Lynde School staff will consult with the home school district on conducting a Functional Behavior Assessment (FBA). Parents/Guardians will be notified and must give written consent for the FBA to be completed. The FBA will identify the problem behavior, a hypothesis as to why it occurs, a baseline of the frequency, duration and intensity of the behavior and possible antecedents and reinforcing consequences of the behavior. The FBA is created through a series of direct observations, interviews with the student and staff, and review of data and/or previous assessments. The results

of the assessment are used to determine whether a student requires a Behavior Intervention Plan and in the development of subsequent Individualized Education Programs (IEP).

A Behavior Intervention Plan (BIP) is a specific, detailed plan to address persistent behavior issues. The plan is based on the results of the FBA and include a description of the problem behavior, a hypothesis as to why it occurs, and intervention strategies to address the antecedents and reinforcing consequences of the behavior. The plan is reviewed by the team every two to four weeks and modified based on the student's response to the plan.

Summer Youth Work Program

The Gateway- Longview Day School/Treatment Program provides vocational training to eligible students. Students spend their afternoons working at job sites located on school grounds. To be eligible, students ages 14 and over in Day School must have consent from their parent or guardian and be in good academic and disciplinary standing. Specifically, the student must have NYS working papers, must have passing grades in the majority of their classes (or are making up two or fewer classes) and/or working for a CDOS diploma. Students must be in good standing in school regarding their behavior as well or they may not be able to work while on Level 4. All students who are eligible are strongly encouraged to participate in the work program. Students are paid minimum wage for the hours they are employed.

The Summer Youth Work Program runs for the duration of the summer school program. Students attend school in the morning from 9:00-11:30. Those students involved with the work program will then meet in the lobby, grab a bag lunch from the recreation office and go off to their work site to eat lunch with their supervisor. Day School students are dismissed at 2:30.

Therapeutic Recreation

After School Activities:

After school activities for students in grades 5 - 12 take place on Tuesdays and Thursdays from 3:00-4:30pm for Day School Treatment and identified Residential Education Students. These hours are in place to allow students to receive academic support, participate in intramurals and clubs.

Eligibility/General Information:

Intramurals/Clubs

- Students on Level 1, 2 or 3
- Have enough Grizzly Gold to buy the opportunity
- Intramural/Club schedules will be listed on the monthly activity calendar
- Students are expected to turn in all devices (cell phone, tablets) to staff prior to the start of the activities. Devices will be returned from the staff when students are exiting vans at their home – (including Level 1/2s) or when they are leaving with their pre-planned ride.
- There will be an organized activity (i.e., kickball) from 3-4pm, then more flexible, computers/gym time from 4-4:30pm. Students should know that they will be expected to join the organized activity.

Academic Support: Academic support is recommended by a member of the treatment team. Staff remain with student to provide academic support until at least 4:15pm.

Student Sign up Procedure

- The After-School Binder will be located in the Main Office.
- ONLY homeroom teacher and/or aide may sign up students for detention or intramurals
- Students must be signed up no later than 12:00pm and should be identified as staying for academic support or intramurals
- Academic support students take precedence over intramural/club students on vans
- Counselor/Teacher will call student's parents and bus if needed
- Administration must be notified if a student has to be removed from the academic support/intramural list for any reason, prior to the student being informed.

There are normally **5 or 10** spaces available for students requiring transportation. Students who have met the above criterion will be considered in the following order:

1. Students for academic support and/or work hours
2. Students on Level 1 or Level 2
3. The remainder of the open spaces requiring transportation will be filled with Level 3 students.

Suspension of Student Participation

Student behavior that is unsafe during Intramural and/or Detention must be discussed with Administration prior to administering any suspension of participation.

Cancellation of Activities

If the need arises, (e.g. change in staff availability/inclement weather) after-school activities will be cancelled. The Homeroom staff will be notified and parents/guardians will be called by the student's homeroom staff in order to inform them that the student will be coming home on the bus.

Field Trips:

Recreational Field Trips are earners:

- El Ed Students must earn 80% of their points *for the week (Monday-Thursday)* in order to attend the field trip **AND** have enough Grizzly Gold in their banks to spend.
- DS/TP Secondary must earn 90% of their *for the week (Monday-Thursday)* in order to attend the field trip **AND** have enough Grizzly Gold deposited to cover the field trip price before the day of the event
- All DS/TP Permission Slips need to be received prior to going on any field trip
 - Should a student qualify and the permission slip is not returned, a verbal authorization may be accepted by homeroom teacher, counselor, or administrator. Any verbal authorizations needs to be documented.
 - If the permission slip is not returned and verbal authorization could not be made, a student may still attend utilizing the Consent signed during intake. Administration must be contacted if this should occur.

- In the event a student has met all criteria for any field trip, but homeroom staff feel that student is a safety risk and should not attend, needs to contact administration and counselor before a decision is made.
- Students participating in the Summer Youth Work Program can attend 2 field trips

Code of Conduct Summary

The Lynde School is committed to providing a safe and orderly educational environment where students receive and Lynde School personnel deliver quality educational services without disruption or interference. This new law seeks to improve school security and ensure a safe and effective environment.

The Lynde School's Code of Conduct contains provisions regarding:

- Student' rights and responsibilities;
- Essential partners in creating a positive school climate. This includes attending school daily ready to learn. If a student is missing school, it is the responsibility of the parent/guardian to notify the classroom on the morning of the absence and to provide a written excuse as soon as the student returns to school. The following reasons for student absences or tardiness are recognized as valid:
 - sickness;
 - sickness or death in the family;
 - impassable roads;
 - religious observance;
 - required court appearances.

Notification is also required if a child comes in late or needs to be excused early. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless another individual has been designated in writing.

- Appropriate conduct, dress and language;
- Use and possession of electronic devices;
- Security and safety of students and personnel;
- Prohibited student conduct (including conduct that is disorderly, insubordinate, disruptive, violent, or endangers the safety, morals, health or welfare of others);
- Academic misconduct (including plagiarism, cheating, etc.);
- Disciplinary consequences and procedures;
- Disciplinary measures to be taken for incidents involving illegal substances, weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence;
- Student removal from a classroom, Gateway-Longview property or Lynde function for substantially disruptive behavior;

- Compliance with state and federal laws relating to students with disabilities;
- Law enforcement notification for Code violations which constitute a crime;
- Parent/person in parental relation to the student notification of Code violation;
- Referrals to appropriate human service agencies;
- Student searches and interrogations, including interrogations by law enforcement officials and child protective services' investigations;
- Minimum suspension periods for students who are violent or who repeatedly are substantially disruptive or substantially interfere with the teacher's authority over the classroom.

Health Services

Health-related Admission and continuing Enrollment Requirements for Students

ADMISSION:

Immunization Requirements:

DIPHTHERIA: Three or more does of diphtheria toxiod (DTP, DT, Td, or DtaP). After the seventh birthday, adult type Td is usually substituted for DTP, but any of these products fulfills the diphtheria requirement.

POLIO: Either three or more does of (OPV) trivalent oral poliovirus vaccine (SABIN) or inactive polio vaccine of enhanced potency (EIPV).

MEASLES: Either one dose of live measles vaccine administered on or after the first birthday or documentation of physician diagnosed measles disease or serologic evidence of immunity for students born before 01/01/85. All students born on or after 01/01/85 in Kindergarten or higher grade must have two doses of vaccine, serologic evidence of immunity or documentation of physician diagnosed measles disease.

RUBELLA: Either one dose of live rubella administered on or after the first birthday or serologic evidence of immunity.

MUMPS: Either one dose of live mumps vaccine administered on or after the first birthday or documentation of physician diagnosed mumps disease or serologic evidence of immunity.

HIB: Children born after 1985 are required to receive haemophilus influenza type B vaccine. If three doses of HIB vaccine were not administered prior to 15 months of age, then one dose is required, administered on or after 15 months of age.

HEP B: Three doses of Hepatitis B vaccine at age appropriate intervals required for all children entering K-12.

VARICELLA (Chicken Pox): One dose. Born on or after 1/1/98 or born on or after 1/1/94 and enrolling in 6th grade or documented history of having Chicken Pox.

Physical Exam:

TB Test: By family's physician, pediatrician, or home school district physician, within 6 months preceding admission. Must be on Gateway-Longview's Physician's Medical Form.

Health/Medical History: Detailing past or current illnesses, medications, allergies, injuries, and any physical limitations on Student Health and Developmental History Form.

CONTINUING ENROLLMENT:

1. An annual physical exam by the family physician, pediatrician, or home school district physician is required to ensure the student's continued enrollment at Gateway-Longview.

Health Care to be provided by Gateway-Longview for Students

- A. Health Assessment of students as needed to recognize symptoms of illness, communicable disease, abuse or neglect.
- B. Annual screenings: 1). Vision screening; 2). Hearing test; & 3). Scoliosis check.
- C. Arrangements for students who become ill or are injured include:
 - 1). Notification of parents, guardians or persons having legal custody.
 - 2). Appropriate first aid.
 - 3). Continued observation until student is taken home by parent/guardian.
 - 4). In the event of a Medical Emergency (immediate medical care is required), the appropriate staff member responsible for securing such care shall do so and notify the student's legal guardian ASAP. In most cases, this would involve the student being transported (by ambulance if necessary) to the nearest Emergency Room or one of the parent's choice, and the parent meeting the child and staff there.
- D. Requirement/Provisions for the administration of medication, treatments, or special diets:
 - 1). Gateway must have:
 - a. Written permission/order from the prescribing physician.
 - b. Written permission from the parent/guardian.
 - c. Medication in the prescription bottle clearly labeled with the student's name, name of the medication, correct dosage, method, and time of administration.
 - 2). All Medication will be kept under lock and key, inaccessible to students.

Gateway-Longview Wellness Policy for Students

Gateway-Longview's school programs are committed to providing a school environment that enhances the learning and development of lifelong wellness practices. Gateway-Longview's

Wellness Committee is designated as the vehicle for oversight of this policy, and will report to the Program Vice Presidents.

The following are some examples of how the committee hopes to accomplish the intended goals (for a complete list or more information, please ask your child's School Social Worker):

1. Recognizes that a student's overall emotional wellness will play one of the most important roles in making healthy food and physical activity choices. All student direct care and support staff will be recognized as an integral part of any strides in overall wellness.
2. Requires that each school or related program director meet with the Wellness Committee at least annually to review wellness activities in their specific program.
3. Acknowledges that sequential and interdisciplinary nutrition education will be provided and promoted through formal classroom instruction. Health and Wellness instruction will be instituted at each grade level.
4. Requires that all child nutrition programs comply with federal, state, and local requirements, and are accessible to all students.
5. Requires that all Gateway-Longview schools ensure that snack food sold in the school, on school property and in student accessible vending machines before, during and after the school day meet these specific standards because they are nutrient dense. Exceptions, as approved by administration, for special events may be acceptable.
6. Requires that the only beverages sold in schools, and in student accessible vending machines before, during and after school day are: milk with a fat content of no more than 1%, water and juices having 100% juice. Exceptions as approved by administration, for special events may be acceptable.
7. Requires that all foods made available will adhere to food safety and security guidelines.

Pool Rules and Regulations

Rules

- A certified Lifeguard must be on duty with bathing suit, rescue tube, CPR mask, and whistle on them when the pool is being used. Support Staff must provide direct supervision in and around pool area. Youth must come prepared to swim and have Staff with them at all times.
All youth must be pre-tested by a WSI instructor before entering pool area.
- No person having skin lesions, planter warts, athlete's foot or inflamed eye, mouth, nose or ear discharge or who is known to be a carrier of the Microorganisms of any communicable disease shall use the pool. (Sanitary Code of Erie County)
- Running and horseplay is strictly PROHIBITED; this includes pushing anyone into the pool.
- No eating, drinking, or gum chewing in the pool area. Water bottles are acceptable.
- Everyone must wear an approved bathing suit: no cut off shorts, underwear, bikinis (2 piece suits), or T-shirts. Males must have a drawstring and mesh lining. Females must have a lining covering private areas.
- No inflatable devices will be permitted in the pool area unless authorized by the on-duty Lifeguard and proper supervision is available

- No garbage will be thrown in the pool or pool area
- Swimmers must completely shower before entering the pool.
- Persons will not be allowed to enter the water with any bandages on their body.
- Towels and clothing will not be allowed in the pool area.
- Everyone must wear footwear to and from the pool area.
- Towel snapping is not allowed.
- No jewelry allowed in the pool area: i.e. earrings, friendship bracelets, waterproof watches.
- No reading material is allowed in the pool area: i.e. newspapers, magazines
(Youth are there to swim, Support Staff are there for supervision)
- No one is permitted to congregate around or on pool ladders/stairs.
- Youth must ask permission to use restrooms. Support staff are responsible to supervise the restrooms. Only one student is allowed to be in the restroom at a time.
- All swimmers must dry feet before entering the restrooms.
- Youth are not to utilize the restrooms as changing rooms. They must come prepared to swim.
- **NO DIVING** allowed until completion of Diving lessons.
- Diving allowed only in 9 ft area upon completion of diving lessons. Jumping will be allowed in an orderly fashion from the 9 ft end only, not the sides of the deep end. In the shallow end, jumping will only be allowed at the 4 ft markers.

Lifeguard Whistle System

- 1 short blast-attention of swimmer and attention of support staff
- 1 long blast-emergency, guard leaving station, clear the water, clear the pool area, return to cottages or school

Conditions to Close the Pool

- Thunderstorms – at the first sign of thunder or lightening, the pool area will be immediately cleared. Lifeguards will blow their whistle one long blast. Bathers will go to the school building.
- Unsanitary Water Conditions – lifeguards inspect the facility daily; if there are unsanitary water conditions, the lifeguards will not open the pool.
- Equipment Failure – lifeguards will close the pool and notify appropriate personnel.

Mainstreaming

Mainstreaming is when the Treatment Team works collaboratively with school districts to assist students in returning to public school. The criteria for students mainstreaming will include their level of success in the program, a recommendation by the Gateway-Longview team, parental support and a referral to the Committee on Special Education for approval. Ideally, students will begin mainstreaming on a part-time basis by taking two or so classes in a public school program and continuing at Gateway for the remainder of the classes. Enrollment in public school will

increase based on the student's progress. Students who are shown by their performance to not be ready for a public school environment can be, with the involvement of the C.S.E. and their parents, brought back to the Day School / Treatment Program full-time. The Treatment Team will monitor the students' academic, social and personal progress on a monthly basis to ensure all goals are being met.

Visitors

Gateway-Longview's Lynde School welcomes visitors during the instructional day. While visitors are welcome, the paramount concern is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized.

In an effort to minimize distractions and retain the confidentiality of our students, we ask that when visiting the Lynde School that you adhere to the following (Please note this includes dropping off and picking up students):

- All school visitors must enter the Lynde School through Door #1 on the Main Street side.
- Visitors will be expected to provide photo ID;
- Visitors are to sign in at the front desk;
- Visitors are to remain in the waiting area until accompanied by Gateway-Longview Staff to their destination;
 - There are two designated waiting areas for the Lynde School
 - Off of the front entrance;
 - The Main Office off of the Atrium;
- Visitors are NOT permitted to walk through the Lynde School unaccompanied unless permission has been given by a member of the Lynde Administrative Team;
- Visitors must have a Visitors Badge visible at All TIMES while in the Lynde School;
- Visitors are expected to abide by the general rules of the Lynde School.

Staff expecting visitors are to make note in the Visitor's Calendar located at the front desk. The Administrative Assistants cannot leave the front door to walk guests down the hallway. Staff need to be available at the time they are expecting visitors. The following information is required for each visitor:

1. Date of visit
2. Time of visit
3. Purpose of Visit
4. Location of Visit
5. Staff Responsible for Visitor

Previous students are welcome to return to the Lynde School. Prior permission must be given by the student's former Social Worker or by Lynde Administration. The date and time must be agreed upon and documented in the Visitor's Calendar.

Client Grievance Procedure

Clients, and/or parent, guardian, client advocate, and interested parties:

- 1. If you feel services have not been provided to you fairly or reasonably, and you have been unable to resolve this with your counselor, you may present your concerns, in writing, to your counselor's immediate supervisor. You are entitled to an answer within three working days.**
- 2. You have a right to legal recourse; you have a right to confer with family, attorney, physician, clergy person, and others at any time.**
- 3. If you believe your grievance has not been properly attended to by your counselor's immediate supervisor, you have the right to ask that your grievance be pursued by the administrative structure of the agency. Responses are due at each step within three working days if you believe your grievance has not been fairly settled.**
- 4. If you believe your grievance has not been properly attended to within this agency, or that your child has been subjected to abuse or neglect in while in the care of the agency, you have the right to contact the following state agencies:**

A. Educational matters:

**New York State Department of Education
Regional Office
335 Harlem Road
West Seneca, New York 14224
716-821-7360**

B. All other issues:

**New York State Justice Center
Vulnerable Persons Central Register
855-373-2122**

**New York State Office of Children and Family Services
Regional office
Ellicott Square Building
295 Main Street, Room 838
Buffalo, New York 14203
716-847-3145**

Your filing and pursuit of a grievance will in no way curtail, negatively affect, or limit your access to the services of this agency.

Statements of Understanding and Commitment

- I. I have read the Gateway-Longview Day School / Treatment Program Student and Family Manual and have had the chance to ask questions. I agree to follow the program rules and to try my hardest to meet the goals of my education and treatment plan.

Student's Signature

Witnessed By: Staff Signature

Date

- II. I have read the manual and understand what is expected of students and parents. I recognize the importance of my active involvement and support, and I am aware of the responsibilities I must fulfill in order to help my child achieve success in the Gateway-Longview Day School / Treatment Program. I understand that if I do not make every effort to fulfill these responsibilities, I will be undermining my child's chances for success and jeopardizing his / her placement in the program.

Parent Signature

Parent Signature

Witnessed By: Staff Signature

Date

Initial Goals

Within 30 school days of enrollment, an Initial Treatment Plan is developed for each student and family. Your plan will be individualized, and will serve as a guide to you, your parents and staff throughout your involvement in the program. It is important that you understand and believe in the goals we will develop together.

Therefore, we ask each student, and each student's parents, to list below 3 behaviors you hope will change for the better through your participation in the Gateway-Longview Day School / Treatment Program.

I. Behaviors I hope to change for the better:

1. _____
2. _____
3. _____

Student Signature

Witnessed By: Staff Signature

Date

II. Behaviors I hope to change for the better:

1. _____
2. _____
3. _____

