



WILDWOOD SCHOOL



STUDENT AND PARENT HANDBOOK 2026-2027

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Dear Wildwood Parents,

Welcome to the 2026-2027 school year. Our priority at the Wildwood School is to ensure the health and safety of the students, teachers, and staff who come to our campus every day, but we will not be successful without your help!

At our school, we strive to provide all students with a quality educational program while emphasizing community spirit and encouraging personal excellence. We are pleased to have you as a member of our student body and look forward to working with you to make our school the best that it can be.

The Wildwood School Handbook provides a great deal of important information regarding our programs and services, as well as our policies and procedures. Please take time to read the handbook thoroughly and discuss this information with your child. The positive relationship between home and school helps to promote the well-being of our children and their learning process.

We strive to keep the lines of communication open between home and school. To do this, we will utilize our school website and other forms of communication. Please feel free to contact any member of our school staff if you have any questions or concerns. We encourage a close proactive relationship with our parents and look forward to working with you. Wildwood is a wonderful environment for developing young minds and we hope to create lasting memories for your child.

Sincerely,

A handwritten signature in blue ink, appearing to read 'William Clooney', with a stylized, flowing script.

William Clooney
Director of Education
Wildwood School

Wildwood Mission Statement: To nurture students with special needs in a safe, inclusive, and supportive environment through education, therapeutic support, and community acceptance.



2026-2027 Wildwood School Calendar

July 2026							January 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28	29	30
							31						
August 2026							February 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28						
30	31												
September 2026							March 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			
October 2026							April 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	
November 2026							May 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29
December 2026							June 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30			

Days of Instruction			
July	20	February	15
Aug	10	March	19
Sept	16	April	20
Oct	21	May	20
Nov	17	June	18
Dec	17		
Jan	19	Total	182
Student Days			

	School Closed
	Staff Development Days
	RSY Start and End for Students
	ESY Start and End for Students

Overview

At Wildwood, our core values guide us in our work and our interactions with others. They are our shared commitment to one another and the individuals and families we serve. Employees are expected to uphold the core values of the agency in every aspect of their work at Wildwood.

Respect : Treating others the way you want them to treat you.

Integrity: Doing the right thing in a reliable way.

Creativity: Seeing something that does not exist and then making it so.

Holism: Treating each individual as a whole that is more than the simple sum of their parts.

An Overview of Wildwood School

We are a non-public school serving approximately 212 students, ages 5 to 22, from 60 school districts in 14 counties. The school also provides a summer extension program at multiple sites, including a summer camp in Altamont.

Educational Supports

Wildwood provides a comprehensive educational program for individuals of all ages with autism spectrum disorders, neurological impairments, and complex learning disabilities, to prepare them to be as independent as possible. There is a blend of academic, social, employment, and functional skills taught to individuals, driven by their unique needs and preferences. Wildwood also provides a variety of educational opportunities and supports to families to help them be as knowledgeable and informed as possible in this ever-changing world of service provision. This is done primarily through individual consultation as well as through the offering of newsletters, training and conferences.

Work-Based Learning:

Work-Based Learning provides all transition-aged students (ages 14-22) at Wildwood School opportunities to progress in the New York State Career Development and Occupational Studies learning standards.

Behavioral Philosophy

Wildwood School uses a specific philosophy and approach for working with challenging behaviors. The model is proactive in nature and utilizes principles of behavior analysis. The Behavior Specialists work with classrooms to help develop and model preventative approaches to challenging behaviors. Behavior Specialists also meet with classroom teams regularly during team meetings to discuss challenging behaviors, conduct functional behavioral assessments, develop behavior plans and assist teams with documenting identified behaviors.

Program Levels

Elementary

At the elementary level, each child's program is designed to meet their individual needs with the main focus being on skill acquisition, functional communication and activities in daily living. Students' programs are designed with a balance among these, as well as in areas of learning readiness, literacy, math, science and social studies. Positive behavior support is embedded within the program to increase pro-social interactions and decrease challenging behaviors as they arise. Leisure and community skills are focused on at a developmental level.

Intermediate

The intermediate level continues to expand on skill acquisition and target communication. Academic, social and cognitive needs are addressed through individual and small group instruction. Pro-social and positive behavior supports are embedded within the daily program. Literacy, math, social studies, science, technology, family and consumer sciences, as well as others, are part of the student's daily schedule.

High School

The high school level is designed to provide students with access to skills and experiences that are similar to students attending other high schools. All students are exposed to instruction based on the Common Core Learning and the Career Development Occupational Skills (CDOS) Standards. Students are assigned to a homeroom class where they work on their literacy and math skills. Within their homeroom class, students participate in a variety of activities including daily living skills, current events, and improving social interactions. Social studies and science class are taught within a homogeneous cross-class setting to help students learn new information within a group of cognitively similar peers. Students participate in character education projects, career development through work based learning, as well as art and music education. Adapted physical education instruction includes formal skill building in lifelong sports, such as bowling, swimming, and fitness. Instruction also includes health, wellness, and nutrition education.

Young Adult

The young adult level recognizes the importance of transitioning students and their families into the world of adult services. Students and families work collaboratively with classrooms and transition readiness staff to explore and develop post graduation outcomes. Program design reflects a dynamic set of opportunities that allow students to synthesize their skills and apply them to everyday life in the classroom, community, and work settings. The program is highly individualized and designed to tap into students' interests, aptitude, ability and choice.

Summer Extension Program

The Wildwood Summer Extension Program is a comprehensive program, which addresses extended school year goals and related services. The summer extension program serves students who attend Wildwood School, as well as students who attend other special education programs during the school year and operates across multiple locations, including an outdoor location in Altamont, NY. The outdoor location/camp in Altamont is overseen by the Albany County Department of Health.

Transportation

Your child's transportation to and from school is arranged between you and your home school district. Any questions should be addressed with your CSE chairperson or your school district transporter. Wildwood will do its best to assist you and your school district in all matters pertaining to transportation. If you transport your child to school, we ask you to arrive no earlier than five minutes prior to the beginning of school and to pick up your child no later than five minutes past the end of the school day.

Fundraising

Fundraising is an activity that is closely monitored at Wildwood Programs. As a part of Wildwood School, we participate in a variety of fundraising activities. Fundraising at school takes the form of many different activities. Most of these activities raise money for field trips, graduation or special events. We ask classrooms to define what they are raising money for and how it fits the educational plan for the students in their classrooms. We also discuss all fundraising ideas with our Foundation Office. Wildwood School also participates in the Clynk recycling program, the Price Chopper Tools for Schools program and the General Mills Box Tops for Education program, which provides supplies and equipment for our school program. As a nonprofit organization, fundraising does provide us with the ability to further enrich our programs. Any activities you are part of directly benefit your child.

Communication

Telephone Contacts

The main number for the school office is (518) 836-2200. Specific offices may be reached at the extensions noted below:

Director of Education	William Clooney	2210
Program Administrator Classes 1-11	Michele Manners	2380
Program Administrator Classes 12-22	Herbert Tedford	3445
Program Administrator	Victoria Polsonilli	2226
Clinical Coordinator	Joelle Bertoli	2247
IEP Coordinator	Pam Baker	2264
Lead Behavior Analyst	Pam Baker	2264
Lead Social Work	Kaitlyn Wheeler	2233
Lead Speech	Annie Carolus	2224
Lead OT	Heather Isabelle	2211
Lead PT	Cheryl Nelson	2253
Lead Nurse	Tricia Scott	2250
Main Office	Willow Jones	2212
Main Office	Julia Campbell	2215
Student Information Systems Specialist	Melanie Hulbert	2213
Intake Coordinator	Sheri Gaylord	3333

Renweb

Renweb is our web-based, school-wide student management system. Some of the following applications that Renweb will manage are: Demographics, Scheduling, Attendance, Discipline, Parent Access to Student Grades, Progress Reports, Report Cards, Transcripts, Medical Records, and State Data Collection. Please contact the Main Office for sign-up information.

ParentSquare Communications Platform for Families, Staff and Community

Wildwood School uses the ParentSquare platform for all school communications to families and community subscribers. ParentSquare replaces SchoolMessenger. ParentSquare is a unified communications platform designed to keep families informed and create greater engagement and connection with the Wildwood community. Wildwood will send important updates and timely alerts using ParentSquare, primarily communicating through email and the ParentSquare app, based on user preferences. Text messages are used for certain communications; phone calls are reserved for emergencies and other time sensitive events and are only used when necessary. All families with a student enrolled at Wildwood School automatically receive school news and emergency notifications, as long as there is an accurate email and cell phone number in RenWeb. If any of your contact information

changes at any time, please contact the school so it can be updated in Renweb. If your information is not up-to-date, you will not receive notifications from the school.

Emergencies and Safety Plans

School Closings

The decision to close school will be made by the Director of Education and announced on the following TV stations: Spectrum News, WNYT TV, WRGB TV, and WTEN TV. Each household will receive an automated phone message from our communication systems on days of school closings as well as a message being posted on the school's website. There are times that the Wildwood School may be closed due to an emergency or inclement weather. If this happens we use our communication system to alert parents, CSE Chairs, and school districts and contracted transportation companies (school buses).

It is also important to note that if your school district is delayed or closed, that will affect your students' transportation. If your school district is closed and Wildwood School is open, ***you may transport your student to school, but you must also pick them up***, there will not be a bus from your school district to bring them home.

School-wide Evacuation

In the case of an emergency in which an evacuation of the building and grounds is necessary, we will be activating our school-wide evacuation procedures. Our school has established an off-site shelter at Open Arms Church. The evacuation site for Latham is the Curry Rd. school building. During our summer program, if we need to evacuate from the Altamont location, students will be transported to Curry Rd. school building. In the case of an evacuation, school districts and families will be informed.

Lockdown Drills

Lock down drills are to be held periodically during the school year. The purpose of a school lockdown drill is to protect the children and adults in the building from a potential emergency such as the presence of a school shooter. The school buildings are equipped to provide for a lock-down or a lock-out procedure if the emergency conditions require the need for these steps. Wildwood also keeps emergency supplies in the event a weather condition requires students and staff to stay at the school for an extended period of time.

Fire Drills

Fire drills are to be held periodically during the school year. Fire drills are practiced in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures. All students are expected to cooperate with staff members during fire drills. As with fire drills and other safety programs, the hope is to acclimate students and teachers to a procedure that they will be able to follow quickly, effectively, and safely.

* Wildwood School, as well as Wildwood Programs, has Emergency Preparedness Committees to review and maintain all emergency plans.

Instructional

Parent-Teacher Conferences

Parent-teacher conferences are an important element in reporting student progress to parents. The purpose of these meetings is also to lay the groundwork for the development of next year's recommended IEP (which is then finalized and approved at the CSE meeting). Parents may initiate a conference by calling the school office and making an appointment with the teacher or counselor. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

Essential For Living (EFL)

Our central curriculum for all classrooms is **Essential for Living**, a functional skills curriculum that is criterion referenced meaning a student's performance is measured against a set criteria rather than being compared to the performance of others. It has a wide variety of skills and initially focuses on the *Essential Eight Skills*. These skills have been identified as crucial skills students need to acquire before they can acquire more complex skills. The *Essential Eight* include: Making Requests, Waiting after making requests, Accepting Removals – Transitions, Sharing and Taking Turns, Completing Required Tasks - Completing Previously Acquired Tasks when asked to do so, Accepting "No", Following Directions related to Health and Safety, Completing Daily Living Skills related to Health and Safety, Tolerating Skills related to Health and Safety." A *Quick Assessment* is completed to determine students performance in these skill areas and then learning objectives can be created to improve specific skills. These skills are then assessed once per day and taught throughout the day as they occur naturally during scheduled activities, known as "event based teaching (EBT)." EBT involves creating a classroom schedule that allows students to practice skills in a meaningful, logical and natural way. Rather than focusing on discrete trials of tasks, EBT focuses on functional usage in a manner that is motivating and meaningful to students. For instance, rather than completing worksheets to work on money skills, students could go shopping or run a class business.

Lunch and Snack

Wildwood School does not have a hot or cold lunch program available for students at this time. All of our students bring their own lunches. Each classroom has a kitchen environment available to keep lunches cold and heat them when necessary. We use lunch as an instructional period in our day. Many of the classrooms will have students plan and prepare lunches as part of their educational plan. Each classroom will communicate their lunch

program with parents. If you do not hear anything from the classroom, please continue to send your child with lunch every day.

Co-Curricular and Extracurricular Activities

Wildwood recognizes the educational values inherent in student participation in the co-curricular life of the school for such purposes as building social relationships, and ongoing understanding of the responsibilities of good citizenship.

The following activities are available to students:

- Community Work
In school jobs
- WWS News
School Store

Report Card Dates

- First Quarter ends: November 13, 2026
- Second Quarter ends: January 29, 2027
- Third Quarter ends: April 16, 2027
- Fourth Quarter ends: June 25, 2027

Services

Transition Readiness Services

Wildwood School’s Transition Readiness Department is a support to students, families and staff in preparing for life after Wildwood School. They can be of assistance to students/families in the following areas:

- Starting at the age of 15, provides comprehensive assessments, instruction, and goal creation for the development of an individualized transition plan for each student’s IEP.
- Assist in the transition through school with such things as:
 - Medicaid/SSI Approvals
 - Guardianship
 - OPWDD Eligibility/Programming
 - Preparing students and families for graduation
 - Family and staff training on transition readiness and supports after graduation
- Assist families in transition into adult services through the Office for People with Developmental Disabilities (OPWDD) and other state agencies.
- Prepares families for changing trends in supports for students after they graduate.

Community

Wildwood School views the community as the least restrictive environment for our students. The community is one of the most important learning tools we have available. Community environments are accessed to teach and reinforce academic material, to provide opportunities to practice and develop skills, to develop vocational skills and to motivate students.

All students must have a field trip permission form on file to access the community. These trips help our students develop social skills and to learn to successfully be involved in large group activities. The trips also allow friends who may be in different classrooms the opportunity to spend time together.

Wildwood staff transport individual and small groups of students in vehicles owned by Wildwood, as well as in their personal vehicles. We adhere to the staffing ratios on the IEP as well as staffing in the area of transportation. All staff are subject to Department of Motor Vehicle screenings and prior approval by our business office and our insurance company before they are approved to transport students. We do not access the community when the weather is unsafe.

Social Worker Services

- **Individual Counseling** – Our counselors can meet with students to discuss problems related to academics, personal and social issues; can help students develop strategies to deal with these problems; and can meet with students on an on-going periodic basis.
- **Group Counseling** – Our counselors can meet with students in small groups to resolve a problem or to aid in the development of a skill. An example would be to create a lunch group for a student to aid in the development of his or her social skills.
- **Parent Communication** – Our counselors will be in frequent contact with parents for a variety of reasons: providing information about services and programs available to students, assisting parents in tracking student progress or acting as a liaison between parents and teachers.

Health Services

- If your child is absent due to illness for more than 3 consecutive days, a doctor's note may be requested for re-entry into school.
- If your child is ill, running a fever 100.0 F or greater, vomiting or has diarrhea, please keep him/her home until symptom free for 24 hours without help of fever reducing medication. This will significantly help in the spread of contagious illnesses.
- If your child has injuries or is ill and cannot participate in Adapted PE, a doctor's note stating "no PE" for a specific amount of time is required.
- If a child becomes ill during school hours the school nurse will make the appropriate contact with the parent or guardian to release him or her. The parent, guardian or emergency contact person must sign the student out at the main office. Students may

not be released to anyone that is not documented on the student information form provided by the parent/guardian.

- The school nurse will provide emergency care for students in accidental or unexpected medical situations. If medical treatment is necessary for a student who is injured in school or at a school sponsored activity, parents must follow the procedure: contact Health Office staff immediately, submit claims to your own health insurance provider, submit proof of payment or claim denial from your health insurance provider to the business office.

Medications and Prescriptions

Our school nurses send information to families in the yearly packet that is mailed in the spring. This information includes health related forms that need to be completed and returned before the start of the new school year in July. They are also available on a daily basis to answer any question you have. Our nurses ask you to remain in contact with them when any medication changes are made or health updates occur with your child.

Only medications in an original medication bottle with labeling that corresponds with a doctor's prescription and written parental approval, can be administered at school. Any over the counter medications must be accompanied with a doctor's prescription note as well as labeled with the student's name.

Any questions regarding medication distribution during the school day or other health related questions may be directed to the school nurses.

Guidelines

Visitors to the School

When visiting a classroom, we ask that you observe or take part in the activity as pre-arranged. Please do not ask to directly communicate with staff in the classroom at this time unless it has been arranged as part of your visit. Our staff is responsible for supervising the students in the classroom at all times. Please do not engage in conversations about programs or specific student issues unless it is in a private/confidential area. If it is imperative that you speak to a staff member, please try to wait until you are able to do so without a disruption to the classroom routine.

The Director or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.

3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the program administrator.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Director or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Public Conduct on School Property

Wildwood is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and school personnel. The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Attendance/Grade Policy

Attendance is a critical factor for education success. Regular attendance and punctuality will improve a student's enthusiasm for education, involvement in school activities, and social skills. Wildwood School asks all parents to support attendance at school. If you are experiencing difficulty having your child consistently attend school, please ask your classroom staff for help. Staff are sensitive to the reasons why students may not want to come to school. They can provide support to you and your child.

If your child is going to be absent from school, arriving late, or leaving early, we ask that you notify the school office at 518-836-2200 option 1, or school-office@wildwoodprograms.org. If you bring your child in late, please notify the transporter that your child is in school and will need to be picked up at the end of the school day.

New York State law allows a legal absence for the following reasons:

- Illness
- Illness or death in the family
- Impassable roads or weather making travel unsafe
- Religious Observance
- Required presence in court

- Other reasons approved by administration

A written excuse, email, or phone call from a parent or guardian, stating the DATE(S) and REASON is required for all absences. If your child will be absent for any extended period of time, please notify the school office. Excuses can also be submitted online through the Excuses Absence Form on the school website. All other reasons must be recorded as unexcused (illegal) absences. Your home school district receives monthly attendance reports, sent by Wildwood School. Home districts have the right to ask for written excuses, and if asked, we must provide them.

Field Trips

Wildwood recognizes that field trips enhance the school's instructional and student development programs. Field trips are defined as any off-campus travel by a group of students, under the supervision of a teacher, which is conducted for the purposes of affording students a first-hand educational experience not available in the regular classroom setting.

Field trips are a part of the broader curriculum of the school and student attendance and conduct on field trips are governed by the same policies and rules that govern all other classroom activities. The school shall obtain written parent/guardian permission for all students attending school-sponsored field trips.

See permission slip for this school year

Volunteers and Interns

Wildwood School does accept volunteers into our classrooms. Volunteers go through an interview, orientation and screening process, and must be 18 years of age.

Interns come into our classrooms from colleges and universities, and participate in an interview, screening and orientation process. As an innovative school, Wildwood is able to offer a valuable experience to interns. In turn, Wildwood benefits from the creativity and new approaches interns bring with them into our program.

Technology Policy

The use of technology is an integral part of our program. We maintain software to block inappropriate sites on all of our computers and devices in order to provide a level of protection for our students. We also provide staff to monitor any internet use, and then review the policy with our students in their classrooms.

Significant Behavior Policy

In alignment with mission and values, we are committed to providing a safe and orderly school environment where students will receive, and staff may deliver, quality educational services without disruption or interference.

When a significant behavioral crisis arises every effort shall be made to resolve the

challenging and/or unsafe behavior. A wide range of behavioral support and de-escalation strategies as well as programmatic alternatives will be attempted prior to the use of this policy.

Purpose: This policy has been developed to outline the procedures Wildwood School staff will follow, as a last resort after all available resources have been exhausted, in the event a student demonstrates a significant behavioral crisis that cannot be safely managed by school staff.

Definitions:

A significant behavioral crisis is defined as challenging behavior that may include, but is not limited to:

- Aggressive behavior towards self, classmates or school staff that is severe in nature (i.e. behavior that results in an injury that requires more than first aid).
- Aggressive or self-injurious behavior that continues consistently without any periods of de-escalation and that causes potential risk of harm to both student, classmates and/or staff.
- Challenging behavior that requires consecutive physical restraints that are ten minutes or more in duration and are not consistent with the student's typical programming needs.
- The use of an object, item, or furniture, that could cause harm to others in a threatening or aggressive manner towards self, other students or staff.
- Making threats to harm self or others that have not already been previously documented in a student's Behavioral Intervention Plan.
- Inappropriate physical contact of others that is sexual in nature towards classmates and/or staff.
- Behaviors that result in a significant health risk to the student, classmates and/or staff (i.e. behaviors that include excessive exposure to bodily fluid including; saliva, blood, vomit, , and/or fecal matter).

Procedures:

1. If the behaviors defined above are observed in any student within Wildwood School the classroom staff will notify a member of the Behavior Support Department and member of administration immediately.
2. Classroom staff, with support from the Behavior Support Department and School Administration, will attempt to follow written behavior plans and maintain safety for the student and others. Physical restraint and timeout may be used as necessary.
3. If members of both the Behavior Support Department and School Administration agree that criteria for a significant behavioral crisis has been met then an administrator or designee will call the student's family to notify them of the situation.
4. Once contacted the student's family will be briefed on behaviors that have occurred, interventions that have been attempted and current status of the situation.
5. Given the significant nature of the behavioral issue, lack of ability to program for the student safely and potential risk for the student and others the family will be asked to pick up their child from school.
6. If the family is not able to pick up their child or does not feel that they can do so

safely, then an administrator or designee may need to call 911.

7. At this point Wildwood staff would begin to follow the school's Emergency Protocol. The applicable portion of the protocol is as follows:
 - a. The school administrator or designee involved in the behavioral crisis will act as the lead person going forward. He/she is responsible for delegating, coordinating and giving/receiving information. All information should be given to the administrator or designee and all decisions will be made by the administrator in conjunction with other key individuals. The lead will ensure that the following people are informed and/or involved in decisions as necessary:
 - i. The student's parents/guardians
 - ii. A school nurse
 - iii. School office staff
 - iv. School director
 - v. Agency director of communications
 - vi. COO
 - vii. CEO
 - b. If EMT, ambulance, and/or police are needed, a call is made to 911.
 - c. One staff member who is familiar with the emergency will be assigned to meet the EMT/ambulance/police at the curb to inform them of the situation and give them information regarding what help is needed.
 - d. Staff should be very clear when informing emergency personnel about the student (i.e. student does not like to be touched).
8. When a significant behavioral incident occurs administration will meet to determine appropriate next steps for the student to ensure safety and attempt to prevent further significant behavioral issues. This may include but is not limited to:
 - a. out of school or in school suspension;
 - b. adjustments to or the creation of a behavior intervention plan, emergency management protocol, or modifications to classroom programming. This will include a system for ensuring consistency of plan implementation and data collection to evaluate the effectiveness of the plan. Modifications will be made as needed.
 - c. This may also include a student specific significant behavior policy that outlines criteria for future incidents. The parents and student (if appropriate) will be asked to meet with classroom staff and school administration as necessary to cover any changes that have been made to the student's program and to discuss any other relevant information.
9. A member of administration will call the student's school district to inform them of the incident. A formal letter will be sent to the district and family as necessary.

Parent Bill of Rights

Wildwood School, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State and Federal law. Wildwood School establishes the following parental bill of rights:

1. A student's personally identifiable information (PII) cannot be sold or released for any

commercial purpose. PII, as defined by Education Law § 2-d and FERPA, includes direct identifiers such as a student's name or identification number, parent's name, or address; and indirect identifiers such as a student's date of birth, which when linked to or combined with other information can be used to distinguish or trace a student's identity. Please see FERPA's regulations at 34 CFR 99.3 for a more complete definition.

2. The right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency. This right may not apply to parents of an Eligible Student.

3. State and federal laws such as Education Law § 2-d; the Commissioner of Education's Regulations at 8 NYCRR Part 121, the Family Educational Rights and Privacy Act ("FERPA") at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); protect the confidentiality of a student's identifiable information.

4. Safeguards associated with industry standards and best practices including but not limited to encryption, firewalls and password protection must be in place when student PII is stored or transferred.

5. A complete list of all student data elements collected by NYSED is available at <http://www.nysed.gov/data-privacy-security/student-data-inventory> and by writing to:

Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

6. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed. Complaints may be submitted to NYSED at <http://www.nysed.gov/data-privacy-security/report-improper-disclosure>, by mail to:

Chief Privacy Officer, New York State

Education Department, 89 Washington Avenue, Albany, NY 12234; by email to

privacy@nysed.gov; or by telephone at 518-474- 0937.

7. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.

8. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.

9. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

In the event that the school engages a third party provider to deliver student educational services, the contractor or subcontractors will be obligated to

adhere to State and Federal Laws and School policy to safeguard student PII. Parents can request information about third party contractors by contacting Data Privacy Officer, 2995 Curry Rd Ext, Schenectady, NY 12303 (518) 836-2200 dataprivacyofficer@wildwoodprograms.org or can access the information on the schools website.

Reporting Concerns

If you have a concern that you would like addressed, please use the following chart in order to have the appropriate staff member help to solve your concern. Please begin with the 1st contact. If your concern has not been addressed, please forward to the next contact.

Department	1st Contact	2nd Contact	3rd Contact	4th Contact
Academics	Classroom Staff	Program Level Administrator	Director of Education	Executive Management
Transportation	Office Staff	Program Level Administrator	Director of Education	
Health	Nurse	Program Level Administrator	Director of Education	Director of Nursing & Adult Clinical Services
Finance	Office Staff	Director of Education	CFO	
Buildings and Grounds	Office Staff	Director of Education	Director of Facilities	Executive Management
Attendance	Classroom Staff	Office Staff	Program Level Administrator	Director of Education
Communication	Classroom Staff	Program Level Administrator	Director of Education	Director of Communication

Student and Parent Signature of Receipt:

I have received and reviewed the **Student and Parent Handbook** for 2026-2027. Specifically, I have read the contents of the **Code of Conduct Summary, Attendance Policy**, and **other school guidelines and expectations**. If I have questions regarding any information in this handbook, I may contact the school for further clarification.

Student Name: (please print): _____ Class: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE RETURN TO YOUR CLASSROOM TEACHER AS SOON AS POSSIBLE.

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INTENTIONALLY**



WILDWOOD SCHOOL AND WILDWOOD SUMMER EXTENSION PROGRAM

FIELD TRIP PERMISSION FORM

I hereby give my permission for _____
to attend all field trips throughout the 2026-2027 school year at Wildwood School and/or
Wildwood Summer Extension Program. When possible, advanced notification of
anticipated field trips will be sent home.

Please list any exceptions to the above statement: _____

PARENT SIGNATURE

DATE

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INTENTIONALLY**



Release of Student Information &
Photo Release "Opt Out" Form

*This form should be filled out **ANNUALLY** and kept on file with the child's school
ONLY IF PARENTS CHOOSE AN OPT-OUT OPTION.*

Student's Name: _____

Wildwood School
2026-2027

School Year:

The Family Educational Rights and Privacy Act (FERPA) and Ed Law 2D are Federal laws that protect the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. **If you wish to opt out**, you must check the box(es) below and return this form no later than **September 25** or ten days following the student's enrollment in Wildwood, whichever is later. This election is good for the remainder of the current school year.

Parent, please check all that apply:

_____ PLEASE DO NOT INCLUDE MY STUDENT'S INFORMATION IN **DIRECTORY INFORMATION** THAT MAY BE RELEASED WITHOUT MY CONSENT INCLUDING, BUT NOT LIMITED TO:

- YEARBOOKS
- NEWSLETTERS
- BROCHURES
- AWARDS

_____ PLEASE DO NOT PUBLISH MY STUDENT'S **PHOTO/IMAGE AND STUDENT WORK**.

Parent/Guardian's Name (Please Print)

Date:

Parent/Guardian's Signature