



**NORTHSHORE  
EDUCATION  
CONSORTIUM**

**Northshore Academy Upper School**  
Program Handbook  
2019-2020

**Northshore Academy Upper School**  
126 Sohier Rd.  
Beverly, MA 01915

**Phone: 978-338-1450 Fax: 978-998-6900**

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## Welcome Letter – 2019-2020

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Dear Parents, Guardians, and Students,

It is my pleasure to welcome you to the Northshore Academy Upper School, a program of the Northshore Education Consortium (NEC). We are very excited to begin your student's school year at NSA, and look forward to providing your child with an exhilarating, challenging, and satisfying learning experience.

The purpose of this handbook is to acquaint our students and their parents/guardians with pertinent policies and procedures. These policies and procedures were created to assist the Northshore Academy (NSA) in developing and maintaining a safe and therapeutic learning environment. Northshore Academy strives to provide a respectful, safe and compassionate climate of learning where academic, social and emotional development can take place free of bullying, ridicule and violence.

As a parent/guardian with an enrolled student, it is important that you review this information. Doing so will help you understand and support the learning environment in which your child will spend his/her valuable time.

If you are a student at NSA, welcome or welcome back! Please take time to review this newly updated handbook. Your understanding of the Northshore Academy Mission, our School Rules and Expectations, and the Support Services available to you will help you to have a successful and enjoyable year.

*This handbook contains excerpts from many of the NEC's most critical policies. The full NEC Policy Manual is available on our website, [nsedu.org](http://nsedu.org), under the "resources" section. The electronic version will be updated regularly, and you will be notified of any significant changes or updates. If you would like a printed copy, please contact Kathy Mahoney at [kmahoney@nsedu.org](mailto:kmahoney@nsedu.org) or 978-232-9755 ext. 1258 and she can mail you a copy. Please let us know if you need a copy in a language other than English."*

After reviewing the handbook, please sign and return the last page stating that both student and parent/guardian have read the handbook and accept the policies and procedures.

In closing, please keep in mind that the single greatest factor determining the success or failure of a student at NSA is the cooperation, collaboration and consistency of the adults in the student's life. The school, parent/guardians, and community workers must work and speak as one cohesive team to optimize the chance for student success. I strongly encourage you to be an active member of this team.

We look forward to a successful year.

Sincerely,

Ken Letzring, M.Ed., Director

# CONTACTS

**Main Number / Absent Line: (978) 338-1450**

<b>Title</b>	<b>Name</b>	<b>Phone Ext.</b>	<b>e-mail</b>
Director	Ken Letzring	2163	<a href="mailto:KLetzring@nsedu.org">KLetzring@nsedu.org</a>
Clinical Director	Kathy Potter	2127	<a href="mailto:KPotter@nsedu.org">KPotter@nsedu.org</a>
Assessment coordinator	Dave Dorvilier	2221	<a href="mailto:DDorvilier@nsedu.org">DDorvilier@nsedu.org</a>
IEP Chairperson	Walter Hopkins	2160	<a href="mailto:WHopkins@nsedu.org">WHopkins@nsedu.org</a>
Intake Coordinator / Counselor	Robyn Steinberger	2217	<a href="mailto:RSteinberger@nsedu.org">RSteinberger@nsedu.org</a>
Assistant to the Director	Stephanie McGeney	2162	<a href="mailto:SMcGeney@nsedu.org">SMcGeney@nsedu.org</a>
Front Desk Reception	Doreen Bennett	2100	<a href="mailto:DBennett@nsedu.org">DBennett@nsedu.org</a>
School Nurse	Rosa Eramo	2143	<a href="mailto:REramo@nsedu.org">REramo@nsedu.org</a>
Counselor	Allison Broughton	2140	<a href="mailto:ABroughton@nsedu.org">ABroughton@nsedu.org</a>
	Lynn Burns	2141	<a href="mailto:LBurns@nsedu.org">LBurns@nsedu.org</a>
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## Referrals and Admission

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**The Northshore Academy—Upper School** has educational programs available for students in grades 7 through 12.

To be considered for admission, a referral will be made by the Department of Special Education of the student's sending school district. The referral packet generally includes a current IEP, psychological and academic testing results, applicable school reports, a psycho-social history, pertinent medical information, and reports from other collaterals (i.e. Programs, Therapists, DCF, DMH, DYS, etc.) This information is beneficial in evaluating the appropriateness of placement in our school.

After a thorough review of materials, if it is deemed that NSA may be an appropriate placement, an interview and site visit with the student and family/guardian/program will be scheduled.

The NSA team will make a decision regarding admission after a review of written materials and the interview. Notice of acceptance or refusal will be communicated as soon as possible to both the family and the referring school district. Upon acceptance, the student's parent/guardian is asked to fill out a school permission packet and submit medical information including a recent physical and the student's immunization records. A signed IEP is also needed to complete the intake process. A student may start school after all required documents have been completed and submitted.

The above referral process is also applicable to all students being referred to the STAR program, our 45-day educational assessment program, as well as to our summer school program.

# Program Description

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## Mission Statement

To Build a Respectful and Responsible community dedicated to academic and personal success. In order to support the NSA mission, the program contains the following components:

- An underlying philosophy that emphasizes building positive and meaningful relationships between all students and staff.
- Small, structured classrooms with a low student to staff ratio
- Individualized attention and programming within the context of the student's known and evolving academic, social, and emotional needs.
- Student support services aimed at promoting academic success and personal development.
- Structured and unstructured opportunities for social and emotional development.
- Clear and constructive school rules and expectations, with ongoing modeling by, and feedback from, caring, dedicated, trained professional staff.
- A team approach to student success, which includes input from students, families, community collaterals as well as NSA staff.

The Northshore Academy recognizes that learning, as well as personal growth and development, occur not only in the classroom, but during social experiences as well. Students at NSA often need adult support and guidance when certain psychosocial stressors are encountered and learn valuable social and life-skills in our therapeutic milieu.

# General Policies

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## Attendance

- Massachusetts General Laws Ch 76, Sec 1, mandates a student's daily attendance at school.
- Regular school attendance is a critical component in every student's academic success. If your child is going to be absent or late, please call our absence line (see below) and leave a detailed message regarding the reason for the absence. If we do not receive a call, we will attempt to reach you to verify your child's absence.
- Students can expect absences and tardiness to directly impact their progress as well as potentially jeopardize credits/grades.
- Any absence or tardy without a parent/guardian communication or a note will be considered a truancy issue and may lead to disciplinary action. School counselors will reach out to parents/guardians to obtain information about absences and offer support if needed.
- Please inform the school of any planned absence. This will eliminate any unnecessary telephone calls, and will help your child work with his/her teachers to stay up to date with class work and/or homework. Please note our school does not condone or encourage family vacations or trips during designated school time. If such a trip is arranged, all work missed during the time will be completed at the discretion of and according to the schedule arranged by the classroom teacher.
- Extended absences and habitual tardiness is reported to the Director of NSA as well as to the student's sending district and, as needed, to other community collaterals.
- Excessive absences may lead to Juvenile Court intervention through the CRA (Child Requiring Assistance) process.

**Absent Line: 978-338-1450**

## Arrival

- Students are expected to arrive to school between 7:45 and 8:00 a.m. Any student dropped off or arriving at school before 7:45 a.m. is likely to be unsupervised, thus creating a potentially unsafe situation.
- Students are considered in school the moment they arrive on campus (by bus, foot, car or bicycle). All school rules apply from the moment a student arrives on campus in the morning until they leave campus at the end of the day.
- Upon arrival students are expected to move to areas specified by their program.
- **Homeroom begins at 8:00** and students arriving after 8:00 a.m. are tardy and will need to sign in at the main office and obtain a pass in order to be admitted to class.
- Students who arrive tardy to school without a note are expected to make up missed class time and assignments. Make-up time and work are coordinated through the Student Support Center (SSC).

## Transportation

- Student transportation needs are arranged through the special education department of your sending school district.
- If your student will be absent and does not need to be picked up by their bus/van, please call the number provided to you by your school district or transportation company. This courtesy call will prevent other students from unnecessary time on the bus/van.
- Please communicate with the transportation company if your student will not travel home on the bus/van if dismissed early or sent home sick or has another form of transportation for the day.
- Students who exhibit problematic/unsafe behaviors on their bus/van will be subject to consequences such as short or long term loss of bus privileges.
- Students are expected to take the bus transportation provided to them by their sending school district. Any alternative plans for transportation are discouraged, but if necessary a request must be in writing and approved by the NSA director and the sending school district to avoid any complications.
- Parents/guardians who transport their children to school are asked to drop the student at the front door and wait until the student enters the building. At dismissal, parent/guardians should line their cars up in the middle parking lot (not in the line used for the numerous buses and vans).
- Students who reside in Beverly are the only students who are eligible to walk to school. This plan will need to be confirmed and approved by all appropriate parties, and is to be considered a yearlong plan.

- If students plan to leave school together via parent/guardian pick-up, BOTH students must provide a written note to their school counselor upon arrival at school. The note should include contact information for verification of the noted plans, as well as the adult who is transporting the students and the consent of the guardian. Parents/Guardians are encouraged to provide close supervision to NSA students at all times. \* **Please note: making these types of alternative transportation plans will only be supported on an occasional basis \***

### **Student Driven Automobiles**

A student car approval form must be filled out and approved before a student brings a car to school. In addition, students must present a valid driver's license and registration. Failure to do so will result in the loss of permission to drive to school. These forms are available in the main office. Students who fail to demonstrate safe operating procedures may lose their privilege to drive to school. Additionally, student drivers may not transport any other student from school.

### **Dismissal**

- Students will be **dismissed at 2:00 p.m.** NSA Staff will supervise all students at dismissal to make certain that all students take their previously scheduled form of transportation.
- Students who drive to and from school follow these same dismissal policies. A student who drives to and from school may NOT drive his/her friends from school at dismissal.
- Students, regardless of their age, are not permitted to "Sign Out" of school during the school day. Early dismissals or temporary changes to their previously scheduled form of transportation must be communicated to school personnel in advance, and may be confirmed with a follow up call or other means, by school personnel. Attempts to alter transportation plans near or at dismissal times will not be facilitated.

### **Early Dismissal**

- Please report any changes in your child's dismissal (i.e. early dismissal for an appointment or a change in transportation) to the school as soon as possible, via a written note stating the reason and time of early dismissal and preferably with 24 hour notice. If you are unable to send a written note with your child, it is best to call your child's school counselor and confirm that staff is aware of the change so that there is minimal confusion. If you are unable to reach your student's school counselor, please leave the information with the front desk and it will be directed toward the appropriate staff.
- We ask that if your student is to be dismissed early please enter the main office, and the student will be called for dismissal and appropriately sign out of school.
- If someone other than the parent or guardian is picking up the student, please indicate this on your note. Identification will be required if office personnel do not know or recognize the person picking up your student. Please note that all individuals who pick up students of the Northshore Academy must be 18 years of age or older.
- If a student walks out of school and/or off school property prior to dismissal and/or without the appropriate permission to do so, this will likely be addressed via disciplinary action, generally a 1 day out of school suspension.

## Inclement Weather / School Closings

- School delays or closings due to inclement weather follow the Beverly Public School cancellations.
- If the city or town in which you live has cancelled school and **Northshore Academy has not**, parents / guardians are responsible for transportation on that day ***if they so choose***.
- Northshore Education Consortium utilizes a *phone alert system* that will call and/or email families that are registered in the system. If you find that you have not received a cancellation call please contact your school counselor.
- Announcements can be heard on the following radio stations: WBZ 1230, WEEI 850. They can also be viewed on the following television stations: WBZ Channel 4, WCVB Channel 5 and WHDH Channel 7. Websites often offer the most up to date information. Some sites include:

<http://www.thebostonchannel.com/closings>

<http://www3.whdh.com/stormforce>

<http://www.wcvb.com/weather/closings>

<http://www.myfoxboston.com/link/576471/massachusetts-school-closings>

<http://boston.cbslocal.com/closings/>

***TIP: Many websites also allow you to sign up for a text message if your school district cancels school.***

# School Safety Policies

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## **General Safety**

After students have arrived at school, all school exterior doors are locked. Entrance to the school will require use of the buzzer and intercom system located at the front door. Notification prior to any visitation is recommended.

## **Visitors to the Building**

All visitors, including parents and relatives, must report to the main office upon arrival to the building. Every visitor needs to sign in and the identified person with whom they will be meeting will come to greet you at the office. A visitors badge is to be worn at all times while at NSA. Parents are not to go directly to their child's classroom without approval from the office.

## **Fire Drills**

Fire drills are routinely held as a safety measure and to keep everyone alert to proper procedures. Fire drills are to be taken seriously. When the alarm is sounded, students and staff, remaining together in the class in which they are in, will exit the building quietly and in an orderly manner, according to fire drill procedures posted in each room of the school. Teachers will take attendance once all students have exited the building to ensure all students are accounted for. Returning to the building will commence upon notification by the Director or his designee.

## **Lockdown and "Stay in Place" Drills**

The NSA has partnered with the Beverly Police Department to develop crisis response drills to help prepare students and staff for emergency situations.

## **"Zero" Tolerance Drug Policy:**

The use, possession or distribution or sale of drugs or alcohol on school property may result in suspension, expulsion and police notification.

## **Drugs and Alcohol**

Students will not be under the influence, use, possess, distribute and/or receive any drugs, alcohol or other related paraphernalia on school property. If a student is suspected of the above, he/she will be removed from the milieu for further assessment by the appropriate staff. When appropriate, guardians will be notified of the situation and dismissal may be planned. If deemed necessary, the student will be sent for medical evaluation and /or treatment at the local hospital. The Director or his designee will respond to the situation and begin a student search if warranted. Depending upon the situation, the Director may also inform local authorities. In addition, termination proceedings may be initiated at the discretion of the Director. Due to the seriousness of such an incident, an emergency TEAM meeting may be arranged prior to the student's return to school.

## **Tobacco Free School Policy**

In compliance with the Beverly Board of Health, we enforce the Health Tobacco Control Regulation, Section 111, A6, which prohibits smoking of tobacco products on school property. In addition, M.G.L. c. 71 s.37H prohibits smoking by any individual within school buildings, grounds, facilities and busses serving publicly funded students.

***Please be advised:*** *There is no smoking allowed on Northshore Academy property or during any Northshore Academy activity, field trip or event. This includes electronic cigarettes and chewing tobacco, as well as any other forms of nicotine ingestion (unless prescribed by a doctor).*

Violations will be addressed by the Program Director or Designee, and are subject to the NSA discipline policy.

## **Weapons**

The Northshore Academy aims to provide a safe environment for students and staff at all times. Weapons such as guns, knives, martial arts equipment, chemical sprays, or any item that can be used to hurt, threaten and/or intimidate others are not permitted in our school community. Any student discovered or suspected of bringing a weapon to school, or concealing a weapon at school will immediately be referred to the Director. Any/all weapons will be confiscated by staff and will not be returned to the student. Students suspected of being in possession of a weapon will be subject to a search, which will include any bags or personal items that students may have. If a student refuses to cooperate, he/she may be suspended and police may be called for a safety assessment.

Students who bring a weapon to school may be terminated at the discretion of the Director. The Northshore Academy reserves the right to report the incident to the local authorities, including the specifics of the offense and the name of the offender.

## **Violence and Aggressive Behaviors**

Any student who is presenting with threatening or intimidating behaviors, or who is assaultive in any way will be subject to school discipline. Police and other appropriate providers may be notified.

## **Destruction of Property and Vandalism**

Additionally, the Northshore Academy expects all students to refrain from destructive behaviors. If any school or personal properties are destroyed as a result of student actions, the student will be subject to school discipline, and police and other appropriate providers may be notified.

## **Discrimination/Harassment Policy**

Northshore Education Consortium does not discriminate on the basis race, color, national origin, sex, gender identity, disability, religion, limited English speaking ability, sexual orientation or homelessness. This applies to student admission, access to services or treatment, and employment in all NEC services and programs.

Any concerns, complaints, or grievances related to discrimination or harrassment should be brought to the attention of your School Principal, Program Director, the NEC Executive Director, or NEC Compliance Coordinator for Title IX, Title II, and Section 504 Nancy Macedo at nmacedo@nsedu; 112 Sohier Road Beverly, MA 01915; 978-232-9755 ext. 1255. Grievances will be addressed in a prompt and equitable manner.

Northshore Academy will not tolerate any behavior (speech or action) which results in the harassment or discrimination of any student or staff based upon gender, race, color, national origin, religion, age, sexual orientation, disability, style of dress, speech, emotional issues or physical characteristics as in size, weight, shape, smell or personal expression.

All students at Northshore Academy are expected to conduct themselves respectfully at all times so as to provide an environment free of discrimination and harassment.

Harassment and conduct of a sexual nature consists of:

- Unwelcoming sexual advances
- Requests for sexual favors
- Sexually motivated physical conduct
- Use of sexually explicit or sexually suggestive language or gestures

***Examples of prohibited behaviors include, but are not limited to the following:***

- Use of negative or offensive slurs or epithets
- Name calling, teasing, jokes or other dehumanizing remarks
- Unwelcoming physical contact in sexual or suggestive manner
- Any act of physical intimidation or bullying
- Use of symbols, notes, cartoons, graffiti, pictures, drawings or computer generated messages, or clothing intended to offend.
- Suggestive or intimidating looks, leering or gestures.
- Retaliation with the intention to do harm to an individual for opposing acts of discrimination or participating in an investigation.

### **Reporting and Investigation of Discrimination and Harassment**

Any student or staff member who believes that he/she has been subjected to or that some other person has been subjected to any conduct prohibited by this policy, should, as soon as possible, report the conduct to the Director, school counselor or a teacher.

### **Discipline**

Any student who is found to be in violation of this harassment policy is subject to appropriate disciplinary action up to and including suspension. An incident report to the Juvenile Police Officer of the Beverly Police Department may be filed and if appropriate contact with the student's Probation office may be made. Disciplinary action will be consistent with the requirement of applicable Massachusetts and Federal Laws.

## **Bullying and Cyber Bullying Policy**

The Northshore Academy is invested in providing an educational environment that is safe from harassment and bullying. All acts of bullying as defined by Massachusetts's law are prohibited as described below:

### ***Acts of bullying, cyber bullying, and retaliation are prohibited:***

- on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and;
- at a location, activity, function or program that is not school -related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on their rights at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

### ***Bullying and cyber-bullying are defined by Massachusetts law Section 37O. (a) to include the following:***

- **"Bullying"** the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.
- **"Perpetrator"**, a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.
- **"Cyber-bullying"**, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic

means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

- **“Hostile environment”**, a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

**All forms of harassment, in person and in cyberspace, are unacceptable.**

If NSA staff become aware that any type of bullying or cyber bullying has taken place, whether in school or out of school, between or amongst any Northshore Academy students, NSA will take appropriate and necessary action which can include, but is not limited to, disciplinary action, police notification, parent/guardian meetings and expulsion. All reports of bullying and cyber bullying will be investigated fully before such determinations are made.

**Hazing Policy**

The Northshore Academy policy on hazing uses the following state regulation:

Be it enacted by the Senate and House of Representatives in General Court, assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following sections:

Section 17: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars (\$3,000.00) or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization

which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

### **Student Search Policy**

Search procedures are established to ensure that each student has a reasonable right to privacy during school hours. This policy ensures a safe learning environment that is free of all contraband, including but not limited to drugs, alcohol, weapons and stolen property.

Any student who is suspected of having a weapon, illegal substance, alcohol, stolen objects or other contraband will be subject to a search. Students who threaten a staff person or student may be subject to a search upon the discretion of the Director. The student will be brought to an office or other private area with his/her belongings. The student will be asked to empty out all pockets and all personal items will be given to a staff person for inspection. Bags, coats, pockets, etc. will be inspected with the student present.

Any student who refuses a search may be suspended. The student and a parent/guardian may be required to attend a meeting to discuss the search policy. A student may be asked to sign an agreement indicating his/her understanding of the search policy and waiving the right to refuse

searches in the future. In order to protect our school, we reserve the right to involve the local authorities in such situations.

### **Restraint Policy**

All staff at the Northshore Academy complete a 14 hour training called NAPPI (non-abusive physical and psychological intervention). More than half of our staff receive additional training in the use of physical restraint. Physical intervention is used as a last resort and only in situations where all other interventions have failed, and there is risk of imminent danger to the student, other students, or staff.

### **Medical Policies**

NSA adheres to all policies as outlined in detail in the Northshore Education Consortium Health Care Manual. The complete Policy Manual is available on the NEC website. A copy is also available for review at the program in the main office.

A registered nurse is on duty at Northshore Academy each day school is in session.

### **Medications**

We are obligated to adhere to the policy of the Massachusetts Department of Education, and Department of Public Health, which states that no prescription medication is to be administered unless accompanied by written authorization from the student's physician and parents. These medication orders are renewed at the start of each school year. Forms are available from the school nurse.

- Only the school nurse can receive a telephone/verbal order, which must be followed by a written or faxed order within three school days.
- Information required must include the name of the medication, route and dosage of the medication, frequency and time to be administered, date of the order and discontinuation date (expires after one year), specific directions for administration, as well as the name, signature and phone number of the licensed prescriber. Medications administered at school must be in a prescription bottle (you can request a duplicate or extra bottle for school from the pharmacy) or if not a prescription medication, in the original container. No medications will be accepted in plastic bags or plastic containers (Tupperware).
- Non-prescription (over the counter) medications need to be accompanied by written authorization from the student's parent or legal guardian and given to the school nurse. The medication must be in the original container.
- The school nurse or designee will follow the **NEC Medication Administration Plan** as outlined in the Northshore Education Consortium Health Care Manual.
- Medications must be brought to the school by a parent/guardian and given to the school nurse. **\*\*Please do not send medication to school with your child\*\*** *Please contact the*

*school nurse if you need to make other arrangements in order to get necessary medications to school.*

- The medication will be counted (when necessary) and locked in the medication cabinet.
- A student, regardless of age or prescription, should never be in possession of medication while on campus. The only exception to this policy is for an Inhaler, and when appropriate this will be approved by the school nurse.
- Students found in possession of any type of medication, prescription or non-prescription will be subject to the Drugs and Alcohol Policy. Bringing medication to school can lead to very serious consequences.

*It is critical that NSA nurse and appropriate staff be informed about ALL medications that our students are taking, not just the ones given at school. Please be sure to fill out the medication form in the intake packet, and call the school nurse and/or your school counselor with ANY and ALL changes in medications.*

### **Inhalers**

In the case of inhaled medications for Asthma, with required documentation (letter from physician), a student may be allowed to self-administer prescribed inhaled medication with adult staff supervision. Student must show competency in self-administration. Inhalers must be kept in nurse's office and the adult supervising must log in usage.

### **Allergies & Epi-Pens**

If your child has a known allergy, please identify this allergy to NSA staff prior to admission so that safety measures can be planned and communicated to all staff. If an Epi-Pen is prescribed by your child's physical, please provide one to the school nurse for use in case of an allergic reaction. Unlicensed school personnel may administer epinephrine in a life-threatening situation when the nurse is not immediately available. Staff are authorized by the nurse after being trained in Epi-pen administration,

The Academy discourages students and staff from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some student's diets. The Northshore Academy will continue to be an Allergy Aware School.

### **Immunization Required by State Law**

Massachusetts immunization regulations specify minimum immunization requirements for enrollment in school (105 CMR 220.000). The Law and regulations provide for exclusion of students from school if immunizations are not up to date, but permit exemptions for medical and religious reasons.

All students entering collaborative programs are required to have up-to-date immunization records and will not be admitted without appropriate documentation unless exempt for sincere religious or medical reasons. Massachusetts DPH immunization schedules will be followed.

**Medical Exemption:** A written statement from a physician indicating the reasons why one or more of the immunizations are contraindicated is required before admission to school. Such certification is required for each year thereafter.

**Religious Exemption:** An affidavit signed by an official of a church or religious denomination stating that the parent or guardian objects on religious grounds to immunization must be submitted before the student is admitted to school. Such affidavit is required at the beginning of each school year thereafter.

In situations when one or more cases of disease are present in a school, all susceptibles, including those with medical or religious exemptions, are subject to exclusions as described in the Reportable Diseases and Isolation and Quarantine Requirements (105 CMR 300.000).

### **Current Physical Required by State Law**

School nurses will ensure that the results of annual health screenings are maintained and documented in accordance with the MA DPH guidelines.

Any new student is required have a recent physical on file before entering the school building. Returning students in grades 7 and 10 (or every 3 years) are required to have a recent physical on file.

### **Illness and Exclusion from School Guidelines**

- The school nurse or program administrator may exclude a student from school for health reasons if the student presents with the following:
- **Fever:** Temperature of 100.4 or higher. Student must be fever free for a full 24 hours before return to school.
- **Respiratory:** A congested cough or are coughing up thick mucous.
- **Eye/Nose Drainage:** Any that is not normal for your child.
- **Skin Problems:** Rashes, infected sores, sores with drainage that are undiagnosed or contagious.
- **Diarrhea:** Increased loose stools within a 24 hour period, without a defined underlying cause. Must be symptom free for 24 hours before returning to school.
- **Vomiting:** Two or more episodes of vomiting within a 24 hour period, without a defined underlying cause. Must be symptom free for 24 hours before returning to school.

### ***Other considerations for exclusion:***

- The student has a condition which requires immediate intervention or requires ongoing supervision, which cannot be adequately provided in a school setting.
- The student is very sleepy or experiencing excessive bleeding after a dental procedure.
- The student has untreated pediculosis, scabies, or body lice.
- **Please call the school if your student will be absent due to illness.**
- Should a student become ill while in school, the nurse shall determine if the student is able to remain in school for the day. When a student is deemed too ill to remain in school, the parents or those delegated by the parents/guardian will be notified and asked to pick the student up. If that is not possible, parents or the school, after discussion, may call transportation to have the student transported home. In no case shall the student be released without proper delegate notification.

- Students who are seen by the nurse and do not have an elevated temperature or obvious signs of illness will be returned to class at the discretion of the nursing staff.

### **Communicable Disease /Contagious Illness:**

If a student has symptoms of an illness known to be contagious such as conjunctivitis, strep throat, flu, and others, the student is not to attend school and must be evaluated by a physician or nurse practitioner.

### **Sending a contagious student to school compromises the health and safety of all students and staff.**

Please notify the school nurse or staff if your child has been diagnosed with a contagious disease.

The school nurse or staff will inform parents/guardians and the staff if a contagious illness has been introduced to school.

### **Contagious Illness Guidelines for returning to school, as determined by the Massachusetts Department of Public Health.**

If your child has been diagnosed by a physician/nurse practitioner with one of the following illnesses, please adhere to these rules before the child returns to school:

- 1) Chicken pox/varicella, whooping cough/pertussis, measles, mumps, rubella- a physician's note is required
- 2) Bacterial infections such as strep throat and scarlet fever- documentation that the child has been on antibiotic therapy for over 24 hours is required
- 3) Influenza – student must be afebrile (without a fever)for 24 hours without medications such as acetaminophen or ibuprofen
- 4) Conjunctivitis – a student's eye(s) must be without drainage. In addition a student must have documentation that he/she has been using antibiotic drops or ointment for over 24 hours.

### **Injuries and Emergency First Aid**

If a student is injured at school, the school nurse will complete an assessment of him/her. Every attempt will be made to contact the parent or guardian when a student obtains a serious injury. If the parent/guardian cannot be contacted, the listed emergency contacts will be tried.

In all cases, a designated person will remain with the student whether at school, in an ambulance, at a hospital, or at an emergency evacuation site. A staff person will remain with the student until the parent/guardian or other emergency contact arrives. It is our expectation that the parent/guardian will make every effort to arrive and meet their child as soon as possible. In the event that a significant period of time passes without notification, the end of the school day has arrived and/or the student is in jeopardy of not being able to join his family during the evening hours, the program director or designee will determine whether DCF should be notified in accordance with the procedures for reporting abuse and neglect.

Emergency First aid and emergency medical treatment is administered to students who have written authorization from a parent, which is updated annually. It should be noted that school staff

that provide first aid in good faith to a student in an emergency are protected from civil liability by the following provision of the M.G.L. c. 71 s 55A.

### **Psychiatric Emergencies**

If a student is assessed by our clinical team to be in psychiatric distress requiring an emergency response, we will immediately attempt to notify the parent or guardian to discuss the appropriate options given the student's level of risk and current support network. If there is imminent risk with regard to safety concerns, police and ambulance services will be requested. Access to a mobile crisis team is also an option. If a student needs to be taken by ambulance to the hospital emergency department for further assessment, a staff person will accompany the student to the hospital and wait with the student until the parent/guardian arrives. It is our expectation that the parent/guardian will make every effort to arrive and meet their child as soon as possible.

Under certain circumstances, which will be made known to the parent/guardian, a student will not be able to return to school until a psychiatric evaluation has taken place.

### **Proper Hygiene**

Parents/guardians are encouraged to be sure that students maintain proper hygiene while attending school. This includes wearing clean clothing, bathing or showering on a regular, age-appropriate basis, and maintaining proper oral hygiene. Depending upon the individual needs of a student, specific plans to address hygiene issues may be developed with the support of the school nurse, the student's counselor and the parent or guardian. A student arriving with exceptionally poor hygiene can be disruptive to the learning environment, and if necessary, guardians will be contacted to discuss an appropriate manner to respond to such situations.

### **Wellness Policy**

Northshore Academy follows the Food and Nutrition, and Wellness Policies of the NES.

The Northshore Academy promotes healthy programs supporting wellness, good nutrition, regular physical activity appropriate to each student's strengths and challenges, and positive dietary and lifestyle practices as part of the total learning environment. Our school contributes to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes the student's performance potential and ensures the students' need to be healthy to learn.

Occasionally students may be supported by individualized plans that address their wellness needs.

In promoting healthy eating the Northshore Academy is maximizing nutritional value by reducing fat and added sugars, increasing nutrition density, and moderating portion size in our school breakfast and lunch programs as well as items in our snack bar. We are encouraging students who bring beverages to school that they be caffeine free and of some nutritional value such as drinks with at least 50% fruit juice or vegetable juice. Bottled water is always welcome. Low fat and low salt snacks are encouraged as well.

### **Energy Drinks or Products**

The Northshore Academy does NOT allow students to bring or consume energy drinks to school. Examples of these include Monster, Red Bull, 5 hour Energy, etc. (Students may bring in coffee or other non-energy sodas or non-alcoholic beverages.) Energy drinks/products/substances will be confiscated if found.

## **Suspected Child Abuse and Neglect**

Per Massachusetts General Laws Chapter 199, Section 51A 51G, NSA school staff are mandated reporters. If a school staff has reasonable cause to believe that a child under the age of 18 is suffering serious physical or emotional injury resulting from abuse from a caretaker, including sexual abuse, or neglect, including malnutrition, must immediately report such conditions to the Department of Children and Families.

Suspected abuse of a disabled person over the age of 18 must be reported to the Disabled Persons Protection Commission (MGL c. 19c.)

If it is suspected that a student has been a victim of child abuse or neglect, the school nurse or designee will make the determination if immediate medical attention is needed and follow necessary care procedures.

## **Academic Policies**

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### **Course Offerings**

NSA offers classes based on the grade level requirements outlined in the Massachusetts Curriculum Frameworks. Core classes include Math, Science, Social Studies/History, and English Language Arts.

Vocational strands for High School students include Expressive Arts, Technology and Culinary Arts. Additional enrichment classes are also provided and include Health and Wellness, Art, Technology, Music Production, Culinary, Outdoor Adventure, MCAS Prep, and Physical Education to allow students to be exposed to a well-rounded education. All students are expected to participate in a variety of psycho-educational classes and activities that are developmentally targeted to foster emotional, social and life-skill development.

### **Credits**

Students receive credit/grades on a quarterly basis for any subject for which a grade of 65% or above is achieved. If the student's final grade at the end of the year is 65% or above, the student will receive credit or a passing grade for the full year. The amount of credit earned is calculated by a "Time on Learning" formula.

Examples:

50 minute class 1 x per week = .25 credits per quarter

50 minute class 2x per week = .5 credits

50 minute class 5 x per week = 1.25 credits per quarter

Additional credit earning opportunities are occasionally available via Mentoring, Independent Studies, Volunteering, and Work-Study (See Below). These opportunities are discussed with the NSA team, to determine their value in supporting a student's academic and personal goals.

### **Work Study Credits**

Many school districts allow students to participate in a work-study program to earn from 8 to 10 credits toward graduation. To qualify for work-study, students must be in their junior or senior year (grade 11 or 12) and be passing all academic subjects. Work-study opportunities are considered on a case-by-case basis by NSA staff and the sending school district. The sending district will

credit the student on their official transcript if work hours and length of employment are satisfactory.

### **Dual Enrollment**

When deemed academically appropriate, and relevant to a student's transition goals, Dual Enrollment at a local college may be explored and facilitated. If this option is appropriate, the student and family are responsible for all tuition, fees, and transportation.

### **Grades**

Each teacher has a method of grading students that takes into account attendance, class participation, test and quiz grades, applicable project grades, completion of class assignments, and conduct.

### **Breaks**

The daily schedule includes a mid-morning break and a lunch break to allow NSA students the opportunity to relax and re-energize. Students may choose from numerous supervised social and recreational activities in a variety of settings including our gym, art room, tech lab, cafeteria, or outdoor areas when weather permits. Our school store is available for drinks and snacks that adhere to the Northshore Academy's Wellness policy referenced above.

### **Field Trips**

Students take occasional field trips by bus for recreational and learning purposes. All field trips should be considered a school "class" occurring off campus, and all school rules and expectations will remain in place. Staff will review any changes in expectations with the students and, as needed, with parents/guardians, before the trip. Permission slips for such field trips will be distributed as needed and must be signed and returned in order for a student to attend the field trip. A permission slip for walking field trips is enclosed in the Student Information Packet. This will provide permission for all walking field trips for the school year. Attendance in any field trip is at the discretion of Northshore Academy staff. If a decision occurs that does not allow a student to attend the field trip, both the student and their guardian will be notified as soon as staff are able to do so.

### **Homework**

Most students need additional independent work to meet their full potential as learners. NSA Teachers have individualized homework expectations. Please communicate with teachers directly to clarify expectations or discuss concerns.

### **How attendance affects grades:**

Missed class time means missed learning opportunities and missed assignments. Students who miss excessive days or classes during a quarter can expect lower grades. If a student is absent 8 or more times from a class in a quarter, he/she will meet with the teacher to develop a plan to obtain missed information, materials and make-up work to earn a passing grade and receive credit. Once a student is absent from a class for **15** days a passing quarterly grade cannot be earned with the exception of hospitalizations.

In all cases students are given abundant opportunities to make up missed work throughout the day including "work recovery" during break times and daily "academic support" classes offered during enrichments.

## **Progress Reports**

If a student is in danger of earning a failing grade at the mid-quarter mark then a call will be made to the parent by either the counselor or the academic teacher. Parent follow-up with teachers regarding any concerns will greatly help student success.

Also, IEP progress reports are sent home on a quarterly basis.

## **Report Cards**

Report cards are sent home and to the sending district at the close of each quarter. Grade equivalents, credits, and attendance data are outlined on the report cards.

## **School Records**

Student record regulations ensure parents and students the right to confidentiality, inspection, amendment and destruction of student records.

## **MCAS**

The following information can be found on the Department of Education Website:

*Massachusetts Comprehensive Assessment System Overview The Massachusetts Comprehensive Assessment System (MCAS) is designed to meet the requirements of the Education Reform Law of 1993. This law specifies that the testing program must*

- *test all public school students in Massachusetts, including students with disabilities and English Language Learner students;*
- *measure performance based on the Massachusetts Curriculum Framework learning standards;*
- *report on the performance of individual students, schools, and districts.*
- *As required by the Education Reform Law, students must pass the grade 10 tests in English Language Arts (ELA), Mathematics and one of the four high school Science and Technology Engineering tests as one condition of eligibility for a high school diploma (in addition to fulfilling local requirements).*
- *In addition, the MCAS program is used to hold schools and districts accountable, on a yearly basis, for the progress they have made toward the objective of the No Child Left Behind Law that all students be proficient in Reading and Mathematics by 2014.*

## **Graduation**

In order for students to receive a diploma, they must meet the graduation requirements of their sending school district. Northshore Academy will compile information for the student's transcript and this will be sent along with a letter of intent to the Special Education Administrator of the sending school district. School counselors work closely with students, families, and districts to assure that students are meeting necessary requirements. Students who complete sending school graduation requirements earn their diploma from the sending district, as well as from NSA.

## **Transcripts**

Official transcripts, necessary for college and other post high-school opportunities, are available through the guidance department of your sending school district. Your school counselor can help your district compile a final transcript.

## Meals, Food and Drink Policies

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### Breakfast

The Northshore Academy offers a breakfast each morning. The breakfast program runs from 7:45 am to 8:00 am. Students determined to be eligible may receive a free or reduced price breakfast.

### Breaks

The daily schedule includes a mid-morning break and a lunch break to allow NSA students the opportunity to relax and re-energize. Students may choose from numerous supervised social and recreational activities in a variety of settings including our gym, art room, tech lab, cafeteria, or outdoor areas when weather permits. Our school store is available for drinks and snacks that adhere to the Northshore Academy's Wellness policy referenced above.

### Lunch

Free and reduced lunch programs are available. Applications for these programs must be filled out yearly, regardless of the fact that you may have filled them out at the student's previous school.

- NSA provides lunches to students who either purchase lunch or are eligible for the reduced price or free lunch program.
- The school lunch menu will be available at the beginning of each month and distributed to students by their homeroom teacher.
- Refrigerators are available for students who choose to bring a lunch.
- Microwaves are available to heat items as needed.

### School Store

Students who have met the behavior expectations necessary to participate in break and lunch time in the school's common areas will be allowed to purchase items from the school store. The students and staff operate the school store and a variety of drinks, snacks and microwaveable foods are generally available. All foods meet the school's wellness policy. Occasionally, home-cooked items, or items cooked during culinary arts classes are available to purchase.

### Food or drinks in class

Teachers establish their own food/drink policies. While some teachers may allow certain items in class, others may not.

## Personal Property Policies

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### Cell phones

NSA recognizes that many of our students have cell phones for personal and family communication. The following are strict expectations regarding cell phones at school:

**ALL cell phones are considered to be UNAUTHORIZED DEVICES** and must be turned in to Student Support Staff upon arrival, stored in a secure location for the duration of the school day, and returned to the student at dismissal.

- All cell phones will be **collected upon arrival**, stored in a secure location, and returned to the student upon exiting the building at dismissal.

- If a cell phone is concealed and discovered later, it will be confiscated until picked up by the parent or guardian.
- If the student refuses to give up their phone they will be withheld from attending class and supportive disciplinary action will begin.

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### **Personal Technology Policy**

Students are **not allowed to bring in personal devices** (laptops, ipads, chromebooks, tablets, etc) unless approved by their District, written into their IEP and meet the following criteria.

- Any technology that is brought to school, and intended for classroom use must be authorized by the NSA Technology Specialist and the student's counselor.
- Any approved device can **only** be used during approved classes when under teacher supervision.
- If a device is approved it will be stored in the corresponding classroom and the student's name will be placed on our 'Personal Technology Approval' list.

### **Curriculum Examples of Reasons that a device may be approved if not written into an IEP:**

- Graphic Arts Projects/Classwork (Tablet Drawing, Video Editing, Media Editing)
- Sanctioned Computer Repair Activities

### **Allowable Devices that require Authorization by the NSA Technology Specialist:**

- Ipods/mp3 players without wifi, photo, video, or voice recording capabilities.

### **Unauthorized Electronic Devices (Including Cell Phones)**

- All unauthorized electronic devices will be **collected upon arrival**, stored in a secure location, and returned to the student upon exiting the building at dismissal.
- If an electronic device is concealed and discovered later, it will be confiscated until picked up by the parent or guardian.
- If the student refuses to give up the device they will be withheld from attending class and supportive disciplinary action will begin.
- Though all attempts will be made to treat students fairly and on an individual basis, *possession of **unauthorized** electronic devices will not be tolerated.* The school's disciplinary response will be progressive until the problem is resolved and may, if necessary, include suspension from school or confiscation of the electronic device until the end of the school year.
- Please note that students will still be allowed to use **unauthorized** electronic devices while in transit unless prohibited by the transportation company or if confiscated during the school day.
- **Students who choose to bring personal electronic devices to school do so at their own risk.** Many of these devices are quite expensive. NSA takes NO RESPONSIBILITY for lost, stolen, damaged, broken, or other problems that occur with electronic devices UNLESS the item has been collected or confiscated by a staff.
- Note: NSA provides gaming devices for use at break time and supplies appropriate games and peripherals.

## **Other Valuables**

Students are discouraged from bringing valuable items to school. This includes jewelry, large amounts of money, as well as the aforementioned cell phones, MP3 Players, Game Boys, etc. Students should not bring items to school to sell, trade or buy. In addition, we strongly discourage lending or borrowing of valuables. Students who bring valuables to school do so at their own risk.

## **Miscellaneous Information**

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### **School Telephone Usage and Student Messages**

- A student who needs to make a phone call during school time is expected to see their school counselor or staff from Student Support Center to discuss the purpose of the call. The student will be given access to a school phone, if necessary, to complete calls deemed necessary.
- If a parent/guardian needs to reach their student during the school day, please call your student's school counselor or the main number and speak to the main office staff. Your call will be directed to the staff most able to help you with your call.
- Calls to student cell phones during school hours are expected to go unanswered given the expectation that all phones are turned in. Please help your student follow school cell phone rules by neither arranging to call nor text them during school hours.
- Urgent messages for students can be left with their school counselor. If you are unsure of their extension, the main office will direct your call.
- Phone calls to teachers will not be answered during instructional time, as this is disruptive to class. Please leave a message and it will be returned as soon as possible.
- Please try to avoid calls to the school immediately before and during dismissal time.

### **Change of Address**

Please notify the school as soon as possible with any change in home/program address or telephone number. For student safety it is critical that we have accurate information regarding contact names and numbers in case of emergency.

### **Title IX**

Northshore Education Consortium policy is not to discriminate on the basis of sex, race, religion, color or national origin in any of its programs or activities.

### **Sexuality Issues**

The Director will, prior to any course or curriculum that primarily involves human sexual education or human sexuality issues, will notify Parents/Guardians of Northshore Academy students in writing. Such notification will include a brief description of the curriculum and will inform parents/guardians that they may exempt their child from any portion of the curriculum without penalty. Parents/guardians may arrange with the Director to inspect and review instructional materials of those curricula.

## **Release of Student's Name**

The Northshore Education Consortium does not issue the names, addresses and personal information about students to any outside agencies without the consent of the student and parents in accordance with Massachusetts Law 603 CMR 230.07 (4).

## **Support Services**

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### **School Counselors**

Every student is assigned a school counselor. The school counselor will meet regularly with the student to establish and make progress on goals aimed at helping students develop effective skills for academic, social, and emotional competence. School counselors strive to work closely with students, families, and community collaterals in an effort to support student success both at school as well as at home and in the community. School counselors function as members of the student's treatment team which includes academic, counseling, and support staff. This team, with the input of the student and his/her parents or guardian, works together to achieve identified academic and social/emotional goals. Information viewed to be relevant and important to the student's overall functioning may be shared among the team. Although school counselors work closely with the students, they do not function as a student's primary individual therapist. School counselors will facilitate a referral for individual therapy as appropriate and if requested.

### **Psychosocial Education**

Northshore Academy is an academic school with a strong therapeutic component. All students are encouraged to work on their social/emotional issues by properly accessing our abundant therapeutic resources. These may include:

- Small group counseling sessions
- School events and activities
- Psycho-educational classes such as;
  - Anger Management
  - Addictive Behaviors
  - Conflict Resolution
  - Life Skills
  - Healthy Relationships
- Break time activities
- Community meetings
- Individual counselor check-ins
- Outdoor Adventure programming
- Career Exploration and Education

### **Student Support Center (SSC)**

The Student Support Center provides behavioral and emotional support to help students succeed in the classroom. In the SSC, students who are struggling to meet classroom expectations are provided resources to still meet their academic expectations while remaining in the therapeutic milieu. All staff at the Northshore Academy are trained in NAPPI (Non-Abusive Psychological and Physical Intervention), which helps us to identify student's social/emotional needs and the appropriate responses in a variety of modalities and techniques.

***The SSC staff is actively engaged in providing the following supports to students as needed:***

- Supportive 1:1 time with staff
- Conflict resolution and problem solving to assist the student to return to class
- Crisis Prevention and De-escalation
- Facilitating appropriate consequences including break loss, detentions and suspensions, community service and behavioral planning.
- Coordinating Positive Behavioral Interventions
- Engaging in Collaborative Problem Solving with the student in the hopes of developing the optimal solution.

## **Student Code of Conduct**

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**The following are the expectations for student behavior and presentation while at school:**

### ***Demonstrate respect at all times***

In order to maintain a positive and supportive school community, all students are expected to act in a respectful manner towards peers and staff. Understanding that this can be challenging during times of distress, there are many support services available that can assist the student in learning and using appropriate coping and self-management skills.

- **Use Respectful Language (See section below)**
- **Be considerate of other people**
- **Treat people with civility, courtesy, and dignity.**
- **Never intentionally ridicule, embarrass, bully or hurt other people.**
- **Accept personal differences and choices.**
- **Solve problems without violence.**

### ***Take Responsibility for your actions and your academic success.***

By enrolling at NSA, students have acknowledged a desire to obtain an education in an alternative setting. Success can only be truly achieved with daily attendance, completion of assignments, and self-advocacy. While there are many resources available to you to help you optimize your education, most of it is up to you.

- **Follow through on your commitment**
- **Answer for your own action**
- **Take care of your own matters.**
- **Be trustworthy.**
- **Always use your head.**
- **Don't put things off.**

## ***Demonstrate Integrity***

Integrity is a quality characterized by honesty, reliability, and fairness. Your integrity is something you demonstrate over time.

- **Have personal standards and live up to them.**
- **Be honest, reliable, and loyal;**
- **Have the moral courage to stand up for what is right**
- **Do not cheat, steal, or lie.**

## **Behavioral Expectations, Responses and Consequences**

*“You are free to make your choices, you are not free to escape the consequences”.*

### **Our educational program rules and expectations are:**

- To promote individual social/emotional growth.
- To maintain a healthy and safe school environment.
- To reach these goals, students receive the most normal, logical or natural consequences for their behavior. All staff will assign consequences on a case-by-case basis.

## **Northshore Academy Discipline System**

Depending upon the level of behavior and the disruption and/or impact upon the school and other students, various levels of disciplinary response will be utilized. This can start at very low-level responses that include verbal re-directions, dismissal from class for short periods of time, check in at the SSC etc. Additionally, loss of breaks, in school detentions and suspensions can be implemented.

### **Student Support Center (SSC) expectations**

Refusal to report to the SSC when requested, leaving the SSC without permission or unsafe behavior in the SSC are considered major safety violations and can result in disciplinary action up to and including suspension. Consequences will be determined on a case-by-case basis by the SSC staff and/or NSA team. When appropriate, a behavior plan may be developed by the team to address behaviors and encourage change and growth. When verbal redirection and specific requests are not sufficient to help students follow school rules and expectations, and negative choices are made, a variety of consequences can result. The level of response is directly related to how disruptive, destructive or dangerous a student may be:

### **Dismissal from Class**

A student may be dismissed from class if his/her behaviors are disruptive and hinder other students from learning. If a teacher dismisses a student from a class, they may be asked to take a break, or to check in with staff at the Student Support Center (S.S.C.). If a pattern of behaviors leading to repeated class dismissal is evident, the student will also meet with his/her school counselor.

### **Break Loss**

At times a student will lose the privilege of spending their break time in social areas. Students will spend their free time in SSC to process their behavior, make up class work if necessary and possibly make restitution.

## **In-School Detention**

In-School Detentions usually occur when a student has demonstrated an inability to meet the school's expectations for conduct. The student support staff, based on the student's behavior and attitude, determines length of time.

This is an opportunity for students to:

- Focus on schoolwork away from the mainstream.
- Demonstrate their ability to cooperate with staff and comply with school expectations.
- Think through, process, and internalize alternatives to their inappropriate behavior.

The expectation of the student while in detention is to follow the expectations of remaining seated in the assigned area and to complete the required academic assignments. School Counselors may initiate counseling sessions to process with the student while they are serving their detention. Complying with SSC expectations facilitates a more rapid return to classes and social activities, while refusing to follow expectations can lead to additional time in the Student Support Center, and possibly more serious consequences. School Counselors or SSC staff will inform guardians about significant events that lead to time in SSC or that occur while a student is in SSC.

A student who refuses to attend in-school detention when requested or who disrupts detention will receive further disciplinary action.

## **Suspensions**

### ***In school suspension***

Depending on the severity of the incident and its impact on the school environment, a student may be given the opportunity to serve their suspension time in school under the following criteria:

- The student has committed to meeting in school suspension expectations.
- The parent/guardian is available to pick up the student if needed in the event that the student is unable to comply with the expectations of the in school suspension.

### ***Out of School Suspension***

- Suspension from school is a serious behavioral consequence used at the discretion of the Director or director designee for extreme misbehaviors, such as violations of our safety rules, continuous disruptive behavior or refusal to go to the S.S.C.
- Every effort will be made to notify parents/guardians and/or appropriate D.C.F. or D.Y.S. or court appointed care workers on the day of suspension.
- Written notice regarding the incident, the date of the incident, and the suspension will be sent to parents as well as districts within 24 hours.
- A re-entry meeting with parent/guardian may be required the following day.
- When the accumulated suspensions approach a total of 7 or more days, a TEAM meeting will be called to review the I.E.P. and possibly the appropriateness of the placement. If the NSA team has significant concerns about the student's ability to be successful following any suspension, a TEAM meeting may be called to address the continued issues and concerns.
- Unless determined eligible for an in-school suspension, students who are suspended out of school are prohibited from being on or near school property before, during or after school hours.

**The following actions may result in suspension**

- Violating any of our school's safety policies
- Leaving the S.S.C. without permission
- Not going to the S.S.C. when directed
- Leaving school grounds without permission
- Refusal to cooperate with search due to suspicion of weapons, drugs, alcohol, contraband or threatening a student or staff person.
- Destruction of Property
- Pulling a false fire alarm
- Bullying another student
- Dangerous behaviors especially if they result in injury to another person or destruction of property
- Demonstrating continuous disrespect for school rules and authority figures, and has not responded to other interventions.

**Other Behavioral Policies:****Individualized Behavior Support Plans**

If the team determines that a more individualized and specific plan will best help a student meet school expectations, an Individualized Behavior Support Plan will be written and reviewed with the student and family/guardian.

**Supervision of Students**

It is the expectation that staff supervises students at all times. There are very few exceptions to this expectation. Below are two related issues that will lead to disciplinary action:

**Out of Area**

A student who is not where he/she is designated to be and does not have a pass is considered to be "out of area". Students found out of area must report to the student support center.

**Off Campus without Permission/Runaway**

Students not accompanied by a staff, who leave the Northshore Academy property, are considered Off Campus without Permission.

Students who leave the school without permission and exhibit unsafe and/or noncompliant behavior will be considered a "runaway student".

If a student runs away:

- Staff will make every attempt to keep the student within eye-sight and communicate student's status via use of a walkie-talkie or cell phone.
- Staff will not chase and/or attempt to physically restrain the student unless the student is in imminent danger of hurting him/herself.

If the student is unsafe or out of eyesight:

- Police will be notified
- Parents/Guardian will be notified.
- Notify the district and DESE as required.

### **Use School Property Responsibly**

Students are expected to treat all school materials and property with care and respect. Any student who willfully damages the school or personal property or steals school or personal property will be held responsible for repairing and/or paying for the damages or returning the stolen item(s).

When damage or theft has occurred the following may happen:

- Parental notification
- Suspension
- Police notification
- Community service to repair or contribute to property maintenance

### **Respect Physical Boundaries**

For the safety and comfort of all students, it is a school wide policy that there is no physical contact of any kind. The one exception to this rule is courteous handshakes or “high 5’s”. There is absolutely no horseplay, hugging, hand holding or other form of person-to-person contact allowed.

### **Use Respectful Language**

All members of Northshore Academy community are expected to use appropriate language.

Swearing and disrespectful manners of communication are never acceptable. Those who continue to use unacceptable language will receive consequences per the disciplinary code.

### **Follow Classroom Behavior Expectations**

Northshore Academy teachers have the freedom to determine the behavior expectations of their own classrooms within the guidelines of the school mission. Students failing to meet the stated expectations will receive a response to their actions as determined by the teacher and the school discipline system.

### **Comply with Break Area Expectations**

Students are expected to behave in a respectful and responsible manner during breaks. Students may be asked by staff to leave a break area and go to another break area or to the S.S.C. Failure to respond to this request will result in further disciplinary actions.

### **Student (StudentName@Nsedu.me) Email Policy**

- All student Electronic Mail (email) accounts are property of the Northshore Education Consortium. The user accepts all responsibility for understanding the policy.
- Electronic mail sent or received is not confidential. Although the NEC does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.

- The student will be removed from the system after graduation, leaving the school, or infractions outlined below.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Upon request, account user names and passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of the NEC email system is a privilege.
- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the NEC's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. **Students are responsible for messages sent from their accounts. Students should never share their passwords.**
- Unauthorized use of another individual's e-mail account is prohibited and will result in disciplinary action.
- Messages posted on the email system cannot cause disruption to the school environment or normal and acceptable school operations. Electronic mail can be checked from home or from school computers with permission, as long as it does not disrupt the operation of the classroom or school.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned. The account will be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts to lure them into dangerous behaviors, and the like. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence unless authorized by parent/guardian or staff.
- When issues arise, the department will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- As it deems necessary, the NEC may contract with outside agencies to operate the student electronic mail system. If this arrangement is made, all parts of this statement remain in force.
- The Instructional Technology Department is responsible to ensure the efficient use of the electronic mail system. The interpretation of appropriate use and future revisions of these guidelines are the responsibility of the Instructional Technology Department and/or the NEC administration.
- The NEC, at its discretion, may close the accounts at any time.

## **Internet Use Policies:**

Connecting to the Internet expands our students' access to resources, information, collaboration and innovation. We hope to utilize these resources to assist students in achieving curriculum goals and outcomes.

It is important to note that the Internet is an open system that contains offensive material and may only be used under faculty supervision. However, as faculty members are not able to monitor student use at every moment, we expect students to become responsible users.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are expected to follow the user guidelines, as well as those given orally by the staff and to demonstrate ethical behavior that is of the highest order in using the Internet.

*For students to use the Internet, they must obtain parental permission through the use of the form found in our parent permission packet.*

## **INTERNET USER GUIDELINES**

1. Students' use of the Internet must be in support of education and research consistent with the objectives of the Northshore Academy/STAR Program.
2. Students may not post personal information such as their home address, telephone number or the name and location of their school without teacher permission.
3. Students are prohibited from making prejudicial, harassing, threatening, obscene or hateful remarks and other anti-social behavior.
4. Students are prohibited from using the Internet to access or process pornographic material, inappropriate text files, information that advocates illegal acts or information that lacks any educational value.
5. Students should immediately tell a teacher or other school employee about any material that you feel is not appropriate or that makes you feel uncomfortable.
6. Students should be aware that no communications are guaranteed to be private. Internet use is monitored. Illegal activities may be reported to the authorities.
7. Students should note that plagiarism is the taking of material created by others and presenting it as if it were one's own. It will not be acceptable to plagiarize material from the Internet.
8. Students should note that all communications and information accessible via the Internet should be assumed to be private property.
9. Students may not use the Internet for commercial purposes, product advertisement or political lobbying. Products or services may not be purchased or offered. The students and his/her parents will be responsible for any liabilities stemming from such unauthorized uses of the Internet.
10. Students may not use the Internet for illegal purposes or for the support of illegal activities.
11. Cyber bullying is prohibited, especially with the use of computers or electronic devices that are school property. Please see policies with regard to cyber bullying for more information.
12. Student use of the Internet must not serve to disrupt its use by other individuals or connecting networks.

13. Students' passwords are confidential. All passwords shall be protected by the user and not shared or displayed. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
14. Students who violate district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

**Dress Code:**

We ask everyone to dress in a manner appropriate to a school environment. Students should dress in clothing that is clean and safe. Clothing that is provocative and/or detracts from the learning environment will not be permitted.

**The following are prohibited:**

- Clothing that depicts illegal activities, drugs, alcohol, obscenities or violent themes, or with statements or graphics with profane or otherwise distasteful language or content.
- Wearing hoods, knit hats, bandanas, do-rags, sunglasses, or other items covering a student's head and/or face.
- Clothing/accessories that is known to represent gang affiliations.
- Clothing that creates a disruption to the milieu or learning environment. This is at the Director or his designee's discretion.
- Clothing that exposes undergarments.
- Clothing that does not cover a student's midriff.
- Clothing that is revealing or provocative in nature.
- Clothing that does not fully cover female cleavage.
- Open back shirts or shirts with straps that are less than two fingers in width
- Skirts and shorts that are not at least Mid-Thigh in length.
- Sagging pants (no undergarments can be exposed).
- Pajamas (neither tops nor bottoms), slippers, costumes, or accessories which could be considered costume-like.
- Accessories that are deemed sharp or otherwise dangerous.
- There should be no risk of clothes falling down (i.e. baggy pants). Clothing shall be secured with a belt or other as necessary.

Students are allowed to wear baseball hats as long as they are school appropriate.

While we understand that numerous clothing stores promote trendy clothing and styles, many of them are not suitable for school as they disrupt the learning environment. Please help you son/daughter make clothing choices that comply with the above dress code.

**Any** attire deemed inappropriate by staff will be discretely addressed and, if the concern cannot be addressed at school, the student may be required to return home to change or have appropriate clothing brought to school. When possible, students will be offered clothing that has been donated to the school.

## **The following are guidelines regarding student attire:**

- Please label your student's clothing if you are concerned he/she may misplace them.
- Please send your student with warm clothing during the winter months (coats, hats, gloves, etc) so they may spend time outside during break time if weather permits.
- Encourage older students to dress appropriately given the weather, as well as the school dress code.
- If backpacks, coats or other personal items become a distraction to the learning environment, or a safety concern, students will be asked to keep these items in their homeroom or the student support center.

## **Parent/Guardian Participation**

Parents/Guardians are valuable members of our team at the Northshore Academy. Some means of communication with parents/guardians may include daily notebooks, written progress reports, report cards, parent meetings, phone calls, home visits and yearly team meetings. We encourage parents to contact us with any pertinent information regarding their child. This may include medication changes, changes in family dynamics or other school/home issues.

Parents/guardians are also encouraged to be in contact with their student's team to get updates, address concerns or simply discuss their progress. We believe ongoing communication is vital to the success of NSA students.

Parent teacher conferences are held in the fall of the school year, and an Open House is held in the spring. Notices are sent home in the weeks prior to the planned events. Additional parent programs may be held, including Transition Planning Nights, Art Shows, Talent Shows, and other planned events.

In addition, parents/guardians are encouraged to participate in monthly meetings of the Parent Support Group.

Parent support groups are offered through the collaboration of the Parent/Professional Advocacy League (PAL) and focus on supporting parents and grandparents with behaviorally challenging children. Groups are facilitated by a professional and based on peer support. The groups are held monthly in the Family and Professional Learning Center at Northshore Education Consortium. Groups are confidential, free and open to the public.

More information can be found on our website: <http://www.nsedu.org/families/>

## **Complaints**

In the event that a student or a parent has a complaint about some aspect of our school program, the first procedure would be to discuss the issue with the student's teacher or counselor and attempt to reach a resolution. If the problem has not been resolved satisfactorily, the Program Director or Clinical Director should be contacted to assist in finding a solution. In the event that the issue is not resolved in a satisfactory manner through communications and/or meetings with NSA staff and the Program Director, a meeting may be requested with the Executive Director of NEC.