



NORTHSHORE
EDUCATION
CONSORTIUM

KEVIN O'GRADY SCHOOL

PARENT-STUDENT HANDBOOK

2023-2024



"Every Student, Every Day, Whatever it Takes!"

*Northshore Education Consortium
Kevin O'Grady School
112 Sohier Road
Beverly, MA 01915
978-232-9755
www.nsedu.org*

August 2023

Dear Parents/Guardians and Students,

I am pleased to welcome you to the 2023-2024 school year at the Kevin O'Grady School and Northshore Education Consortium. After another successful school year, the Kevin O' Grady staff is very much looking forward to the 2023-2024 school year. The staff members are excited about beginning this upcoming year and working closely with you to provide your child with a positive learning experience supported by experienced and caring staff.

I know that sharing information for effective communication is an important component to the partnership between parents, guardians and the staff. The attached Parent/ Student Handbook is intended to provide you with a starting point for locating the information you will need. Within the handbook, you will find an overview of programs and services, an explanation of school policies along with contact information. Please review this information and review it with your child, if appropriate. Some of the information might seem inappropriate for our student population but it is necessary both legally and per Department of Elementary and Secondary Education (DESE) regulations.

The signed signature page should be returned with other annual permission forms prior to the start of school. Please note that the full policy manual is available on our website and can be printed and/or translated upon request.

I along with all of the staff here at Kevin O' Grady thank you for your support, cooperation and feedback. One of the most important factors in your child's success and growth is our collaborative work together. We look forward to a successful year.

Again, this handbook is also posted on our website on www.nsedu.org and you will be notified of any updates or changes.

Sincerely,

Martha S. Krol
Principal

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MISSION, VISION, PURPOSE AND PHILOSOPHY

KEVIN O'GRADY SCHOOL MISSION AND VISION

Through collaborative teaming of professional staff, paraprofessionals and families, the Kevin O'Grady School is committed to providing each of our students the support and services necessary to achieve their best possible developmental, academic, vocational and community outcomes.

We will achieve these outcomes through:

- ❖ *Collaborative assessment and measurement of student progress,*
- ❖ *Collaborative implementation of student goals and objectives,*
- ❖ *Active engagement of students throughout their school day*
- ❖ *Ongoing maintenance and development of quality programming.*

PURPOSE AND PHILOSOPHY

We are committed to the following principles in carrying out our Mission with each student in our program:

1. To provide the appropriate tools, instruction and learning atmosphere to enable each student to succeed in learning to his or her fullest extent.
2. To provide opportunities for students to develop the full range of skills necessary to function as independently as possible: communication skills, social skills, academic/vocational skills, physical and daily living skills, and personal responsibility and community participation skills.
3. To provide each student with individualized, attainable and meaningful tasks and activities to choose from.
4. To provide opportunities and services to support students and families in the experience of living with a disability in the larger culture.
5. To actively engage parents as partners in the education of their children.

COMMUNICATION

PAPERWORK AND WHY WE NEED IT EACH YEAR

In order to provide safe and appropriate services at school, members of the Kevin O'Grady School staff require having the most accurate and up-to-date information about each student. Prior to each school year, parents need to complete annually informational and consent forms. In case of

emergency, we depend on the information in the file to know the best way to reach you and how best to care for your child. During the school year it is important that you notify the school as soon as possible of any changes to phone numbers, addresses, emergency contact names or phone numbers, etc. New information can be called or emailed to the Kevin O'Grady School administrative assistant or executive assistant.

HOW TO REACH US

Staff are on duty each weekday from 7:00 a.m. to 4:00 p.m. at the main desk to answer general questions, to take messages or to direct your call to the appropriate staff member. After school hours, messages for staff members who have extensions can be left on those extensions. Messages for any staff member can also be left after hours, before school or on weekends in the general Kevin O'Grady School voice mailbox. Those messages will be received at 7:30 a.m. when school opens again. ***The Kevin O'Grady School telephone number is 1-978-232-9755.***

Faxes may be sent at any time to the following numbers:

Kevin O'Grady School office fax: 1-978-232-9756

Nursing fax: 1-978-922-4294

ABSENCES, LATE ARRIVALS, AND EARLY DISMISSALS

Please contact the administrative assistant or leave a message in the attendance line voicemail box 1-978-232-9555 X 1113 if your child will be absent from school.

If you bring your child to school late, you must sign in at the main office when you arrive. Do not go directly to your child's classroom. The executive assistant or administrative assistant will call the classroom to let them know that the student has arrived. Department of Elementary and Secondary Education (DESE) regulations state: "A student must be at school, or at a school related activity (e.g., field trip), for at least half the school day to be counted as present." Therefore, preschool students must be at school by 11:00 a.m. to be marked as present and all other students must be at school by 11:30 a.m. to be marked as present. If a student comes to school after those times, he or she will be marked as absent.

If you pick up your child early, go to the office when you arrive at school. The administrative assistant will call the classroom to let them know you are picking up your child. You must sign out your child before leaving the school. Department of Elementary and Secondary Education (DESE) regulations state: "A student must be at school, or at a school related activity (e.g., field trip), for at least half the school day to be counted as present." Therefore preschool students must be in school for at least 2 ½ hours to be marked as present and all other students must be in school for at least 3 hours to be marked as present. If a preschooler is in school for less than 2 ½ hours or any other student is in school for less than 3 hours, that student will be marked absent.

Signing your child in or out of school is required so students can maintain accurate attendance records and we can count for each student in case of an emergency or fire drill.

Please remember that if your child is transported by a transportation company, you must also

inform the company of any changes in the transportation plan for any given day, whether that means that the bus will not be transporting your child at all that day or that you will need transportation for your child in only the morning or the afternoon.

LONG-TERM ABSENCES

Please inform us as soon as possible if it will be necessary for your child to be absent for a long period of time (for example, for a hospitalization). When your child is ready to return to school, you will need to have the physician, physician's assistant, or nurse practitioner fill out a "Return to School" form (see Appendix B) that includes any changes or restrictions. The form may be faxed to the Kevin O'Grady School (Nursing fax: 978-922-4294) prior to the child returning to school.

Your child cannot return to school without this form.

HOME-SCHOOL COMMUNICATION

PARENT/GUARDIAN PARTICIPATION

Parents/Guardians are valuable members of our team at the Kevin O'Grady School. You can expect regular communication with your child's teacher, therapists and other staff members.

Communication with parents/guardians may include: daily notebooks, email messages, phone calls, written progress reports, parent meetings, home visits and 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 receive updates, address concerns or simply discuss their progress.

At the beginning of each school year, parents and teachers are encouraged to have a conversation to explore communication needs and preferences and to decide on a format for communication that works well for both.

All medical issues including medication changes or treatment must be communicated directly to the nursing staff.

PHONE CONTACT

You are welcome to contact your child's teachers or therapists by phone. Since professional staff are not able to leave scheduled appointments or classes to receive phone calls as they come in, you will likely have to leave a message for a return call. If it is an **emergency**, please dial the main office and we will get in touch with the appropriate person. Please feel free to leave a voicemail message at any time. Your call will be returned as soon as possible, in most cases within 24 hours, or, in the case of weekend messages, on the next day that school is open.

EMAIL

All Kevin O'Grady staff have access to email at work. Parents who have access to email should use this method to communicate with teachers and therapists. All Kevin O'Grady staff email addresses are composed of the first initial and last name of the staff member followed by @nsedu.org. Under most circumstances you should expect to receive a response to your email by the end of the next school day. It is helpful if you indicate the kind of response you are expecting, i.e. an answer to a

question, confirmation that you have received information, finding a time to have a meeting, etc. If several days go by without a response, please follow up with a telephone message, as occasionally emails do not reach their intended recipients. **It is important for staff and parents to remember that there is no expectation of privacy in Kevin O'Grady's email system. Any email that is sent or received in our system can be retrieved through the email server and viewed by our technology support staff and/or administration.** In addition, please be aware that all emails regarding a student become part of the student's record.

Kevin O'Grady School staff members are advised that it is against school policy to contact parents through personal email accounts, home phone numbers, personal cell phone numbers (including text messaging), or through the use of social media sites. Parents and students are not allowed to call or email staff members at their homes. Email and phone messages can be left on the Kevin O'Grady School system at any time for retrieval when school is in session. Physician orders are not acceptable via email. A hard copy or fax from the physician, physician's assistant, or nurse practitioner is required.

PLANNING A MEETING

If you would like to plan a meeting with a staff member or visit the classroom, please call 3 days in advance to schedule a time for your visit. Planning in advance will ensure that staff members will be able to spend the amount of time needed for the meeting and will be prepared to discuss. Please make sure that you schedule the meeting directly with a staff member. In order to keep disruptions in the school day to a minimum, parents should not stop by their child's classroom without an appointment.

POLICY ON SCHOOL/CLASSROOM VISITS

We welcome visits from parents during the school day. However, we know that maintaining "time on learning" is crucial to the achievement of our students. In order to maximize time on learning for our students, we have to work to control and limit the number of distractions and interruptions that occur within the school and classrooms. Parents are welcome to observe their child in his/her classroom or therapy session. We know that the presence of any parent in the educational and therapy areas of the school can serve as a potential distraction for your child as well as other students in the classroom. Consequently, we ask that parents follow these guidelines for coming and going within the school:

1. If you would like to observe your child please contact the teacher or therapist in advance to set up the best time for the visit.
2. We ask that parents do not ask to speak to a teacher during class times. Teachers will be happy to set up a specific appointment time to discuss issues or share information. If you wish to meet, please contact the teacher by note, email or voicemail to set up a time.
3. There may also be times when an outside professional may need to observe a student in a classroom or therapy area. Only professionals with a specific need to observe or evaluate a student will be allowed to observe in classroom settings, and only with parent notification and/or consent. School districts may also send professionals to perform evaluations of students at Kevin O'Grady School with the consent of the team.
4. Professionals should arrange visits through the Principal or Program Directors. Visits will only be allowed when the school district or parents of the child being observed have made a specific request. Observations should generally be limited to one hour. If more time is needed, it

will be determined on an individual case.

PARENT VOLUNTEERS

We take great pride in our parent volunteers. We have several parent volunteers that do many activities throughout the year including fundraising, holiday events and special events for our students and staff. Other volunteer opportunities include working in our library, putting together teacher materials, etc. Please contact the Principal or Program Directors if you are interested in any volunteer opportunities.

SPECIAL EVENTS

Throughout the year the Kevin O'Grady School has special events to which parents are invited. Some of the events have included holiday parties, Art on the Hill, talent shows, and graduations.

SCHOOL WIDE COMMUNICATION/POWERSCHOOL

The Kevin O'Grady School uses the Powerschool system via text message and automated voicemails for those who do not have regular access to email.

When we send a message, we will code the messages in the following format:

URGENT: Cancellation of events at local time. General information, including closures of facilities or other unforeseen, last minute circumstances.

REMINDER: Important celebrations that seek the participation of the receiver. For example, date and time of Parent Workshops, Graduations, Special Event Days where families are welcome to attend or need to provide something, such as money for Snack Shop or Book Fair, School Spirit Days. Reminders will be sent 24 hours prior.

INFORMATION: Notice of General School-wide events with brief information, indicating event name, date, time, place, and a short overview of the event.

Please be advised that messages will be for your information only and will not require you to respond directly. You can call the main office or any identified contact people with any questions relative to the information.

KEVIN O'GRADY SCHOOL COMMUNITY CODE OF RESPECT

At the Kevin O'Grady School, we strive to create and maintain a respectful and professional learning environment. Both parents and Kevin O'Grady School staff members should expect to be treated in a respectful and professional manner in any interaction.

The Kevin O'Grady School values diversity and community and is committed to a culture that fosters free and open communication. The Kevin O'Grady School believes that a professional

environment of mutual respect and civil conduct between and among students, staff, parents, volunteers and school districts is critical to the achievement of students and staff.

The Kevin O'Grady School is committed to maintaining a culture that recognizes the worth and dignity of each individual in our community. Our common purpose is the growth and development of our students.

Principles

This Code of Respect was created to help us adopt the following guiding principles into our culture and community:

- Each member of our community is deserving of and has the right to be treated with respect.
- We are all teachers, models and mentors for our students, teaching them by example how to solve problems, compromise and deal with conflict productively and positively.
- We share the responsibility to work together to create an environment that fosters acceptance of the unique qualities and abilities of all community members so that we can learn from and teach each other.
- We seek to encourage the best from one another and build bridges instead of walls.
- We believe that honest and open communication is essential for the success of our students. This can only happen in an environment where it is safe to share ideas and perspectives.

Standards

In following the Code of Respect, community members are expected to maintain the following standards of behavior:

- Courtesy in actions, language and demeanor
- Moderate tone and volume of voice
- Active and respectful listening
- Respectful acknowledgement of cultural differences
- Respect for the personal, civil and property rights of others
- Appropriate and courteous communication, including telephone calls, notes, letters, email and text messages
- Taking care to direct communication to appropriate or relevant individuals
- Choosing the appropriate time and location to address a concern
- Willingness to continue to engage in conversation to resolve issues

Our Commitment

The Kevin O'Grady School community makes a commitment to:

- Believe in the best intentions of all students, staff and parents
- Give the benefit of the doubt
- Be welcoming and inclusive
- Be open to compromise in our interactions
- Respect boundaries
- Be open-minded
- Refrain from making assumptions or jumping to conclusions
- Avoid generalizations, exaggerations or placing blame

PROFESSIONAL DEVELOPMENT AND TRAINING

Staff are provided training in a number of areas on a regular basis both at orientation sessions prior to the opening of school and throughout the school year. Various mandated training sessions include emergency evacuation procedures, safe lifting and transferring of students, feeding safety, reporting abuse and neglect, CPR, behavior management/restraint, ethics and civil rights. In addition to these regularly scheduled training sessions, staff are provided a variety of sessions dealing with academic, behavioral and medical issues pertinent to the student population.

COMMUNITY/FIELD TRIPS

The Kevin O'Grady School students participate in community trips. Trips are defined as any community experience that is connected to the curriculum and IEP goals/objectives of a student. The students also participate in field trips which are defined as classroom trips for enrichment, fun and /or to celebrate a special occasion.

SUPPLIES

Parents must supply the school with snacks, lunches and beverages for their child. If your child will be receiving school meals, a menu order form will be sent to you before each month. Parents must also supply personal hygiene items such as diapers, wipes, toothbrushes, etc. and changes of clothes. Please label all clothing. Soiled clothing will be sent home on that same day.

GRADING AND REPORTING

Progress is reported quarterly in the progress reports with the goals and objectives of your child's IEP attached. Data collection is taken on a regular basis in order to report quarterly. An IEP is developed annually. A re-evaluation is completed every three years. The Kevin O'Grady School does not prepare report cards annually with letter grades for our students.

MCAS

The following information can be found on the Massachusetts Department of Elementary and Secondary Education website: "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 limited English proficient 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 Act, students must pass the grade 10 assessments in English Language Arts (ELA) and Mathematics as one condition of eligibility for a high school diploma (in addition to fulfilling local requirements)."

Most students at the Kevin O’Grady School participate in the MCAS Alternate Assessment, which is a portfolio that is submitted to the Department Elementary Secondary Education (DESE) instead of taking the written assessment with accommodations determined at the IEP meeting each year.

TRANSPORTATION/ARRIVAL AND DEPARTURE PROCEDURES

For most students, a transportation company is hired through the special education department of the city or town where the family resides, and they will provide transportation to the Kevin O’Grady School. Students can be transported to and from school by their parents.

The Kevin O’Grady School has no direct responsibility or control over the vehicles or drivers who transport our students. Questions about individual transportation schedules and routes should be directed to the transportation coordinator or special education liaison from your school district. Transportation companies receive their direction from the school districts that have hired them, so any problems with transportation must be presented to your school district for resolution.

If there is any change in your child’s transportation plan on a given day (i.e., if your child will be out sick or if you will be dropping off or picking up your child when they usually ride the bus) please notify your bus driver/transportation company **and** the Kevin O’Grady School. If your child will be out of school for an extended period, please remember to contact your transportation company in advance of the time you would like your child’s transportation to resume.

The following guidelines for driving and parking on the Sohier Road site were designed to provide a common understanding for everyone in the Kevin O’Grady School community, including staff, families, transportation companies and visitors.

- Cars, vans and buses will be permitted on the site beginning at 8:30 a.m. each day. Staff members will not be available before 8:45 a.m. to direct traffic or supervise students.
- Cars, vans and buses will return to collect students beginning at 2:30 pm.
- Kevin O’Grady School personnel assisting with transportation at arrival and dismissal times are focused on the safety of the students. Please do not direct classroom questions or concerns to them during arrival or dismissal.
- Parents driving their children to school in the morning are asked to follow the traffic flow. You should park in the visitor or handicapped spots and walk your child to a staff member. When picking up your student, wait for him or her at the building door. A staff person will meet you there with the student.
- Once students are on the bus they cannot be returned back to the school for any reason, medical or behavioral. There may not be adequate supervision at the school at that time. The bus company and district should be contacted with any questions or concerns.

MEDICAL POLICIES

The Kevin O’Grady School employs registered nurses on duty at each day school is in session.

MEDICATIONS

● We are obligated to adhere to the policy of the Massachusetts Department of Elementary and Secondary Education and of the 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/guardian. These forms are available from the school nurse and are sent out each year in the school information packet.

● Per recommendation of Massachusetts School Health that medications should be given at home whenever possible.

● Required information includes the name of the medication, dosage, route, and time to be administered. 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, must be in the original container. No medications will be accepted in plastic bags or plastic containers (i.e. Tupperware). Only a 30-day supply of medication may be accepted.

● Medication orders are valid one calendar year from when the prescriber signs and dates the order.

● Non-prescription 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. Only over-the-counter (OTC) medications on NEC Permission To Treat form may be given at KOGS without written MD authorization. All other OTC non-prescription medications require a signed Doctor's order. KOGS will also accept Physician Assistant (PA) and Nurse Practitioner (NP) written orders.

● Medications must be brought to the school by a parent/guardian and given to a school nurse. **Locked Boxes** may be utilized. Families may purchase a locked box to send medications to the school. It is preferable that when able, the parent/guardian brings the medication in directly to the school nurse. Do not send medication to school with your child. Students are allowed to transport empty containers home for refill. Exceptions are made for emergency medications such as EpiPen, rescue inhalers and students who have permission to self-administer their medications at school.

● A student, regardless of age or prescription, should not be in possession of medication while at school.

● It is critical that the Kevin O'Grady School 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 with ANY and ALL changes in medications.

SPECIALIZED SKILLED NURSING CARE

Students requiring specific specialized health care treatments, procedures or interventions during the school day require a signed doctor's order. A Skilled Nursing Specialized Care form (see Appendix C) is available to facilitate specific treatments on one page. It is available in your packet or from your child's nurse.

Specialized care requiring signed medical orders include: enteral feeds: G-tube feeds, J-tube feeds, G-J feeds, hydration via a G-tube, G-J tube or J-tube; Chest physiotherapy (CPT), suctioning, tracheal care, continuous pulse oximetry, diabetes care, bladder catheterization, Vagal nerve stimulator (VNS) orders, specialized diets (i.e., ketogenic).

All tube feeds must be prepared by the nurse administering the tube feed to your student. The nurse is not able to administer home blends prepared in the home setting. The nurse may prepare the blend in the school setting if the food is sent in in sealed containers such as yogurt and sealed formula/milk. We cannot accept tupperware containers or a thermos filled with formula or blended foods for enteral feeds, it must come in a sealed package. We are able to continue a tube feed that is infusing and has been prepared by a licensed nurse practicing in the home setting (not a parent that is an RN). This issue on nursing practice has been reviewed and addressed by the Massachusetts Board of Registration in Nursing Advisory Ruling on Nursing Practice and the Department of Public Health, School Health Unit, who has issued the advisory to all nurses practicing in the Commonwealth.

Orders for tube feeds and other treatments as noted above need to be completed yearly or whenever any change in orders occurs.

ALLERGIES AND EPIPENS – KEVIN O'GRADY IS AN ALLERGY AWARE SCHOOL

The Kevin O'Grady School community is an *Allergy Aware School*.

Allergy Aware addresses both Food Allergies and Fragrances. Fragrances from personal care products, air-fresheners, candles, and cleaning products have been associated with adversely affecting a person's health. ***Hence we request that all students and staff refrain from wearing perfume, cologne, aftershave, and other fragrances to promote a fragrance-free environment in all classrooms.*** If your child has a known food or environmental allergen (i.e. bee stings), please identify this allergy to a Kevin O'Grady school nurse or classroom nurse prior to admission so that safety measures can be communicated to all staff. If an EpiPen is prescribed by your child's physician, it is necessary for you to provide one to a Kevin O'Grady nurse for use in case of an allergic reaction. The nurse will develop, with you, an emergency plan for your child. Staff trained to recognize symptoms of anaphylaxis and trained in administration of epi-pen auto injector will administer epinephrine to your student and activate 911.

ILLNESS AND EXCLUSION FROM SCHOOL GUIDELINES

Your child will be excluded from school using the following guidelines:

- **Fever:** Temperature of 100.0 degrees or higher via ThermoScan or Temporal Scanner. Students must be fever free for 24 hours before returning to school without the use of medication. The exception is the child with a hypothalamic problem (temperature regulation problem) who is asymptomatic.
- **Respiratory:** Serious, sustained coughing, shortness of breath or difficulty breathing coughing up thick mucus that is not normal for your child.
- **Eye/Nose Drainage:** Thick mucus or pus (especially green) drainage from the eye or nose, that is not normal for your child.
- **Diarrhea:** Increased number of abnormal loose stools within a 24-hour period. Observe your child for other symptoms such as fever, abdominal pain or vomiting.
- **Vomiting:** Two or more episodes of vomiting within a 24-hour period, without a defined underlying cause.
- **Sore Throat:** Sore throat or difficulty swallowing, especially with a temperature or swollen neck glands.
- **Skin Problems:** Rashes, infected sores, sores with drainage that are undiagnosed or contagious.

● **Rash:** Any new rash with or without a fever. May return after rash goes away or written clearance by a healthcare provider.

● **Antibiotic:** If your child is started on an antibiotic he/she must be on the antibiotic for 24 hours before returning to school.

● **Suspected Illness:** If your child has a fever or seems sick and you feel he/she needs Tylenol or Motrin before coming to school, then your child must be kept at home to prevent the spread of illness.

● Should a student become ill 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/guardians or those delegated by the parents/guardians will be notified and asked to pick up the student. In no case will 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.

HOSPITALIZATION

Students who have been hospitalized require a doctor's note to return to school. *Please note that this policy applies to even a minimum of one overnight stay in the hospital.* This policy also applies to a student's return to school after psychiatric hospitalization.

SPECIAL NOTE ON COVID-19

We are continuing to follow MA DPH guidelines on COVID-19. Current guidelines are:

Children and staff who test positive must isolate for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever free without the use of fever-reducing medicine for 24 hours, they may return to programming after Day 5 and should wear a mask through Day 10. If the individual has a negative covid test on Day 5 or later, they do not need to mask.

SPECIALIZED MEAL TIME POLICY:

Many of our students have dysphagia or other related concerns with their meals such as high risk for aspiration. It is recommended these students submit any feeding/swallow reports. For example, a modified barium swallow. A mealtime policy will be developed by your student's feeding team. This will require parental signatures as well as recommendations from the student's physician or medical team.

KOG SAFE STUDENT LIFTING AND TRANSFERS PROCEDURES

This policy is based on the APTA's Academy of Pediatric Therapy: Safe Student Lifting and Transfers in the School Setting: A Decision Making Guide (2018) fact sheet (1). Relevant information was also obtained from two government agencies: National Institute of Occupational Safety and Health (NIOSH) (2) and Occupational Safety and Health Administration (OSHA) (3).

Purpose of lifting guidelines

- Safety of students
- Safety of KOG staff
- Promote maximal independence for students
- Provide tools for team decision making
- Implementation of safe lifting techniques
- Continue a culture of safety that protects staff and students
- Provide clear expectations for safe lifting practices

The following guidelines are for students who **do not actively participate by bearing weight** when transferring to a piece of equipment or therapeutic position.

● Students who weigh less than **weigh less than 35 pounds (and do not actively bear weight)** may be lifted using techniques taught by the physical therapist for transitions from similar height surfaces (lifting a student from the floor to a higher surface that weighs more than 35 pounds will require a physical therapy consult).

● Students who **weigh 35-50 pounds (and do not actively bear weight)** could be lifted using a two-person lift techniques as taught by the physical therapist. Use of a mechanical lift should also be considered given specific environments, lifting heights, or other circumstances.

● Students **who weigh greater than 50 pounds (and do not actively bear weight)** should be lifted using a mechanical lift and sling. Classroom staff must talk with their physical therapist for training or any special precautions before performing this lift

The following guidelines are for students **who actively participate by bearing weight** when transferring to a piece of equipment or therapeutic position.

● Transition and mobility plans for these students can be difficult as you balance the safety of staff and students with the student's ability to participate and make progress toward their functional mobility goals.

● These transfer and mobility plans are often variable, sometimes dependent on the time of day, the student's medical status (i.e. recent seizure), student's level of arousal, the environment, type of transfer/mobility needed, and level of caregiver training and skill.

● Students who **weigh less than 35 pounds (and actively bearweight)** may transition with the assistance of one staff member. Care is taken to set a safe environment and to assess the student's ability to participate prior to initiating the transfer. Staff will follow the plan developed to support student participation and practice. Staff will use developmental sequence when assisting a student from the floor to stand. Staff will talk with the student's physical therapist for guidance.

● Students who **weigh 35-50 pounds (and actively bear weight)** may transition with assistance from one staff given consistent and appropriate student assistance. Standby of a second staff should be considered. Classroom teams and the student's physical therapist should develop a personalized transition and mobility plan. The student's physical therapist will provide training and problem solve unusual situations or environments.

● Students who **weigh greater than 50 pounds (and actively bear weight)** and require a **minimal or moderate assist of one person**, may transition with one staff assisting the student and another staff close by as a standby assist if needed.

● Students who **weigh greater than 50 pounds (and actively bear weight)** and require a **maximal assist of one person**, may transition with two staff given consultation with the student's physical therapist and team who have collaboratively developed a student transfer plan. Factors including, student's ability to consistently participate, stability of medical concerns and seizures, ability/training of staff, and student's expected progress will be considered when determining plans.

PERSONAL PROPERTY/ELECTRONICS

CELL PHONES

The Kevin O'Grady School recognizes that some students may have cell phones for personal and family communication. The following are expectations regarding cell phones at school:

● Phones must be kept in the power off position and should be stored in a student's bag or pocket.

● Phones may be used for emergencies only with permission from and with the direct supervision of a staff member.

● Students who display unauthorized use of, or create a distraction with, their cell phones will have them confiscated by a staff member or the phone will be disabled for the remainder of the school day. They will be placed in a secure location until they are returned to the student at the end of the day unless the Director or Assistant Directors determines that an alternative response is deemed necessary.

● Cell phones may NOT be used as a music player. Having a phone on in any manner is grounds for confiscation. This includes the use of cell phones for texting.

● Any continued unauthorized use of a cell phone or ongoing refusal to follow cell phone rules could lead to disciplinary action as well as the possible daily confiscation or cell phone restriction.

HUMAN SEXUALITY EDUCATIONS

The Principal or Program Directors will, prior to any course or curriculum that primarily involves human sexual education or human sexuality issues, notify parents/guardians of Kevin O'Grady School 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 or Assistant Directors to inspect and review instructional materials of those curricula.

CONFIDENTIALITY

The Northshore Education Consortium does not issue the names, addresses and personal information about students to any outside agencies without the prior written consent of the student (at age 18) or parents/guardians in accordance with Massachusetts Law 603 CMR 230.07 (4).

DRESS CODE

We ask everyone to dress in a manner appropriate to a school environment. Students should dress in clothing that is clean, safe and appropriate for the weather. 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.
- Knit hats, hoods, bandannas, sunglasses or other items covering a student's head and/or face
- Clothing/accessories that is known to represent gang affiliations
- Clothing that exposes undergarments
- Clothing that does not cover a student's midriff
- Clothing that is revealing or provocative in nature
- Open back shirts or shirts with straps that are less than one inch in width
- There should be no risk of clothes falling down (i.e., baggy pants). Secure clothing with a belt or as otherwise necessary.

Any attire deemed inappropriate by staff members will be discreetly 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.

PARENT/STUDENT HANDBOOK SIGNATURE PAGE

I have read and understand all the information provided to me in the Kevin O'Grady School Handbook for the 2023-2024 school year.

Student Name (please print)

Student Signature (if appropriate)

Parent Signature

Date

PLEASE SIGN AND RETURN THIS PAGE TO THE KEVIN O'GRADY SCHOOL.