



NORTHSHORE  
EDUCATION  
CONSORTIUM

***KEVIN O'GRADY SCHOOL***

***PARENT-STUDENT HANDBOOK***

***2017-2018***



***"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](http://www.nsedu.org)*

*Dear Parents/Guardians and Students,*

*I am pleased to welcome you to the Kevin O'Grady School at the Northshore Education Consortium. The staff members are excited about beginning this upcoming year and working closely with you to provide your child with a positive learning experience.*

*We know that sharing information for effective communication will be an important component of this partnership. This handbook is intended to provide you with a starting point for locating the information you need to participate in this conversation. Inside you will find an overview of programs and services, an explanation of school policies and 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.*

*We thank you for your support, cooperation and feedback. Keep in mind that 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.*

*This handbook is also posted on our website on [www.nsedu.org](http://www.nsedu.org) and you will be notified of any updates or changes.*

*Sincerely,*

*Tom Miller  
Program Director*

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**CONTACT NAMES/NUMBERS/EMAIL**

**Main Number 978-232-9755**

**Office Fax Number 978-232-9756 / Nursing Fax Number 978-922-4294**

[www.nsedu.org](http://www.nsedu.org)

**ADMINISTRATION AND ANCILLARY STAFF**

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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 supports 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 principals in carrying out our work 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.

### **PROGRAMS WITHIN THE KEVIN O'GRADY SCHOOL**

The Kevin O'Grady School is comprised of a number of quality classrooms that serve students 3-22 years of age. At the heart of the program is a committed staff of professionals focused on creating positive learning opportunities for all students and their families or caregivers.

### **FOUNDATIONS**

FOUNDATION provides intensive services for children 3-6 years of age who have special needs. It follows the Massachusetts Department of Education Guidelines for Preschool Learning Experiences. Within an integrated classroom model, which includes peer models, students acquire the communication, social/emotional, and self-help skills needed to successfully transition back to schools within their community or to other specialized programs. Comprehensive therapy services, including physical therapy, occupational therapy, speech and language therapy, vision services, and orientation and mobility services, are provided within the classroom to assure integration and carryover of learning objectives.

### **ACCESS**



ACCESS provides intensive services for students with multiple impairments, including students 6-22 years of age who have complex medical needs. It follows the Massachusetts Curriculum Frameworks and Common Core Standards. Students actively engage in daily routines, activities and experiences that provide optimal levels of stimulation required to explore their environment and increase quality of life. For some students, complex medical issues require frequent care from qualified personnel and nursing services. Therapies are also integrated into the classroom with the emphasis on teaming with classroom staff to meet each student's IEP objectives. Comprehensive therapy services, including physical therapy, occupational therapy, speech and language therapy, vision services, and orientation and mobility services, are provided within the classroom to assure comprehensive integration and carryover of learning objectives.

### **STRIVE**

STRIVE provides intensive services for children with multiple disabilities including: intellectual impairments, neurological impairments, and autism. Students range from 13-22 years of age. Our curriculum follows the Massachusetts Curriculum Frameworks and Common Core State Standards. Students acquire the self-help, sensory, self-regulation, leisure and pre-vocational skills needed to reach their full potential. The emphasis is on active learning through systematic instruction utilizing research-based teaching methodologies. Adaptations including sensory diets, augmentative communication systems, adaptive equipment and environmental supports that enable students to actively engage in all parts of their day.

### **REACH**

REACH provides intensive services for children 6-13 years of age who are on the autism spectrum or who have developmental or intellectual impairments. It follows the Massachusetts Curriculum Frameworks and Common Core Standards. Students acquire the academic, communication, social/emotional and self-help skills needed to reach their full potential. The emphasis is on learning through systematic instruction utilizing research-based teaching methodologies including structured teaching and applied behavior analysis. Adaptations including sensory diets, augmentative communication systems, adaptive equipment and environmental supports that enable students to actively engage in learning.

### **TARGET**

TARGET provides intensive services for adolescents and young adults 14-22 years of age who are on the autism spectrum or who have intellectual impairments. It follows the Massachusetts Curriculum Frameworks and Common Core Standards. Students expand on the academic, communication, social/emotional, self-help, pre-vocational/vocational and life skills needed to become active members of the community. The emphasis is on generalizing and expanding acquired skills through systematic instruction in more natural environments including in-house vocational areas, community outings and vocational internships. Families are provided with support to complete the guardianship process. Transitional plans become an important focus of the IEP. Students undergo a comprehensive vocational assessment to identify skills, strengths and vocational interests.

## **Additional Services and Quality Components of Kevin O'Grady School:**

- Specialized Adapted Curricula which follow the Massachusetts Frameworks
- Nursing Department
- Physical Therapy Department
- Occupational Therapy Department
- Speech and Language Department
- Behavioral Department
- Social Work Services
- Assistive Technology
- Vision, Orientation and Mobility and Deaf-Blind Services
- Home Training Services

### **COMMUNICATION**

#### **PAPERWORK AND WHY WE NEED IT EACH YEAR**

To be able to provide safe and appropriate services at school, members of the Kevin O'Grady School staff depend on having the most accurate and up-to-date information about each student. Before each school year, parents will be asked to fill out a variety of informational and consent forms so that information may be updated in their child's record for the coming school year. Although this is a lot of work and can seem quite repetitive, it is the only way we can be sure that the information we have is correct. 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 receptionist.

#### **HOW TO REACH US**

An executive assistant and administrative assistant is 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 your child at the main office when you arrive. Do not go directly to your child's classroom. The administrative assistant or receptionist 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 must pick up your child early, go to the office when you arrive at school. The administrative assistant or receptionist 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 preschool child 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 necessary so that we can maintain accurate attendance records and so that we can account 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.**

### **INCLEMENT WEATHER/SCHOOL CANCELLATIONS**

The Kevin O’Grady School uses an automated phone call system to inform parents in the event of school cancellations, delays, or emergencies. Parents/guardians will be notified via a phone call, text message or email. Our notification system requires that parents keep us updated with changes to email addresses and phone numbers.

Generally, 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 the **Kevin O’Grady School has not**, parents/guardians are responsible for transportation on that day ***if they so choose***. *If a child does not come to school, he or she will be marked as absent.*
- Announcements can be heard on the radio station WBZ AM1030. 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:

www.thebostonchannel.com/closings  
boston.cbslocal.com/closings/  
www4.whdh.com/stormforce

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

## **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. Some means of communication with parents/guardians may include daily notebooks, email messages, phone calls, written progress reports, parent meetings, 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 receive updates, address concerns or simply discuss their progress. We believe ongoing communication is vital to the success of Kevin O'Grady School students.

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 members have access to email at work. Parents who also have access to email should feel free to 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. For example tmiller@nsedu.org is the email address of Tom Miller. 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.** We ask that parents and students not 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 a visit to the classroom, please call a few days in advance to schedule a time for your visit. Planning in advance will insure that the staff members you would like to meet with will be able to spend the amount of time needed for the meeting and will be prepared to discuss the issues you have in mind. Please make sure that you schedule the meeting directly with the individual staff member, as the administrative assistant does not have access to individual schedules. In order to keep disruptions in the school day to a minimum, parents are also asked not to 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 all have to work to control and limit the number of distractions and interruptions that occur within the school and classrooms as much as possible. Although parents are always welcome to come into the school and to observe their child in his/her classroom or therapy time, 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 in the classroom or in one of the therapies, 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 their professionals to perform evaluations of their students at Kevin O'Grady School with the consent of the team.
4. Professionals should arrange visits through the Director or Assistant Director. 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 a several parent volunteers that do many activities throughout the year including fundraising, holiday events and special events for our students and staff. Some examples are the Scholastic book fair, cookouts, Walk & Roll, staff

appreciation, etc. Other volunteer opportunities include working in our library, putting together teacher materials, etc. See the Director or Assistant 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**

We have begun over the past few years to send more school wide information via email. We would like to experiment with communication on Powerschool system of 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 \$ for Snack Shop or Book Fair, School Spirit Days. We will likely send reminders the day before.

**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 these 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.

Thanks in advance for your collaboration, while we try to work out this new type of communication system.

### **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.

Kevin O'Grady School values diversity and community and is committed to a culture that fosters free and opens 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. Some of the 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 our population.

### **COMMUNITY/FIELD TRIPS**

The Kevin O'Grady School students participate in community trips, which 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 purchasing school meals, you must order and pay for them monthly. (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 once a year. A re-evaluation is completed once every three years. Currently, we do not prepare report cards 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 Law, students must pass the grade 10 tests 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 DESE instead of taking the written assessment with accommodations. This is determined at the IEP meeting each year.

### **TRANSPORTATION/ARRIVAL AND DEPARTURE PROCEDURES**

For most students, a transportation company that is hired through the special education department of the city or town where the family resides provides transportation to the Kevin O'Grady School. Other students are 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., 5 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.

## **SCHOOL SAFETY PROCEDURES**

### **FIRE DRILLS**

Fire drills are routinely held as a safety measure. Fire drills are to be taken seriously. When the alarm is sounded, students and staff, remaining together in the class group, will exit the building 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 designee.

### **VISITORS TO THE BUILDING**

All visitors, including parents and relatives, must report to the main office upon arrival in the building. Every visitor must sign in. The administrative assistant or Executive Assistant will call the person with whom you are meeting and the person will come to greet you at the office. Parents are not to go directly to their child's classroom without checking in at the office.

### **DISCIPLINE**

#### **IX. Special Education Discipline—1415(k)(1)(B)/300.530-537**

##### **A. 10 School Days or Less—1415(k)(1)(B)/300.530**

1. School personnel remove student who violates code of conduct for not more than 10 school days to interim alternative setting, another setting, or suspension for not more than 10 school days;
  - a. For these first 10 cumulative days, no services need to be provided to the student.

**B. 10 School Days or More—1415(k)(1)(C)/300.530**

1. If district seeks to order change in placement that would exceed 10 school days and behavior is not a manifestation of disability, then discipline like regular ed student;
  - a. Continue to receive educational services meaning access to general ed curriculum and progress toward IEP goals;
  - b. Receive FBA too.
2. If behavior is a manifestation of disability, then Manifestation Determination (MD) rules apply.

**C. 45 School Days—1415(k)(1)(G)/300.530**

1. School personnel may remove to an appropriate interim alternative educational setting for not more than 45 days if child:
  - a. Carries weapon to school or school function; or
  - b. Possesses sells illegal drugs or controlled substance; or
  - c. Inflicted serious bodily injury upon another person while at school, on school premises, or at school function;
  - d. TEAM must conduct Functional Behavioral Assessment (k)(1)(C);
  - e. TEAM must conduct Manifestation Determination (k)(1)(E);
  - f. Services continue in alternate setting (k)(1)(D).

**D. Services During Discipline—1415(k)(1)(D) & 1412(a)(1)(A)/300.530**

1. When removing student for more than 10 school days or for 45 school days:
  - a. Must continue to receive educational services so can participate in general educational curriculum and make progress toward goals in IEP;
  - b. Must receive FBA, behavioral intervention services and modifications so that does not occur again.

**E. Manifestation Determination (MD) —1415 (k)(1)(E)/300.530**

1. Manifestation determination means the district, parents, and relevant members of IEP TEAM reconvene within 10 school days of change in placement due to student conduct to in order to conduct this determination which is an assessment of whether the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability or if the conduct was a direct result of the district's failure to implement the IEP;
  - a. Must consider relevant information in student files (observations, IEP, information provided by parents, evaluations).
2. If behavior is linked to disability, then TEAM must:
  - a. Conduct FBA;
  - b. If already FBA, review and modify;
  - c. Return child to placement unless agree otherwise.
3. If behavior is not linked to disability, then can be disciplined like any other regular education student but must always deliver special education services
  - a. 1412(a)(1)(A) & 1415(k)(1)(C).

#### **F. Appeals—1415(k)(3)/300.532**

1. Parent may appeal if disagrees with any decision regarding placement or Manifestation Determination (MD);
2. District may appeal if believes maintaining current placement is substantially likely in injury to child or others;
3. Hearing Officer (HO) Authority:
  - a. Can order return to original placement or removal for 45 school days if current placement is substantially likely to result in injury to child or others;
4. Placement During Appeals—1415(k)(4)/300.533;
  - a. Child stays in interim setting pending HO decision or until disciplinary time expires, whichever occurs first;
5. Time line—hearing requests must be treated as expedited (hearing in 20 days; decision in 10 days).

#### **G. Children Not Yet Eligible—1415(k)(5)/300.534**

1. Children not yet eligible who has been disciplined may invoke protections of IDEA if can show that district had knowledge of need for services;
  - a. Knowledge = parent expresses concern in writing; behavior or performance indicates need for service; parent has requested evaluation; teacher or other personnel have expressed a specific concern about a pattern of behavior to special education director;
    1. Exception—no knowledge deemed if parent refused to allow evaluation or refused services or child already evaluated and found not eligible;
  - b. If no knowledge, then regular discipline applies;
  - c. If request for evaluation made, then conduct evaluation in expedited manner; pending evaluation, student receives services as determined by district.

#### **H. Referral to Law Enforcement—1415(k)(6)/300.535**

1. Districts permitted to report crimes of students with disabilities to authorities and can transmit records.

#### **I. Definitions—1415(k)(7)**

1. See State Department of Education Discipline Code for definitions.

#### **SMOKING**

In compliance with the Beverly Board of Health, we will be enforcing the Health Tobacco Control Regulation, Section 111, A6, which prohibits smoking of tobacco products on school property.

**Please be advised:** *There is no smoking allowed on Kevin O'Grady School property or during any Kevin O'Grady School activity, field trip or event.*

#### **WEAPONS**

The Kevin O'Grady School 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 or Assistant Director. Students who bring a weapon to school may be terminated at the discretion of the Director or Assistant Director. The Kevin O'Grady School reserves the right to report the incident to the local authorities, including the specifics of the offense and the name of the offender.

### **DESTRUCTION OF PROPERTY AND VANDALISM**

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

### **POLICY OF NON-DISCRIMINATION (Title IX)**

The Kevin O'Grady School admits students of any race, color, religious affiliation, national or ethnic origin, gender, sexual orientation, disability and residence status to all the rights, privileges, programs and activities generally accorded or made available to students at the Kevin O'Grady School and does not discriminate against any students who qualify under the criteria of the school's admission policies in administration of its educational and therapeutic programs. Students may be admitted at any time depending upon their appropriateness for the program and available space.

### **HAZING POLICY**

The Kevin O'Grady School's 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 one thousand dollars (\$1,000.00) or by imprisonment in a house of correction for not more than one hundred (100) days or by both such fine and imprisonment.

The term "hazing" means 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 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.

**Section 18:** Whoever knows that another person is the victim of hazing as defined in Section 17 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 enforcing official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars (\$500.00).

### **HARASSMENT POLICY**

The Kevin O'Grady School will not tolerate any behavior (speech or action) which results in the harassment or discrimination of any student 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 the Kevin O'Grady School 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

### **REPORTING AND INVESTIGATION OF DISCRIMINATION AND HARASSMENT**

Any student 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 teacher, social worker or Director or Assistant Directors.

**HARASSMENT GRIEVANCE POLICY CHECKLIST**

<b>SCHOOL DISTRICT:</b>		<b>DATE:</b>	
<b>HARASSMENT GRIEVANCE POLICY CHECKLIST</b>			
<b>COMPONENT</b>	<b>YES</b>	<b>NO</b>	<b>?</b>
Published, widely disseminated, available			
Identifies the Title IX/504/Equal Opportunity Coordinator			
Clearly written and easily understood			
Language appropriate for all ages			
Provides for access at different levels			
Requires employees to refer information regarding possible harassment to the Title IX/504/Equal Opportunity Coordinator			
Available to anyone			
Stipulates reasonable time limit for initiation of grievances			
Informal and formal levels			
Does not require complaint in writing			
Provides description of each step			
Provides time frame for each step			
States names and roles of those involved in implementation of procedure			
Requires documentation			
Protects confidentiality but does not guarantee it			
Isn't in conflict with other legal mandates			
Provides for written finding to parties			
<b>COMPONENT</b>	<b>YES</b>	<b>NO</b>	<b>?</b>
Provides right of appeal			
States that parties have access to relevant organizational records			
Protects from retaliation and harassment			
Empowers fact finders to recommend and issue discipline consistent with School Code of Conduct and includes other types of remedies that may be imposed			

## **BULLYING AND CYBERBULLYING POLICY**

The Kevin O'Grady School is invested in providing an educational environment that is safe from harassment and bullying. All acts of bullying as defined by Massachusetts law are prohibited as described below.

Acts of bullying, cyberbullying, 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 is defined by Massachusetts law to include the following:

- The repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at a target that:
  - Causes physical or emotional harm to the target or damage to the target's property;
  - Places the target in reasonable fear of harm to himself or of damage to his property;
  - Creates a hostile environment at school for the target;
  - Infringes on the rights of the target at school; or
  - Materially and substantially disrupts the education process or the orderly operation of a school.

All forms of harassment in cyberspace, often referred to as Cyber bullying, are unacceptable. As defined by Massachusetts law, 'Cyber bullying' through the use of technology or any electronic communication, which shall include, but shall not be limited to any communication as would occur via use of a cell phone, computer or other wired or wireless communication devices such as email, internet communications, instant/text messages and fax communications.

Cyber bullying shall also include:

- The creation of a webpage or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described above that falls under the definition of bullying.
- The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that maybe accessed by one or more persons, if the distribution or posting creates any of the conditions described above that falls under the definition of bullying.
- Cyber bullying includes online actions as a means to harass, tease, intimate or terrorize another person via inappropriate or hurtful use of technology, including text messages, digital pictures or images and web site posting. All reports of cyber bullying will be investigated fully.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

If we become aware that any type of bullying or cyber bullying has taken place, whether in school or out of school, between or amongst any Kevin O'Grady School students, we will take appropriate and necessary action which can include, but is not limited to, disciplinary action, police notification, parent/guardian meetings and expulsion.

### **RESTRAINT POLICY**

Assigned staff members are trained in the use of physical restraint using Safety Care techniques. Physical intervention is used as a **last resort** and only in the event that a student presents a situation that may be harmful to self or others and is not responsive to less restrictive interventions

### **MEDICAL POLICIES**

We have several registered nurses on duty at the Kevin O'Grady School 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.
- 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).
- 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).

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 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.

### **ILLNESS AND EXCLUSION FROM SCHOOL GUIDELINES**

- Your child will be excluded from school using the following guidelines:
  - **Fever:** Temperature of 100.4 degrees or higher via Thermo Scan or Temporal Scanner. Student must be fever free for 24 hours before returning to school. The exception is a child with a hypothalamic problem (temperature regulation problem) who is asymptomatic.
  - **Respiratory:** Congested cough or 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
- **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.

### **COMMUNICABLE DISEASE/CONTAGIOUS ILLNESS**

- If your child has **symptoms** of an illness known to be contagious (i.e., conjunctivitis, chicken pox, strep throat, etc.), please keep your student home and have him/her seen by a physician. Sending a contagious student to school compromises the health and safety of your child as well as other students and staff.
- No student will be admitted to the school while ill with a communicable disease, and students will only be re-admitted after such an illness with a Return To School form filled out by a physician, physician's assistant (PA ) or nurse practitioner (NP).
- If a reportable communicable disease has been introduced into the school and others have been exposed, parents and guardians will be notified immediately.

### **ISOLATION REQUIREMENTS**

*The following are the isolation requirements of the Massachusetts Department of Public Health:*

- Chicken Pox – Excluded until all lesions are dried or are crusted over or until no new lesions appear
- Measles – Five days from date of appearance of rash
- German Measles - Eight days from date of appearance of rash
- Mumps – Six days from onset of disease
- Scarlet Fever or Streptococcal (Strep) Throat – Twenty-four hours after start of treatment student may return to school
- Pertussis – Excluded five days after initiation of appropriate antibiotic
- Flu- Twenty-four hours of being fever free without the use of a fever reducing medication such as Tylenol or Motrin.

### **IMMUNIZATION REQUIRED BY STATE LAW**

Chapter 76, Section 15 amended in 1967: No student shall be admitted to school except upon presentation of a physician's certificate that the student has been successfully immunized against Diphtheria, Pertussis, Tetanus, Measles, Mumps, Rubella, Varicella and Poliomyelitis unless they are exempt – see below:

- **Medical exemption** is allowed if a physician submits documentation that an immunization is medically contraindicated. *A new physician's letter must be submitted every school year.*
- **Religious exemption** is allowed if a parent/guardian submits a written statement stating that immunizations conflict with their sincere religious beliefs.

The law states that medical exemptions must be presented at the beginning of each school year. MDPH recommends also requesting religious exemptions on an annual basis, in writing, at the beginning of each school year.

**See Attachment Massachusetts Immunization Requirements**

### **CURRENT PHYSICAL EXAMINATION REQUIRED BY STATE LAW**

Any new student must have a recent physical examination report on file before starting school. Returning students need a physical examination every three years and the report needs to be submitted to school.

### **INJURIES**

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 is injured. 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. The parent/guardian must arrive and will meet their child as soon as possible.

### **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 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. The parent/guardian must arrive and meet their child as soon as possible.

### **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 social worker, the teacher and the parent/guardian.

### **SUSPECTED CHILD ABUSE AND NEGLECT**

If it is suspected that a student has been a victim of child abuse or neglect, a staff member will make the determination if immediate medical attention is needed. All staff members at the Kevin

O'Grady School are mandated reporters and all suspected cases of abuse or neglect must, by law, be reported to the Department of Child and Family Services. Staff members are expected to report any suspected abuse or neglect immediately to the social worker, nurse and Director. Our practice is to contact the parent/guardian to gather more information that a report will be file with a District and the appropriate state agency.

### **WELLNESS POLICY**

The Kevin O'Grady School 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.

In promoting healthy eating, the Kevin O'Grady School is maximizing nutritional value by reducing fat and added sugars, increasing nutrition density, and moderating portion size in our school lunch program as well as in items in our vending machines and snack bar.

- We are encouraging students to bring beverages to school that are caffeine-free and that have some nutritional value such as drinks with at least 50% fruit juice or vegetable juice. Bottled water is always welcome. Low-fat, low-salt and low-sugar snacks are encouraged as well.
- The Kevin O'Grady School discourages students and staff from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some student's diets. The Kevin O'Grady School will continue to be an allergy-aware school.
- Free and reduced meals are available to eligible students. Applications for these programs must be filled out annually. Our meal program is available to all students and a menu order form is provided at the beginning of each month. You must order and pay for meals monthly. We have refrigerators and microwaves available for students who bring their own meals.

### **PERSONAL PROPERTY/ELECTRONICS**

#### **ELECTRONIC DEVICES (iPods, iPads, Game Boys, PSPs, etc.)**

- Students are allowed to use these items during bus rides and break times.
- **Students who choose to bring personal electronic devices to school do so at their own risk.** Many of these devices are quite expensive. The Kevin O'Grady School takes NO RESPONSIBILITY for lost, stolen, damaged, or broken electronic devices or for other problems that occur with electronic devices UNLESS the item has been confiscated by a staff member.
- Students may bring computer CD games to school and use them at break/leisure time. These games must be screened and approved by the teacher. No swearing, obscenities or inappropriate graphic content will be allowed.
- The use of headphones is subject to the specific program and classroom expectations and may vary based on the individual needs of the student.

- If any of these items are used for instructional purposes (i.e., iPad, laptop, iTouch, other speech generating devices), the family should make sure they have a warranty and/or insurance in case of accidental damage to the item at school or during transport.

### **CELL PHONES**

The Kevin O'Grady School recognizes that some students may have cell phones for personal and family communication. The following are strict 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 Director 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.

### **PHOTO/VIDEO/AUDIO DEVICES**

Using personal property for taking photographs and/or video taping of others in the school building is prohibited without the prior and explicit permission from the subject. The taking and unauthorized use of photo or video or audio clips will be addressed by the Director or Assistant Director and may in some instances be punishable by law.

### **HUMAN SEXUALITY EDUCATION**

The Director or Assistant Director 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 Director 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, 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 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 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.

**PARENT'S NOTICE OF PROCEDURAL SAFEGUARDS**

The Parent's Notice of Procedural Safeguards from the Department of Education is located in Appendix A at the back of this handbook.

**STUDENT RECORDS AND 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).

**COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY  
FOR STUDENTS OF THE NORTSHORE EDUCATION CONSORTIUM**

The Internet is a worldwide network of interconnected computers that allows users, including students, corporations, government agencies, authors, doctors and scientists, to share information with one another. The Internet also provides an opportunity for users to communicate with each other, no matter how far apart they are geographically. Because of its enormous size, the Internet provides an almost limitless amount of information that can be put to great educational purposes. With such great potential for education also comes the potential for the posting or retrieval, intentionally or unintentionally, of inappropriate or harmful material. It is the purpose of these guidelines to assist all members of the Northshore Education Consortium Computer Network,

which includes World Wide Web access and electronic mail capability, to use this resource safely and appropriately.

The Northshore Education Consortium Computer Network, which includes World Wide Web access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, research projects directly related to class assignments, career and professional development and high quality self-discovery activities of an educational nature. The Northshore Education Consortium computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Northshore Education Consortium community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Northshore Education Consortium believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Northshore Education Consortium respects each family's right to decide whether or not their child will have independent access to the World Wide Web and an individual e-mail account at school.

For students to be permitted to gain independent access to the web or individual e-mail accounts, they must agree to and abide by the rules set out below. For students under 18, parents must provide written permission forms before students will be permitted to gain independent access to the web or individual e-mail accounts. If the Northshore Education Consortium does not receive a signed user agreement and, if applicable, a signed parental permission form, students will not gain independent access to the web or individual e-mail accounts, but they may still have exposure to the Internet during classroom instruction or library research exercises.

The Northshore Education Consortium will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. The Northshore Education Consortium intends to utilize any blocking or filtering safeguards required by law. With these measures, in addition to user education, implementation of this policy and grade-appropriate supervision, the Northshore Education Consortium believes that the Internet can be used safely to enhance the delivery of educational services.

Rules:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Northshore Education Consortium. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Northshore Education Consortium and could also result in criminal prosecution where

applicable. The Northshore Education Consortium will cooperate fully with law enforcement officials in any investigation relating to misuse of the Northshore Education Consortium computer network.

2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
  - a. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
  - b. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
  - c. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "list serves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
  - d. Participating in other types of use, which would cause congestion of the network or interfere with the work of others.
  - e. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
  - f. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
  - g. Accessing any prohibited sites on the Internet.
  - h. Revealing the personal address or telephone number of oneself or another person.
  - i. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
  - j. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
  - k. Attempting to harm, modify or destroy data of another user.
  - l. Exhibiting any other action whatsoever which would in any way subject the user or the Northshore Education Consortium to any civil or criminal action.
  - m. Discussing highly sensitive or confidential school department information in e-mail communications.
  - n. Using the Northshore Education Consortium technology network to buy, sell or advertise anything.
  - o. Using discussion groups, chat rooms, instant messaging, or other forms of online conversation unless authorized in advance by the teacher and directly tied to a school assignment or classroom project.
  - p. Using the Northshore Education Consortium technology network for gambling.
  - q. Using the Northshore Education Consortium technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
  - r. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.
  - s. Using the computer network for recreational purposes or activities relating to personal hobbies.
3. The Northshore Education Consortium assumes no responsibility for:



- a. Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
  - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
  - c. Any cost, liability or damages caused by a user's violation of these guidelines.
  - d. Any information or materials that are transferred through the network.
4. The Northshore Education Consortium makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Northshore Education Consortium shall not be liable for any loss or corruption of data resulting while using the network.
  5. All messages and information created, sent or retrieved on the network are the property of Northshore Education Consortium. Electronic mail messages and other use of electronic resources by students and staff, including accessing web pages, should not be considered confidential. Copies of all information created, sent or retrieved, including but not limited to web sites visited (cache files), are stored on the computer network's back-up files. While the Northshore Education Consortium does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system, including web pages accessed, as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources, investigating allegations of improper use and conducting routine network maintenance. By participating in the school district's computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
  6. The Northshore Education Consortium strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such event, the user's network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
  7. Because of size, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Northshore Education Consortium Technology Network, s/he shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
  8. Should a user, while using the Northshore Education Consortium Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Northshore Education Consortium, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.
  9. The Northshore Education Consortium administration reserves the right to amend this policy at any time without prior notice.

10. The Northshore Education Consortium reserves the right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources.

### **BULLYING PREVENTION AND INTERVENTION PLAN**

Northshore Education Consortium (NEC) has developed this policy pursuant to M.G.L. c. 71, § 370. The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyber-bullying, and the consortium is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence.

#### **LEADERSHIP**

This plan has been developed through collaboration with NEC districts, NEC program directors, and staff. NEC staff have assessed the adequacy of current programs; reviewed available data on bullying and behavioral incidents; and assessed available resources including curricula, professional development and behavioral health services. Oversight of this plan is the responsibility of each of NEC's program directors in cooperation with the Executive Director.

Our expectation at NEC is that all members of our community will treat each other in a respectful manner while embracing diversity. We are committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation during school hours or during school-related activities. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

#### **TRAINING AND PROFESSIONAL DEVELOPMENT**

All NEC staff members will be trained annually regarding staff duties under the plan, an overview of the steps that the program director or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention strategies to be offered in all programs throughout the Consortium. Staff members hired after the start of the school year will be required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

NEC will provide on-going professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, respect and embracing differences. Professional development will build the skills of staff members to prevent, identify and respond to bullying. As required by M.G.L. c. 71, § 370, the content of Consortium wide

professional development will be informed by research and will include information on strategies for prevention, intervention, and education around bullying and cyber-bullying. NEC's professional development will also focus on the particular needs resulting from the disabilities of our students.

NEC's bullying prevention / intervention plan includes, but is not limited to:

- A. Annual staff training on the plan: Annual training for all consortium staff on the Plan will include staff duties under the Plan, an overview of the steps that the director or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.
- B. Ongoing professional development: The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 370, the content of Consortium wide professional development will be informed by research and will include information on:
- Developmentally (or age-) appropriate strategies to prevent bullying;
  - Developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents;
  - Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
  - Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
  - Information on the incidence and nature of cyberbullying; and
  - Internet safety issues as they relate to cyberbullying.

NEC's students present with significant disabilities; issues of social appropriateness are addressed on an on-going basis.

### **ACCESS TO RESOURCES AND SERVICES**

In order to meet the unique needs of our students, NEC provides a variety of related services including services geared toward the emotional wellbeing of our students. Related service providers in-house include school adjustment counselors, guidance counselors, social workers, school psychologists. NEC also contracts with a psychopharmacologist, social worker and other mental health supports. Home training and behavioral support are provided for parents routinely.

### **ACADEMIC AND NON-ACADEMIC ACTIVITIES**

Because of the challenges our students face relating to their unique needs NEC's curriculum has incorporated strategies aimed at self-advocacy, respect, and tolerance. Curriculum is informed by current research, which, among other things, emphasizes the following approaches:

- Role playing to develop skills;
- Empowering students to take action by knowing what to do when they witness other students

- engaged in acts of bullying or retaliation, including seeking adult assistance;
- Helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
- Emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- Enhancing students' skills for engaging in healthy relationships and respectful communications; and
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

NEC's model is based on clear expectations around tolerance and respect, with consistent consequence for inappropriate behavior and / or social interaction. The following are integral components of NEC's programming:

- School and classroom routines include themes of respect and tolerance.
- A safe school and classroom environments for all students is promoted
- Positive behavioral support model is an integral part of NEC's programming
- Positive adult / student relationships are promoted through favorable staff to student ratios
- Collaborative problem solving techniques are modeled and utilized
- Internet safety is promoted

### **PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION**

1. **Reporting bullying or retaliation:** Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. An NEC staff member is required to report immediately to the program director or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not NEC staff members, may be made anonymously.

Use of an Incident Reporting Form is not required as a condition of making a report. The Consortium will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the program main offices, the counseling offices, the school nurse's office, and other locations determined by the program director or designee; and 3) post it on NEC's website.

#### **Reporting by Staff:**

A staff member will report immediately to the program director or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the program director or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with NEC or district policies and procedures for behavior management and discipline.

#### **Reporting by Students, Parents or Guardians, and Others:**

NEC expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the program director or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be

provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the program director or designee.

2. Responding to a report of bullying or retaliation:

Safety: Before fully investigating the allegations of bullying or retaliation, the program director or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The program director or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The program director or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. (Include locally established student safety planning policies and procedures here.)

Obligations to Notify Others:

Notice to parents or guardians: Upon determining that bullying or retaliation has occurred, the program director or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the program director or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

Notice to School or District: The sending district will be notified of incidents by the program director or designee. If the reported incident involves students from more than one school district, the program director or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

Notice to Law Enforcement: At any point after receiving a report of bullying or retaliation, including after an investigation, if the program director or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the program director will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency.

3. Investigation: The program director or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the program director or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The program director or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the program director or designee, other staff members as determined by the program director or designee, and in consultation with school counseling staff, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the program director or designee will maintain confidentiality during the investigative process. The program director or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with NEC and district policies and procedures for investigations. If necessary, the program director or designee will consult with the Executive Director and with legal counsel about the investigation.

4. Determinations: The program director or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the program director or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The program director or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the program director or designee may choose to consult with the students' teacher(s) and/or school counseling staff and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The program director or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the program director or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

#### 6. Responses to Bullying:

##### Teaching Appropriate Behavior Through Skills-Building:

Upon the program director or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 370(d)(v). Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with counseling staff and other appropriate program personnel;

- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills

#### Taking Disciplinary Action:

If the program director or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the program director or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the code of conduct.

Discipline procedures for NEC's students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA).

If the program director or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

#### Promoting Safety for the Target and Others:

The program director or designee will consider what adjustments, if any, are needed in the program environment to enhance the target's sense of safety and that of others as well. .

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the program director or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the program director or designee will work with appropriate school staff to implement them immediately.

### **COLLABORATION WITH FAMILIES**

Parent education and resources: The Consortium will offer educational programs for parents and guardians that are focused on the parental components of the anti-bullying strategies and any social competency strategies used by the Consortium.

Notification requirements: Each year the Consortium will inform parents or guardians about anti-bullying strategies that are being used. This notice will include information about the dynamics of bullying, including cyber-bullying and online safety. The Consortium will send parents notice each year about the student-related sections of the Plan and the Consortium's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats.

### **PROHIBITION AGAINST BULLYING AND RETALIATION**

Acts of bullying, which include cyber-bullying, are prohibited:

- On program premises, at NEC sponsored activities, at bus stops, on school transportation or through the use of technology or an electronic device owned, leased, or used by NEC and
- At a location, activity, function, or program that is not program related through the use of technology or an electronic device that is not owned, leased, or used by NEC if the acts create a

hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of the program.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 370, nothing in this Plan requires NEC to staff any non-school related activities, functions, or programs.

### **DEFINITIONS**

Aggressor is a student who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the legal definition of cyber-bullying.

Hostile environment, as defined in M.G.L. c. 71, § 370, is 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 a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

### **RELATIONSHIP TO OTHER LAWS**

Consistent with state and federal laws, and the policies of NEC's districts, no person shall be discriminated against in admission to a public school / day program or in obtaining the advantages, privilege and courses of study of such public school / day program on account of race,



color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the Consortium from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or NEC or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of NEC or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

**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 2017-2018 school year.

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**Student Name (please print)**

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**Student Signature (if appropriate)**

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**Parent Signature**

**Date**

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



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was intentionally  
left blank