NORTHSHORE RECOVERY HIGH SCHOOL

Student Handbook
School year: 2016-2017

Welcome Letter – 2016-2017

Dear Parents, Guardians, and Students,

It is my pleasure to welcome you to the Northshore Recovery High School, a program of the Northshore Education Consortium (NEC). We are very excited to begin your student's school year at NSRHS, and look forward to providing your child with an exhilarating, challenging, and satisfying learning experience while addressing his/her substance use needs.

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

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

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

This handbook contains excerpts from many of the NEC's most critical policies. The complete NEC policy manual is available on our website www.nsedu.org. A printed copy can be mailed to you by requesting one from Christine Cattoggio – ccattoggio@nsedu.org.

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

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

We look forward to a successful year.

Sincerely,

Michelle D. Lipinski, Principal

CONTACTS

Main Number: (978) 922-3305			
Title	**Name**	**Phone Ext.**	**e-mail**
Principal	Michelle Lipinski	1602	mlipinski@nsedu.org
Adjustment Counselor	William Hirschaut	1608	whirschaut@nsedu.org
Guidance Counselor	Maureen Sullivan	1640	msullivan@nsedu.org
IEP Chairperson	Maryellen Balfour	1606	mbalfour@nsedu.org
Front Desk Reception	Christine Cattoggio	1600	ccattoggio@nsedu.org
School Nurse	Elizabeth Walker	1345	ewalker@nsedu.org
(Please contact your student's counselor to fill in below)			
Music Teacher	Jake Kessler	1607	jkessler@nsedu.org
Art Teacher	Mary Devin	1604	mdevin@nsedu.org
English Teacher	Michaela Gile	1605	mgile@nsedu.org
Math Teacher	Ellen Ford	1610	eford@nsedu.org
Science Teacher	Maryellen Balfour	1606	mbalfour@nsedu.org
History Teacher	Jonah Ford	1603	jford@nsedu.org

Referrals and Admission

The Northshore Recovery High School— has educational programs available for students in grades 9 through 12.

Students may be referred by school districts, families, substance use treatment programs, youth-serving agencies and juvenile justice. The first step in the application process is to contact our Intake Coordinator by calling (978) 922-3305 x 2 to schedule an appointment for a tour of the school. During the tour, the student and guardian (or caseworker) will have the opportunity to ask any and all questions as well as complete the necessary intake documents.

If the original referral is not made by the public school district, NSRHS will contact the district to request information and explain the program. State law requires districts to support a student's right to attend a Recovery High School.

The intake documents generally include a current IEP or 504 (if applicable), any psychological and academic testing results, applicable school reports, a psycho-social history, pertinent medical information, and reports from other collaterals (i.e. Programs, Therapists, DCF, DMH, DYS, etc.) This information is beneficial in evaluating the appropriateness of placement in our school.

The NSRHS team will make a decision regarding admission after a review of written materials and the interview. Notice of acceptance or refusal will be communicated as soon as possible to both the family and the school district. Upon acceptance, the student's parent/guardian is asked to fill out a school permission packet and submit medical information including a recent physical and the student's immunization records. A signed IEP may also be needed to complete the intake process. Although NSRHS is not a Special Education placement, our staff will work with the responsible district to assure that all services specified on a student's IEP are in place. A student may start school after all required documents have been completed and submitted. We will then contact the sending district and request all remaining records.

Program Description

MISSION STATEMENT

Working to create and maintain a safe and respectful recovery community through academic achievement, community service and personal responsibility-

The NSRHS contains the following components:

- An underlying philosophy that emphasizes building positive and meaningful relationships between all students and staff.
- Serve students ages 14-21 with substance use disorder diagnosis
- Create individualized recovery plans
- Provide strong support for families and opportunities for parent involvement
- Small, structured classrooms with a low student to staff ratio
- Follow comprehensive academic curriculum consistent with MA Frameworks
- Individualized attention and programming within the context of the student's known and evolving academic, social, and emotional needs.
- Student support services aimed at promoting academic success and personal development.
- Structured and unstructured opportunities for social and emotional development.
- Clear and constructive school rules and expectations, with ongoing modeling by, and feedback from, caring, dedicated, trained professional staff.
- A team approach to student success, which includes input from students, families, community collaterals as well as NSRHS staff.

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

General Policies

Attendance

Massachusetts General Laws Chapter 76, Sec 1, mandates a student's daily attendance at school.

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

ABSENT LINE: (978) 922-3305 x1600

Classroom Attendance Policy

- A student cannot receive a passing grade in a class in which he/she has missed more than twelve days.

- Once a student has missed eight (8) days in a quarter, the teacher will submit a form (see attached) with the student's name and current classroom grade. This form will be given to either the Guidance Department or the Principal. A call will be made home to inform the parent/guardian that their son/daughter has missed eight days and is danger of failing the class. Within 24 hours after receiving the form, the Guidance Counselor or Principal will conference with the student, family and classroom teacher to develop strategies to keep the student in the classroom and "on-track."

- It is expected that the student will follow the guidelines set for him/her and will maintain their ability to pass the class with a grade that accurately reflects his/her ability. If the student continues to miss/skip the class, the student will not be able to pass the class once he/she has missed 13 classes. The highest grade the student can earn once he/she has missed 13 or more absences is a 59.9% regardless of their efforts.

- This grade will be averaged with the other quarter grades and does NOT mean the student will fail for the year if he/she acquires a passing grade for the other quarters.

Arrival

- Students are expected to arrive to school between 8:30 and 8:45 a.m. Any student dropped off or arriving at school before 8:00 a.m. is likely to be unsupervised, thus creating a potentially unsafe situation.
- Students are considered in school the moment they arrive on campus (by bus, foot, car or bicycle). All school rules apply from the moment a student arrives on campus in the morning until they leave campus at the end of the day.
- Upon arrival students are expected to move to areas specified by their schedule.
- **Our first class begins at 8:45** and students arriving after 8:45 a.m. are tardy if they arrive after 8:45am and before 10:25am.

- **A student signing in after 10:25 will need to see a member of the administrative team to have their absence correctly marked for the day.**
- Phone calls will be made by 10:25 by administrative assistant if your student in not present and we have not received a call.
- Students who arrive tardy to school without a note are expected to make up missed class time and assignments. Make-up time and work are coordinated through the teacher.

Transportation

- If transportation is provided by the district, students are expected to take the bus or transportation provided to them by their sending school district and adhere to all rules. It is the responsibility of the parent/ guardian to communicate to the transportation company regarding absences or changes.
- Parents/guardians who transport their children to school are asked to drop the student at the front door and wait until the student enters the building.
- In certain circumstances, students may take public transportation. Students are expected to arrange pick up and drop off at the Beverly Depot train station with Northshore Recovery High School staff.
- **If students plan to leave school together via parent/guardian pick-up or personal vehicle, all parents need to be notified and permission needs to given to the front desk, a counselor or the Principal.**

Student Driven Automobiles

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

All student vehicles are subject to the same search and seizure policy found in the handbook.

Dismissal

- Students will be **dismissed at 3:05 p.m.** NSRHS Staff will supervise all students at dismissal to make certain that all students take their previously scheduled form of transportation.
- Students who drive to and from school follow these same dismissal policies. A student who drives to and from school may NOT drive his/her friends from school at dismissal without permission.
- Students, regardless of their age, are not permitted to "Sign Out" of school during the school day without permission. Early dismissals or temporary changes to their previously scheduled form of transportation must be communicated to school personnel in advance, and may be confirmed with a follow up call or other means, by school personnel. Attempts to alter transportation plans near or at dismissal times will not be facilitated.

Early Dismissal Procedures

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

Inclement Weather / School Closings

- School delays or closings due to inclement weather follow the Beverly Public School cancellations.

- If the city or town in which you live has cancelled school and **Northshore Recovery High School has not**, parents / guardians are responsible for transportation on that day ***if they so choose.***

- Northshore Education Consortium utilizes a *phone alert system* that will call and/or email families that are registered in the system. If you find that you have not received a cancellation call please contact your school counselor.

- Announcements can be heard on the following radio stations: WBZ 1230, WEEI 850. They can also be viewed on the following television stations: WBZ Channel 4, WCVB Channel 5 and WHDH Channel 7.

    - Websites often offer the most up to date information. Some sites include:

        http://www.thebostonchannel.com/closings
        http://www3.whdh.com/stormforce
        http://www.wcvb.com/weather/closings
        http://www.myfoxboston.com/link/576471/massachusetts-school-closings
        http://boston.cbslocal.com/closings/

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

School Safety Policies

General Safety

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

Visitors to the Building

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

Fire Drills

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

Lockdown and "Stay in Place" Drills

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

Drug and Alcohol Policy

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

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

Drug Testing and Relapse Procedures

How Often?
Students will be tested on a random basis this year, approximately 4-8 times/month. If the student is in active relapse, and per request of student/guardian this may be modified. The drug tests are unsupervised. This means that the students take the urine cup into the bathroom and are not supervised by Northshore Recovery High staff.

What type of tests are used?
The urine cups are quick read cups. This is new this year. It enables us to determine whether a student is positive for several drugs within 5-10 minutes. The following drugs are detected from the new cups: amphetamines, benzodiazepines, methamphetamines, cocaine, THC, and opiates. We also have dips for K2/Spice and Heroin. These new cups will not give the levels of the drug in the student's system however. Therefore, a student that has THC in his or her system will continue to be positive for up to 30 days after last use.

What if my child has a positive test?
Some students will test positive because they are prescribed certain medications. It is important to us to have an up to date account of the current medications prescribed. For positive tests from drugs not prescribed we do several things. We will meet with the student to assess what is going on with their use and come up with a plan with the goal of abstinence from all substances. A discussion of treatment options ranging from community supports, outpatient counseling, SOAP, IOP, PHP, and inpatient are discussed. These recommendations are discussed with a parent/guardian as well via phone or in-person.

How do I find out about drug test results?
We expect the student to inform parents/guardians within 24 hours of a positive test for THC. Other tests that are positive will result in speaking to the student to assess the need for immediate evaluation at the Emergency Room due to concerns for withdrawal. Parents/guardians will be called to report test results and to discuss plans resulting from drug tests.

What do we do if we suspect something or know that our child has been using?
Parents and guardians are critical in helping students with sobriety. It is important to hear from you if you have knowledge of your child's drug and alcohol use. Bill Hirschaut, LICSW, the school social worker, can speak to you about your concerns and come up with a plan with you and your child.

What do I do if my child will not go to treatment?
At NSRHS we work with students to be honest about their use and their struggles to remain sober. While abstinence is the goal for all students, each is on their own path and it takes time to reach and sustain sobriety. Individualized plans are developed with students to help them improve their health and wellness and be successful in school. Developing a mutually acceptable plan for treatment if sobriety is not reached involves the student, parents/guardians, current treatment providers, probation officers, DCF workers, insurance companies, and the staff at NSRHS.

Can the tests at NSRHS replace the tests for probation officers and treatment providers?
No, we will work with probation officers and treatment providers but students should continue to test for them in addition to the tests at NSRHS.

Who do I call if there are any questions about drug testing or treatment?
Call Bill Hirschaut, LICSW at 978-922-3305 ext. 3

Tobacco/Smoking Policy

In accordance with M.G.L C 71, Section 2A, no student is allowed to use tobacco products of any kind on school grounds during normal school hours. However, with parental permission, students may earn one supervised break in the morning, off of school grounds.

Weapons

The Northshore Recovery High 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 Principal. Any/all weapons will be confiscated by staff and will not be returned to the student. Students suspected of being in possession of a weapon will be subject to a search, which will include any bags or personal items that students may have. If a student refuses to cooperate, he/she may be suspended and police may be called for a safety assessment.

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

Violence and Aggressive Behaviors

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

Destruction of Property and Vandalism

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

Discrimination/Harassment Policy

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

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

Harassment and unsafe/disrespectful conduct include:

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

Reporting and Investigation of Discrimination and Harassment

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

Discipline

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

Bullying and Cyber Bullying Policy

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

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

- on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and

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

Bullying and cyber-bullying are defined by Massachusetts law Section 370. (a) to include the following:

- "Bullying", 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.
- "Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.
- "Hostile environment", a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

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

- If NSRHS staff become aware that any type of bullying or cyber bullying has taken place, whether in school or out of school, between or amongst any Northshore Recovery

High School students, NSRHS will take appropriate and necessary action which can include, but is not limited to, disciplinary action, police notification, parent/guardian meetings and expulsion. All reports of bullying and cyber bullying will be investigated fully before such determinations are made.

Hazing Policy

The Northshore Recovery High School policy on hazing uses the following state regulation:

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

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

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

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

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

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.
Section 19. Each institution of secondary education and each public and private institution of post- secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not

constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

Student Search Policy

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

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

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

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

Restraint Policy

Staff at the Northshore Recovery High School is not trained in the use of physical restraint. Staff has been trained in de-escalation procedures to maintain safety of all students and staff without use of physical restraint. Physical intervention is not used at Northshore Recovery High School. If student behavior escalates to the level of dangerousness, Beverly Police will be notified.

Medical Policies

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

A registered nurse is on duty at Northshore Recovery High School each day school is in session.

Medications

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

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

The school nurse or designee will follow the **NEC Medication Administration Plan** as outlined in the Northshore Education Consortium Health Care Manual.
Medications must be brought to the school by a parent/guardian and given to the school nurse.

****Please do not send medication to school with your child****
Please contact the school nurse if you need to make other arrangements in order to get necessary medications to school.

- The medication will be counted (when necessary) and locked in the medication cabinet.
- A student, regardless of age or prescription, should never be in possession of medication while on campus. The only exception to this policy is for an Inhaler, and when appropriate this will be approved by the school nurse.
- Students found in possession of any type of medication, prescription or non-prescription will be subject to the Drugs and Alcohol Policy. Bringing medication to school can lead to very serious consequences.
- We do not currently have a Narcan policy. Once this is updated and approved, it will be added to the manual.

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

Inhalers

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

Allergies & Epi-Pens

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

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

Immunization Required by State Law

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

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

Medical Exemption: A written statement from a physician indicating the reasons why one or more of the immunizations are contraindicated is required before admission to school. Such certification is required for each year thereafter.
Religious Exemption: An affidavit signed by an official of a church or religious denomination stating that the parent or guardian objects on religious grounds to immunization must be submitted before the student is admitted to school. Such affidavit is required at the beginning of each school year thereafter.

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

Current Physical Required by State Law

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

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

Illness and Exclusion from School Guidelines

The school nurse or program administrator may exclude a student from school for health reasons if the student presents with the following:

- Fever: Temperature of 100.4 or higher. Student must be fever free for a full 24 hours before return to school.
- Respiratory: A congested cough or are coughing up thick mucous.
- Eye/Nose Drainage: Any that is not normal for your child.
- Skin Problems: Rashes, infected sores, sores with drainage that are undiagnosed or contagious.

- Diarrhea: Increased loose stools within a 24 hour periods, without a defined underlying cause. Must be symptom free for 24 hours before returning to school.
- Vomiting: Two or more episodes of vomiting within a 24 hour period, without a defined underlying cause. Must be symptom free for 24 hours before returning to school.

Other considerations for exclusion:

- The student has a condition which requires immediate intervention or requires ongoing supervision, which cannot be adequately provided in a school setting.
- The student is very sleepy or experiencing excessive bleeding after a dental procedure.
- The student has untreated pediculosis, scabies, or body lice.

Please call the school if your student will be absent due to illness.

- Should a student become ill while in school, the nurse shall determine if the student is able to remain in school for the day. When a student is deemed too ill to remain in school, the parents or those delegated by the parents/guardian will be notified and asked to pick the student up. If that is not possible, parents or the school, after discussion, may call transportation to have the student transported home. In no case shall the student be released without proper delegate notification.
- Students who are seen by the nurse and do not have an elevated temperature or obvious signs of illness will be returned to class at the discretion of the nursing staff.

Communicable Disease /Contagious Illness:

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

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

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

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

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

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

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

Injuries and Emergency First Aid

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

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

Emergency First aid and emergency medical treatment is administered to students who have written authorization from a parent, which is updated annually. It should be noted that school staff that provide first aid in good faith to a student in an emergency are protected from civil liberty by the following provision of the M.G.L. c. 71 s 55A.

Psychiatric Emergencies

If a student is assessed by our clinical team to be in psychiatric distress requiring an emergency response, we will immediately attempt to notify the parent or guardian to discuss the appropriate options given the student's level of risk and current support network. If there is imminent risk with regard to safety concerns, police and ambulance services will be requested. Access to a mobile crisis team is also an option. If a student needs to be taken by ambulance to the hospital emergency department for further

assessment, a staff person will accompany the student to the hospital and wait with the student until the parent/guardian arrives. It is our expectation that the parent/guardian will make every effort to arrive and meet their child as soon as possible.

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

Wellness Policy

All students enrolled at Northshore Recovery High School are expected to participate in daily groups. Each student will be assigned to a group as they receive their initial schedule. Group curriculum adheres to the Massachusetts and Federal wellness standards.

Suspected Child Abuse and Neglect

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

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

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

Academics: Courses, Credits, Grading, Reporting

Course Offerings:

All courses are designed and aligned to the Massachusetts Frameworks. Challenging academics are the top program priority. A core belief is that, as a school, the primary way to positively impact a student's self-esteem is through the experience of academic success. Appropriate accommodations and specialized instruction are utilized to address disabilities, learning styles, and emotional issues that may interfere with student learning.

All students are expected to participate in a variety of psycho-educational classes and activities that are developmentally targeted to foster emotional, social and life-skill development. Northshore Recovery High School supports student's creativity by encouraging students to engage in the arts curriculum offered at the school and in the community.
Academic credits earned are directly transferred to a sending district transcript.
Students receive a diploma from their sending district.

Credits

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

Examples:

45 minute class 1 x per week = .25 credits per quarter
45 minute class 2x per week = .5 credits
45 minute class 5 x per week = 1.25 credits per quarter

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

Work Study Credits

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

To earn work-study credits a student must work at least 15 hours per week and have the approval of their sending district. The sending district will credit the student on their official transcript if work hours and length of employment are satisfactory.

Dual Enrollment

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

Grades

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

Breaks

The daily schedule includes a mid-morning break and a lunch break to allow NSRHS students the opportunity to relax and re-energize. Students may choose from numerous supervised social and recreational activities in a variety of settings including our music lab, art room, cafeteria, or designated outdoor area when weather permits.

Field Trips

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

Homework/Independent Study

Students may need additional independent work to meet their full potential as learners. NSRHS Teachers may have individualized homework expectations. Please communicate with teachers directly to clarify expectations or discuss concerns. Students may use GradPoint to access additional credits, if necessary.

How attendance affects grades:

Missed class time means missed learning opportunities and missed assignments. Students who miss excessive days or classes during a quarter can expect lower grades. If a student is absent 8 or more times from a class in a quarter, he/she must meet with each teacher in order to develop a contract to obtain missed information, materials and make-up work to ultimately earn a passing grade and credit. Once a student is absent for 13 days, although a numerical grade will be assigned for determining final grades, a passing quarterly grade cannot be earned without an independent academic review.

Progress Reports

An academic Progress Report is sent home at the mid-quarter mark in an effort to inform you about your student's school performance. Parent follow-up with teachers regarding any concerns will greatly help student success. IEP progress reports are also sent home on a quarterly basis and arrive separately from classroom Progress Reports.

Report Cards

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

School Records

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

MCAS

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

Massachusetts Comprehensive Assessment System Overview

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

- *test all public school students in Massachusetts, including students with disabilities and English Language Learner students;*
- *measure performance based on the Massachusetts Curriculum Framework learning standards;*
- *report on the performance of individual students, schools, and districts.*

As required by the Education Reform Law, students must pass the grade 10 tests in English Language Arts (ELA), Mathematics and one of the four high school Science and Technology Engineering tests as one condition of eligibility for a high school diploma (in addition to fulfilling local requirements).

In addition, the MCAS program is used to hold schools and districts accountable, on a yearly basis, for the progress they have made toward the objective of the No Child Left Behind Law that all students be proficient in Reading and Mathematics by 2014.

Graduation

For a student to be eligible to receive a diploma, they must meet the graduation requirements of their sending school district. Northshore Recovery High School will compile information for the student's transcript and this will be sent to the sending school district. School counselors work closely with students, families, and districts to assure that students are meeting necessary requirements. Students who complete sending school graduation requirements earn their diploma from the sending district, as well as from NSRHS.

Transcripts

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

Meals, Food and Drink Policies

Breakfast

The Northshore Recovery High School offers a breakfast each morning. The breakfast program runs from 8:30-8:45 am. Students determined to be eligible may receive a free or reduced price breakfast.

Lunch

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

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

Personal Property Policies

ALL Electronic Devices

- Students are allowed to use these items during bus rides & 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. NSRHS takes NO RESPONSIBILITY for lost, stolen, damaged, broken, or other problems that occur with electronic devices UNLESS the item has been confiscated by a staff.
- Students may bring games for the computer or gaming devices to school and use them at break time. These games must be screened and approved by staff in classroom. No swearing, obscenities, or inappropriate graphic content will be allowed.
- Downloading of games/software onto school computers must be approved by staff.
- If NSRHS provides gaming devices for use at break time (i.e. Play Station, Xbox, GameCube, etc.) the same screening and approval policies will be applied.

Other Valuables

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

Miscellaneous Information

School Telephone Usage and Student Messages

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

Change of Address

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

Title IX

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

Release of Student's Name

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

Support Services:

School Counselors

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

Psychosocial Education

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

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

Student Code of Conduct:

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

Demonstrate respect at all times

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

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

Northshore Recovery High School Discipline System

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

Dismissal from Class

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

Suspension

- Suspension from school is a serious behavioral consequence used at the discretion of the Principal or Principal designee for extreme misbehaviors, such as violations of our safety rules and/or continuous disruptive behavior.

- Every effort will be made to notify parents/guardians and/or appropriate D.C.F. or D.Y.S. or court appointed care workers on the day of suspension.
- Written notice regarding the incident, the date of the incident, and the suspension will be sent to parents within 24 hours.
- A re-entry meeting with parent/guardian may be required the following day.
- When the accumulated suspensions approach a total of 7 or more days, a TEAM meeting may need to be called to review the I.E.P. and possibly the appropriateness of the placement. If the NSRHS team has significant concerns about the student's ability to be successful following any suspension, a TEAM meeting may be called to address the continued issues and concerns.
- Unless determined eligible for an in-school suspension, students who are suspended out of school are prohibited from being on or near school property before, during or after school hours.

The following actions may result in suspension

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

Other Behavioral Policies:

Individualized Behavior Support Plans

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

Supervision of Students

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

Off Campus without Permission

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

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

If a student runs away:

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

If the student is unsafe or out of eyesight:

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

Use School Property Responsibly

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

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

Follow Classroom Behavior Expectations

Northshore Recovery High School teachers have the freedom to determine the behavior expectations of their own classrooms within the guidelines of the school mission. Students failing to meet the stated expectations will receive consequences as determined by the teacher and the school discipline system.

Comply with Break Area Expectations

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

Dress Code:

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

The following are prohibited:

- Clothing that depicts illegal activities, drugs, alcohol, obscenities or violent themes, or with statements or graphics with profane or otherwise distasteful language or content.
- Wearing hoods, bandanas, do-rags, sunglasses, or other items covering a student's head and/or face.
- Clothing/accessories that is known to represent gang affiliations.
- Clothing that creates a disruption to the milieu or learning environment. This is at the Principal or his designee's discretion.

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

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

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

Parent/Guardian Participation

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

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

We have parent/guardian nights throughout the year with the entire staff in attendance. They are typically organized after the release of grade reports. We encourage all parents/guardians to attend to receive updated progress being made by your student. Notices are sent home in the weeks prior to the planned events. Additional parent programs may be held, including Open-Mic Nights, Art Shows, Talent Shows, dances and other events. All students are encouraged to attend as long as they are not under the influence of any mind altering substance.

Complaints

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

Internet Use Policies:

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

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

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

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

USER GUIDELINES

1. Students' use of the Internet must be in support of education and research consistent with the objectives of the Northshore Recovery High School/STAR Program.
2. Students may not post personal information such as their home address, telephone number or the name and location of their school without teacher permission.
3. Students are prohibited from making prejudicial, harassing, threatening, obscene or hateful remarks and other anti-social behavior.
4. Students are prohibited from using the Internet to access or process pornographic material, inappropriate text files, information that advocates illegal acts or information that lacks any educational value.

5. Students should immediately tell a teacher or other school employee about any material that you feel is not appropriate or that makes you feel uncomfortable.
6. Students should be aware that no communications are guaranteed to be private. Internet use is monitored. Illegal activities may be reported to the authorities.
7. Students should note that plagiarism is the taking of material created by others and presenting it as if it were one's own. It will not be acceptable to plagiarize material from the Internet.
8. Students should note that all communications and information accessible via the Internet should be assumed to be private property.
9. Students may not use the Internet for commercial purposes, product advertisement or political lobbying. Products or services may not be purchased or offered. The students and his/her parents will be responsible for any liabilities stemming from such unauthorized uses of the Internet.
10. Students may not use the Internet for illegal purposes or for the support of illegal activities.
11. Cyber bullying is prohibited, especially with the use of computers or electronic devices that are school property. Please see policies with regard to cyber bullying for more information.
12. Student use of the Internet must not serve to disrupt its use by other individuals or connecting networks.
13. Students' passwords are confidential. All passwords shall be protected by the user and not shared or displayed. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
14. Students who violate district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

Student Handbook Signature Page

I have read and understand all the information provided to me in the Northshore Recovery High School Handbook for the 2016-2017 school year.

DRESS CODE ACKNOWLEDGEMENT

Parent/Guardian:
I have read the Dress Code with my student and intend to enforce it, to the best of my ability.
Initials: _____ _____

Student:
I have read the Dress Code and intend to follow it on a daily basis.
Initials: _____

CODE OF CONDUCT ACKNOWLEDGEMENT

Parent/Guardian:
I have read the Code of Conduct with my student and intend to support and enforce it, to the best of my ability.
Initials: _____ _____

Student:
I have read the Code of Conduct and intend to follow it on a daily basis.
Initials: _____

INTERNET USE ACKNOWLEDGEMENT

Parent/Guardian:
I have read the Internet Use Policy with my student and intend to support and enforce it, to the best of my ability.
Initials: _____ _____

Student:
I have read the Internet Use Policy and intend to follow it on a daily basis.
Initials: _____

Student Name (please print):_____

Student Signature: _____ **Date:** _____

Parent Name (please print):_____

Parent Signature: _____ **Date:** _____

This page must be returned to school by the close of the next school day.