



NORTHSHORE EDUCATION CONSORTIUM

**NORTHSHORE ACADEMY
Lower School
&
Assessment Program**

**Learner Handbook
&
Program Guide**

School Year 2018-2019

Northshore Academy
Lower School & Assessment Program
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Welcome:

We are pleased to present to you this Learner Handbook and Program Guide. This publication is filled with practical information for members of our school community. It is also an important document required by the state of Massachusetts. In this publication, you will find important information about contacts, schedules, program details, and other policies and practices affecting you and your child.

We urge parents/guardians to learn as much as they can about our school and to become involved with their child's education at the Northshore Academy Lower School and Assessment Program. We are committed to continuous quality improvement and welcome your recommendations about programming, policies and practices. The full NEC policy manual is available on line and can be translated upon request.

Mission Statement:

"To build a community of learners that fosters respect and responsibility while instilling the academic and personal skills necessary for successful lifelong learning."

Our mission statement serves as our guide for creating a powerful and effective learning environment that supports the learning process but also creates its own unique learning opportunities.

On a daily basis, we seek teachable moments with learners where they exercise critical thinking skills in determining how they, as a respectful and responsible member of a community, should behave and contribute. Although seemingly simplistic, the Northshore Academy Lower School & Assessment Program approach is rich with possibilities for learners to gain insight and supports their journey of personal growth and discovery.

Referral Process:

The Northshore Academy—Lower School has educational programs available for students in grades 1 through 6.

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

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

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

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

Academics and the School Community

Challenging academics are our school's top priority. As a learning community, we believe the primary way to positively impact a learner's self-esteem is through the experience of academic success and by fostering a sense of personal and intellectual mastery. We seek to use this increased sense of competency to support a learner's re-engagement, ownership, and responsibility for his own learning. Appropriate accommodations and specialized instruction are utilized to address disabilities, learning styles, and emotional issues that may interfere with a child's learning.

Core Beliefs:

- o We believe in equity in learning for all.
- o We believe in depth of learning.
- o We believe that teachers are facilitators of learning.
- o We believe the learner is an authentic worker.
- o We believe that a complete education is achieved when learners:
 - Learn about the process of learning.
 - Achieve understanding of content.
 - Develop an understanding of relationships in content and across content areas.
 - Demonstrate mastery of a subject through practical application of what they have learned.
- o We believe learning is a cooperative process.
- o We believe each learner deserves a tailored education.

- o We believe we have a responsibility to develop a learner's character.
- o We believe we have a responsibility to develop the learner into an active and responsible member of their community.

School Expectations:

- o Be respectful in everything you do and say.
- o Be responsible.
- o Cooperate with each other.

Learner Responsibilities:

- o Keep track of your school supplies, books, and assignments.
- o Start your work on time and allow time to finish.
- o Ask for help when you need it.
- o Do your own work.
- o Turn your work in on time.
- o Accept responsibility for your work and grades.
- o Be organized.

Report Cards and Grading:

Report cards are issued three times each year. The following is a breakdown of our grades:

Level	Points	Traditional Grade Equiv.	Traditional Score Equiv.
Area of Intervention	0	F	Below 67
Novice	1	D	67 – 74
Apprentice	2	C	75-83
Proficient	3	B	84-91
Master	4	A	92-100

On our report cards, a faculty member may mark “MW.” This means that work in a particular course of study was modified due to a child’s level of academic achievement as it relates to the curriculum framework or based on modifications in the Individual Education Program.

Sample class schedule (Grades 1-6)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:30	Thinking Skills	Thinking Skills	Thinking Skills	Thinking Skills	Thinking Skills
8:33-9:05	Spelling/ Language Arts	Spelling/ Language Arts	Spelling/ Language Arts	Spelling/ Language Arts	Spelling/ Language Arts
9:08-9:38	Reading/ Writing	Reading/ Writing	Reading/ Writing	Reading/ Writing	Reading/ Writing
9:38-9:45	Snack	Snack	Snack	Snack	Snack
9:45-10:15	Reading/ Writing	Reading/ Writing	Reading/ Writing	Reading/ Writing	Reading/ Writing
10:15-10:55	Enrichment or	Enrichment or	Enrichment or	Enrichment or	Enrichment or
11:00-11:40	Science/ Social Studies	Science/ Social Studies	Science/ Social Studies	Science/ Social Studies	Science/ Social Studies
11:40-12:05	Lunch/Recess or	Lunch/Recess or	Lunch/Recess or	Lunch/Recess or	Lunch/Recess or
12:07-12:30	Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading
12:30-12:52	Science/ Social Studies	Science/ Social Studies	Science/ Social Studies	Science/ Social Studies	Science/ Social Studies
12:52-1:40	Math	Math	Math	Math	Math
1:43-2:30	Activity	Activity	Activity	Activity	Activity
2:30-2:40	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

The Massachusetts Comprehension Achievement System (MCAS):

During all Team Meetings, we discuss your child’s participation in the MCAS. We will determine whether a learner should take the assessments under routine conditions, with accommodations (and if so, which accommodations), or take the Alternate Assessment.

Arrival

Learners are expected to arrive at 8:20 a.m. Learners arriving after 8:30 a.m. will be marked as tardy.

Dismissal

Learners will be dismissed at 2:30 p.m. Any changes in your child’s dismissal time should be reported to the school as soon as possible.

If a parent/guardian requests that their child be dismissed prior to the end of the school day, the parent/guardian must send in a signed note stating: date, time for dismissal, reason for early dismissal, name of person picking up the child, and parent/guardian signature.

The parent/guardian or authorized adult must come to the office to pick up the child at the appointed time. No child will be dismissed unless accompanied by an authorized adult. Parents/guardians are urged to schedule doctor's appointments at times that do not conflict with school hours.

Parent Teacher Conference:

Each school year, we schedule parent/teacher conferences. The dates for the conferences are noted on the school calendar. We schedule a half-day on the day of conferences. Prior to the date, we will send home a note with details of available times. Parents/guardians are asked to schedule a time with their child's teacher. You should plan for each conference to last for ten to fifteen minutes.

Parent/Guardian Participation:

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

Policies & Procedures

Notice of Non-discrimination:

The Northshore Academy Lower School & Assessment Program does not discriminate on the basis of race, color, religion, homelessness, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

Academic Integrity:

Northshore Academy Lower School and Assessment Program strives to create an environment wherein all act honestly. We believe it is the right, privilege and responsibility of each individual to contribute to and work in an environment of trust. Although the following refers to academic work, ethical behavior covers the full range of activities within the school environment. This prohibits cheating, academic stealing, plagiarizing and lying.

Should there be an occurrence of unethical behavior, the following steps shall be taken: The instructor may assign a failing grade of zero for all work related to violations of this policy and or require that the work be re-done by the learner in a time-frame designated by the teacher. All incidents involving academic violations are recorded in a learner's personal file.

Cheating encompasses, but is not limited to, the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in school work over other learners.
- Attempted cheating.
- Some examples are: deception; talking or using signs or gestures during a test or quiz;

copying from another learner or allowing another learner to copy your work; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; text messaging information; submission of pre-written assignments at times when such assignments are supposed to be written in class; exceeding the time limits on timed tests, quizzes or assignments; unauthorized use of study aids, notes, books, data or other information; computer fraud; sabotaging the projects or experiments of other learners.

Academic Stealing is a form of cheating, for example:

- Taking or appropriating the schoolwork of another learner or the instructional materials of a teacher without the right or permission to do so. Some examples are: stealing copies of tests or quizzes; text messaging information; illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another learner's homework, notes, or handouts

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Some examples are: Having a parent or other person write an essay or do a project which is then submitted as one's own work, failing to use
- proper documentation and/or bibliography.
- Using the Internet or other computer-based, telephonic, or handheld technology sources to obtain, without written documentation, sources of information or actual written documents.

Lying encompasses, but is not limited to, the following:

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement. Some examples are: Lying or failing to give complete information to a teacher; forgery on notes or other documents; feigning illness to gain extra time for tests, quizzes or assignments due.

Attendance:

In accordance with the laws of the Commonwealth of Massachusetts, all learners are required to attend school on all days that school is in session. Consistent and punctual attendance fosters learning and allows for the continuity of instruction, learner preparation, the development of good work habits, and academic achievement.

Acceptable reasons for being absent from school are those caused by personal illness or quarantine, death or serious illness in the family, weather so inclement as to endanger the health of a child, religious holidays, court appearance, and other exceptional reasons approved by administration. The administration shall review attendance records and initiate appropriate actions to address unexcused pupil absences and tardiness. Learners are expected to make up all work missed due to any absence or incident of tardiness.

If your child is going to be absent, please call **978-536-5151** and leave a voicemail (ext. 1718). Please identify yourself, give your child's name, and include the reason for the absence. Absence calls should be made to the school by 8:00 a.m.

If a child's absence or tardiness becomes excessive, administration may notify the appropriate child welfare agency in addition to the sending school district. Unresolved truancy, chronic tardiness, and/or absenteeism may result in the further actions.

Learners who take vacations or family trips that do not coincide with previously scheduled school vacation days may not be allowed to make up missed work. Northshore Academy Lower School & Assessment Program discourages such absences. Please note the following:

- Going on a vacation during school time is a family decision and parents/guardian assume all responsibility for their child's schoolwork during this time.
- Parents/guardians must notify the administration in writing at least 2 weeks prior to anticipated vacation dates.
- Learners will not be given schoolwork in advance.
- Learners will not be allowed to make up tests or quizzes administered during this absence.
- Long-term assignments due during the planned absence must be completed prior to the absence in order for the child to receive credit.

Tardiness:

Parents should make every effort to schedule learner appointments after school. A record of a learner's tardiness is documented and presented in progress reports.

Religious Holidays:

We recognize that our school community is comprised of individuals with diverse religious, ethnic, cultural, and social backgrounds. It is our intent to be respectful of the beliefs and practices of the entire school community. Thus, if a learner observes a religious holiday that is not observed with a school wide closing, the learner will be allowed extra time to complete assignments and assessments that conflict with his/her holiday observance. Assignments and tests should be made up according to the absence policy.

Requests for modifications of routine school expectations (homework, tests, etc.) should be made in writing to the teacher(s). Questions should be directed to the Program Director.

School Cancellation or Delays

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.

Northshore Academy Lower School & Assessment Program follows the delays or closures announced for Peabody Public Schools.

If the city or town in which you live has cancelled school and Northshore Academy has not, parents/guardians are responsible for transportation on that day. Announcements can be heard on the following radio stations: WBZ 1230 a.m., WEEI 850 a.m. They can also be viewed on the following television stations: WBZ Channel 4, WCVB Channel 5 and WHDH Channel 7.

Emergency Dismissals

Although unlikely, there is always the possibility that our learners may need to be dismissed from school early for a number of reasons such as extreme heat or cold, sudden snow storm, power failure, etc.

Please instruct your child on what to do and where to go when dismissed early.

If an emergency dismissal is necessary, Northshore Academy Lower School & Assessment Program faculty and staff will notify parents/guardians or identified emergency contacts.

Dress Code:

Learners are expected to be neat and clean and be dressed in attire appropriate for the school setting. Parents/guardians are asked to monitor the clothing that their child is wearing to school. Personal dress and appearance which violate the reasonable standards of good hygiene, health, and safety of learners, is a distraction to the educational process, and/or impinges upon the rights of other learners will not be allowed, therefore, the '5B's' 'should never be visible – buttocks, bellies, breasts, bare backs or boxers.

Clothing, jewelry and/or tattoos (real, applied, or drawn on) that are likely to cause material disturbance/disruption of the educational program, and clothing, jewelry, and/or tattoos (real, applied, or drawn on) that display any sexualized written or pictorial messages and clothing, jewelry, and/or tattoos (real, applied, or drawn on) that displays written or pictorial messages about alcohol, drugs, criminal activity, or other activities that are illegal for school –aged children, are prohibited.

Per order of the board of health, appropriate footwear must be worn in the school building at all times.

Learners are expected to comply with reasonable requests from a faculty/staff members regarding dress code. If a learner arrives at school and is deemed to be non-compliant with the dress code, a faculty or staff member will call home and request that appropriate clothes are brought to school. The learner will remain in the Learner Support Center until appropriate clothes arrive. A learner will not be sent home to get new clothing. Questions or concerns about dress code should be directed to the Program Director or designee.

The following are prohibited:

- Clothing that depicts illegal activities, drugs, alcohol, obscenities or violent themes.
- Hoods, bandanas, do-rags.
- Clothing that exposes undergarments.
- Clothing that does not cover a learner's midriff.
- Clothing that has words that are provocatively placed.

Any attire deemed inappropriate by a faculty or staff member will be addressed and may require: the learner to return home to change, confiscation of the item, removal or covering of the item, parent contact, and/or detention.

Hats and coats should be placed in the designated area upon arrival at school and remain there throughout the school day. Hats may not be worn in school. Sun glasses are not permitted indoors.

The following are guidelines regarding learner attire:

- Please label your child's clothing so items may be returned if they are lost.
- Please send your child with warm clothing during the winter months (boots, mittens, etc.) so they may play outside during recess/break time.
- The length of skirts and shorts must come to, at least, the bottom of the length of the learner's arm and hand when extended by their sides.

Information Updates:

If any contact information, medication, emergency contact information, phone numbers, etc., should change during the school year, please notify the Northshore Academy Lower School & Assessment Program office immediately.

Breakfast/Lunch Program:

The Northshore Academy offers both lunch and breakfast and conforms to the guidelines of the National School Lunch Program. Monthly menus must be returned by families. Bag lunches may be brought from home, but for health, safety, and environmental reasons, **no** cans or bottles of soda are allowed. Glass containers are not allowed. We request that parents/guardians do not pack a lunch with contents that require refrigeration.

Food/Drink/Gum:

With the exception of classroom-sponsored activities, food and drink are not allowed outside of the cafeteria during the school day. Gum chewing is not allowed unless indicated by a specialist. Violation will result in confiscation of the food or drink and may result in additional disciplinary action.

Field Trips:

Learners take occasional field trips by bus for recreational and learning purposes. Permission slips for such field trips will be distributed as needed and must be signed and returned in order for a learner to attend the field trip. A permission slip for walking field trips is enclosed in the Learner Information Packet. This will provide permission for all walking field trips for the school year.

Learners who have displayed negative or unsafe behavior may be excluded from participating in a field trip. If for any reasons a child's behavior precludes his/her participation in a field trip, the child is expected to attend school and to complete regular class assignments that his/her teacher will provide.

Fire Drills:

Fire drills are routinely held to keep everyone safe and to monitor how effectively we evacuate our building. When the alarm is sounded, learners and staff will exit the building according to posted fire drill procedures. Teachers will take attendance once all learners have exited the building to ensure all learners are accounted for. Returning to the building will commence upon notification by the Director or his designee.

Transportation:

A child's transportation is arranged through the special education department of your public school system.

Learner Records:

General Provisions:

The learner record contains all information concerning a learner that is kept by the school district and which personally identifies the learner. It consists of the temporary record and the transcript. For purposes of these procedures custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child's learner record, or may have to follow certain procedures in order to access the learner record. See section entitled **Rights of Certain Divorced or Separated Parents**.

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a learner under the age of 14 years, or jointly by the learner and custodial parent(s)/guardian(s) of a child over the age of 14 years. A learner over the age of 14 is called "an eligible learner". A learner 18 years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to

his/her learner record, with the exception of transcripts, report cards and/or progress reports.

The Northshore Academy Lower School and Assessment Program maintains a temporary copy of the learner's records. The sending school district is responsible for maintaining the child's record and all requests for access, changes, additions or subtractions and for sharing of certain information. Northshore Academy personnel will direct all persons making requests or inquiries related to a child's record to the sending school district.

Each eligible learner and custodial parent/guardian, except as limited herein for certain parents, has the right to see the learner record for that learner within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The Collaborative may charge for the cost of reproducing copies.

The learner's record is available to authorized school personnel who work directly with the learner, or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, Directors, teachers, counselors, therapists, paraprofessionals, administrative office staff and clerical personnel. Authorized school personnel include those employed by the District or under contract with the District or Consortium as an independent contractor. Authorized school personnel do not need permission to see learner records.

No information in the learner's record is available to anyone outside the Consortium without written permission from the eligible learner and/or parent and/or guardian, unless the requesting party is listed as an exception as provided by applicable regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of learner information/records or upon transfer to another school district. However, eligible learners and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, other technical schools, and colleges.

An eligible learner and parent/guardian have the right to request to add relevant information to the learner's record as well as the right to request removal of information believed to be untrue or incorrect.

Rights of Certain Divorced or Separated Parents:

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the school so that school personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's record unless:

- The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the learner, and the threat is specifically noted in the order pertaining to custody or supervised visitation, or The parent has been denied visitation, or
- The parent's access to the learner or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the learner record, or
- There is an order of a probate and family court judge who prohibits the distribution of learner records to the parent.

The school shall place in the learner's record any documents indicating that a non-custodial parent's access to the learner's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

Non-Custodial Parent Access: In the case of a non-custodial parent who is eligible to access the learner record, i.e. s/he does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the learner record to the school Program Director. Upon receipt of the request, the Program Director and/or his/her designee shall immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Program Director with documentation that the non-custodial parent is not eligible to obtain access as set forth under 1-4 above.

When the learner record is released to the non-custodial parent, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from learner records provided to non-custodial parents. In addition, such records will be marked to indicate that they shall not be used to enroll the learner in another school.

Amending the Learner Record:

A parent has the right to add information, comments, data, or any other relevant written material to the learner's record. The parent should submit the additional information in writing to the Program Director with a written request that the information be added to the learner record.

A parent has the right to request in writing deletion or correction of any information contained in the learner's record, except for information that was inserted into that record by the special education Team. Such information inserted by the Team shall not be subject to such a request until after the acceptance of the Individualized Education Program (IEP), or if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the learner's record, the parent shall present the objection in writing and/or have the right to have a conference with the Program Director or his/her designee to make the objections known.

The Program Director or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the Program Director or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

If the Program Director's decision is not satisfactory to the parent, the parent may file an appeal to the Executive Director. Such appeal shall be in writing and submitted to the Executive Director within five (5) business days of receipt of the Program Director's decision. The Executive Director shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.

If the Executive Director's decision is not satisfactory to the parent, the parent may appeal to the NEC Board of Directors by filing a written appeal within five (5) business days of receipt of the Executive Director's decision. The NEC Board of Directors shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

Notice On Transfer To Other Schools:

The Northshore Academy Lower School and Assessment Program maintains a temporary copy of the learner's records. The sending school district is responsible for all requests for access, changes, additions or subtractions and for sharing of certain information. Northshore Academy personnel will direct all persons making requests or inquiries related to a child's record to the sending school district.

However, pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible learners that the Northshore Academy Lower School and Assessment Program may forward a portion or the complete school record of a transferring learner to schools in which the learner seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible learner.

Destruction of Records:

Notice is hereby given that the Northshore Academy Lower School and Assessment Program's temporary record or portions thereof not already in the possession of the sending school district will be returned to the district when that learner transfers, graduates, or withdraws from the school. No additional notice, other than this notice in the handbook, will be provided to the learner or his parent/guardian.

In addition, each year, the Program Director and/or teachers and/or other service providers may destroy the following documents that are considered part of the learner's temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of learner work. If the eligible learner or the parent/guardian want those records, they must request in writing prior to the last day of enrollment that the documents be provided to them, rather than be destroyed. No additional notice, other than this notice in the handbook, will be provided to the learner or his parent/guardian of such destruction

Release of Learner's Name:

The Northshore Education Consortium and Northshore Academy Lower School & Assessment Program do not issue the names, addresses and personal information about learners to any outside agencies without the consent of the learner and parents/guardians in accordance with Massachusetts Law 603 CMR 230.07 (4).

Visitors to the building:

All visitors must report to the office upon arrival at the building, sign in, and receive a visitor badge. Do not go directly to your child's classroom.

Telephone Usage/Messages:

Teachers will not be interrupted during instructional time unless it is an emergency. Please try to avoid calls during dismissal times. All non-emergency messages can be left on the teacher's voice mail and calls will be returned as soon as possible.

Birthdays:

Invitations to parties occurring after school hours will **not** be passed out in school.

Blades, Heelies, Scooters, and Skateboards:

Due to safety concerns, roller blades, heelies, scooters, and skateboards are not permitted on school property.

Backpacks:

Backpacks may be used to carry belongings to and from school. However, upon arrival, they are to be placed in the designated area. Learners may not carry them during the school day.

Lockers/Storage Areas:

Safety regulations require that the school have access to all storage areas that are loaned to learners. The Program Director or designee may conduct reasonable searches of learners, their lockers and possessions as necessary in investigating alleged violations of school rules or of local, state, or federal law. Learners will be responsible for any graffiti, etchings, stickers/decals, and/or dents or damages to storage areas at the end of the year.

Learner Search Policy:

Any learner who is suspected of having a weapon, illegal substance, alcohol, stolen objects or other contraband will be subject to a search. Learners who threaten a staff person or learner may be subject to a search at the discretion of the administration. The learner will be brought to a private area with his/her belongings. The learner 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 learner present. All searches will be performed in the presence of at least two staff members.

Search and Seizure:

Search procedures are established to ensure that each learner 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.

Lockers/storage areas, tables, desks and other equipment and facilities provided by the school for use by the learners are the property of the school and are subject to search at any time for any reason. When appropriate, the police and the use of trained animals may be used to conduct such a search.

A learner's person and personal belongings is subject to search when a staff member has reasonable suspicion to believe that the learner is in possession of anything that is a violation of the criminal law or of the disciplinary policies of the school, or the learner is in possession of anything which believed to be evidence of criminal or disciplinary violation.

Cell phones and any other electronic devices are subject to search and seize.

A search of a learner's person may include the use of a breathalyzer or a urinalysis drug screen when there is reasonable suspicion to believe that the learner is under the influence of alcohol or a controlled substance. The refusal of a learner to participate in the breathalyzer test or urinalysis drug screen may lead to a disciplinary penalty equal to the offense of which the learner is suspected.

Any item may be seized during the course of a search. Locks or any other device that could interfere with easy access to lockers/storage space are not allowed.

Any learner who refuses a search may be suspended. No additional notices or request for authorization shall be provided or sought by the school other than this notice in the handbook. In order to protect our school, we reserve the right to involve the local authorities in such situations.

Personal Items and Electronics:

Items that are not necessary for school are not allowed. This includes, but is not limited to: toys, personal music devices, playing and other types of cards, pagers, cell phones, laser pointers, electronic games and other types of electronic equipment.

Cell phone use is prohibited during the school day.

If these items are brought to school, they are to be put away until the learner leaves school. Violation of this policy may result in confiscation of the item. The item will be returned only to a parent/guardian.

Learners are discouraged from bringing valuable items to school. This includes jewelry, large amounts of money, cell phones, pagers, Game Boys, etc. Learners should not bring items to school to sell, trade or buy. Learners who bring valuables to school do so at their own risk.

Consequences for being in violation of this policy are as follows:

- 1st offense: A faculty member or staff person will confiscate a learner's cell phone/device or personal item and return it to the learner at the end of the day.
- 2nd offense: A faculty member or staff person will confiscate a learner's cell phone/device and a parent may be required to pick up the item from the main office.
- 3rd offense: A faculty member or staff person will confiscate a learner's cell phone/device or personal item and it will not be returned to a learner or a parent until the end of the school year. The phone/device or personal item will be stored securely; however, Northshore Academy Lower School and Assessment Program or Northshore Education Consortium will not incur any financial responsibility for loss due to theft and/or damage while in storage. Additionally, Northshore Academy Lower School and Assessment Program or Northshore Education Consortium will not incur any financial responsibility for any fees or charges associated with the termination of services related to a particular phone/or device.

If a learner refuses to present a cell phone/device or personal item to a faculty or staff member, when in violation of the policy and upon a faculty or staff member's request, a learner may be suspended for up to 5 days and a meeting with parents will be required.

No concealed cameras or other video or audio recording devices (including those currently available on cell phones and other PDA tools) are to be used without the express permission of the person whose picture or audio recording is being taken. They are not to be used in any area where people have a reasonable expectation of privacy (i.e., restroom, locker room, counseling office, etc.).

Weapons:

Northshore Academy Lower School and Assessment Program provides a safe environment for learners and staff at all times. Weapons such as guns, knives, martial arts equipment, chemical sprays, etc, that can be used to hurt, threaten and/or intimidate others are not permitted in our school community. Any learner discovered or suspected of bringing a weapon to school or concealing a weapon at school will immediately be referred to the Director. All weapons will be confiscated by staff and will not be returned to the learner. Learners suspected of being in possession of a weapon will be subject to a search, which will include any bags or personal items that learners may have. If a learner refuses to cooperate, he/she may be suspended.

Learners who bring a weapon to school may have their enrollment terminated at the discretion of the Program Director. The Northshore Academy Lower School and Assessment Program reserves the right to report the incident to the local authorities, including the specifics of the offense and the name of the offender.

Prohibited Items:

Learners may not bring to school any item which can be considered a weapon or which can cause physical injury to others. This includes, but is not limited to, laser pointers, slingshots, poisons, knives, sharp objects, firearms, chains, firecrackers or other explosives, stink bombs, etc. Violation of this policy may result in parent/guardian notification and/or suspension. Notification of violation may also include notification of appropriate law enforcement agency(s) and/or termination of enrollment.

Substance Possession/Use:

Possession or use of tobacco products, drugs or alcohol is prohibited.

Tobacco Possession/Use:

Learners are not allowed to carry matches, lighters or any form of tobacco. Violation of this law will result in confiscation of the material and detention and/or parent/guardian notification.

In accordance with Massachusetts General Law, the use of tobacco products at school functions or on school grounds is illegal. Violation will result in one or more of the following: parent/guardian notification, fines, detentions, education program, and/or suspension.

Alcohol/Drugs:

Alcohol and/or drugs are prohibited in school, on school grounds or at a school-sponsored activity. Learners may not bring, use or accept alcohol or drugs. Violation of this policy will result in parental/guardian notification and one or more of the following: five day suspension, police notification, individual/family counseling, and/or termination of enrollment.

Graffiti:

Under General Law Chapter 266, section 126A and 126B, whoever intentionally, willfully and maliciously or wantonly, paints, marks, scratches, etches or otherwise marks, mars, injures, defaces or destroys the real or personal property of another including but not limited to a wall, fence, building, sign, rock, monument, gravestone, or table, shall be punished by imprisonment in a state prison for a term of not more than three years or by imprisonment in a house of correction for not more than two years.

Whoever sprays or applies paint or places a sticker upon a building, wall, fence, sign, tablet, gravestone, monument, or other object or thing on a public way or adjoined to it, or in public view, or on private property, violates state law. Such conduct or activity, known as "tagging", with the intent to deface, mar, damage, mark or destroy such property, shall be punished by imprisonment in a house of correction for not more than two years. A police officer may arrest any person for commission of the offenses prohibited by this section without a warrant if said police officer has probable cause to believe that said person has committed the offense prohibited by this section.

Bullying:

I. PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and 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

(ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, 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 a school.

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, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

II. DEFINITIONS

In order to ensure a common understanding of language to be used and understood by all stakeholders, the following definitions are provided as copied directly from M.G.L. c. 71, § 37O

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

Bullying, as defined in M.G.L. c. 71, § 37O, 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:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. 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, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, 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, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

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

Students with Disabilities

Most students in NEC programs have been identified by their LEAs as eligible for special education services. For all students in NEC Programs with IEPs, in accordance with M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the Team determines that the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his or her disability, the Team will

consider what should be included in the IEP to develop a student's skills and proficiencies to avoid and respond to bullying, harassment and teasing.

Referral to Outside Services

The NEC Collaborative will work with each LEA to follow the identified referral protocol for that district, in accordance with the guidelines of the LEA anti-bullying plan. The referral process will comply with relevant laws and policies. In order to support LEAs in evaluating their referral protocols, Program Directors will ask the liaison for the LEA annually about whether NEC's role in the process of referring a student for additional services is effective.

III. ACADEMIC AND NON-ACADEMIC ACTIVITIES

A. Specific bullying prevention approaches

Bullying prevention curricula will be informed by current research, which among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
- empowering students to take action when they witness incidents of bullying;
- helping students understand the dynamics of bullying;
- emphasizing cybersafety, including safe and appropriate use of electronic communication technologies;
- enhancing student skills for engaging in healthy relationships and respectful communication; and
- engaging students in a safe supportive environment that is respectful of diversity

Students will also be taught about the procedures related to reporting bullying. The plan will be included in the Student Handbook and will be reviewed with all students within the first week of school or enrollment in the program.

B. General teaching approaches that support bullying prevention efforts

The following approaches underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including students who are homeless, lesbian, gay, bisexual, transgender and/or have specific disabilities;
- using appropriate and positive responses and reinforcements, even when students require discipline;
- using appropriate and positive behavioral support systems;
- developing positive relationships between the students and adults in the program;
- modeling, teaching and rewarding pro-social behaviors;
- using positive approaches to supporting a healthy school climate and the individual social and emotional health of each student, including collaborative problem-solving, mediation and conflict resolution skills, and positive behavioral supports;
- using the internet safely; and
- supporting students' interest and participation in appropriate non-academic and extracurricular activities.

IV. REPORTING AND RESPONDING TO BULLYING AND RETALIATION

A. 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 Collaborative staff members, may be made anonymously. NEC will make a variety of reporting resources available to the school community including an anonymous electronic option.

Use of an Incident Reporting Form is not required as a condition of making a report. NEC will: 1) take all reported incidents whether verbal or written and will record information necessary to document the information as reported; 2) will provide information on how to report incidents in the handbook, as well as post on the website; and 3) the Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the Associate Executive Director will provide the Collaborative programs, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the Program Director or designee, will be incorporated in student and staff handbooks, on the NEC Collaborative website, and in information about the Plan that is made available to parents or guardians.

Hazing: Definition: Penalty

Whoever is 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 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section shall mean any conduct or method of initiation into any learner organization, private or public property, that willfully or recklessly endangers the physical or mental health of any learner or of another person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such learner or other person, or that subjects such learner 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. Added by St. 1995, c.536; amended by St. 1987. c.665.

C.269, S.18 Duty to Report Hazing:

- Whoever knows that another person is the victim of hazing as defined in this section 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. Added by St. 1985.c.536, amended by St. 1987, c.665.

Investigative Procedures:

When a member of the school administration, faculty or staff has reasonable grounds to suspect that an investigation will reveal evidence relating to the violation of a school rule or regulation, or a civil or criminal law, they may conduct an investigation. During the course of the investigation, school personnel may talk to witnesses; may search a learner's lockers/storage space, and/or personal possessions; and take other appropriate investigative steps. The learner(s) being investigated may be removed from class for all or part of the school day during the investigation. The parent/guardian of the learner being investigated may not be contacted by the school until the investigation is complete, except in extraordinary circumstances. Generally, the school will contact parents only if it has decided to impose disciplinary consequences.

Sexual Harassment:

Sexual harassment is defined as unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success as a learner;
- Submission to or rejection of such conduct by an individual is used as the basis of educational decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile or offensive educational environment.

Considerations to Remember:

- A man/boy, as well as a woman/girl, may be the victim of sexual harassment, and a woman/girl, as well as a man/boy, may be the harasser.
- The victim may be the same or opposite sex as the harasser.
- The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts of humor or the sexual harassment of one girl (or boy) may create an intimidating, hostile, or offensive environment for another girl (or boy) or may unreasonably interfere with an individual's educational performance.

It may be easier to understand the legal definition of sexual harassment if one looks at examples of sexually harassing conduct.

Examples of Sexual Conduct:

- Touching (arm, breast, buttocks, etc.)
- Verbal comments (about parts of the body, what type of sex the victim would be "good at," clothing, looks, etc.)
- Name-calling (from "honey" to "bitch" and worse)
- Spreading sexual rumors
- Leers and stares
- Sexual or "dirty" jokes
- Cartoons, pictures, and pornography
- Using the computer to leave sexual messages or graffiti or to play sexually offensive computer games
- Gestures with the hands and body
- Pressure for sexual activity

- Cornering, blocking, standing too close, following
- Conversations that are too personal
- "Rating" an individual - for example, on a scale from 1 to 10
- Obscene T-shirts, hats, pins
- Showing "unapproved" R-rated movies during class
- Sexual assault and attempted sexual assault
- Rape
- Massaging the neck, massaging the shoulders
- Touching oneself sexually in front of others
- Graffiti
- Making kissing sounds or smacking sounds; licking the lips suggestively
- Howling, catcalls, whistles
- Repeatedly asking someone out when he or she isn't interested
- "Pantsing" (pulling down someone's pants)
- Facial expressions (winking, kissing, etc.)
- "Slam books" (lists of learners' names with derogatory sexual comments written about them by other learners)
- "Making out" in the hallway.

Complaint Procedure:

If a learner feels that someone has sexually harassed or is sexually harassing him/her, s/he should file a complaint by following the steps below. In this way, the sexual harassing conduct will stop and the person who is sexually harassing will know that this conduct is not acceptable.

Steps for filing a complaint:

- A learner may speak to or send a note to any trusted employee of the school program, e.g. Program Director, teacher, nurse, or counselor. A learner may also speak to his/her parents who can then notify the Program Director. It is important to remember that the complaint procedure does not start until school personnel receive the complaint.
- If a learner does not want to put the complaint in writing, the employee will do so. This should be done no later than two (2) school days after the learner has talked, or given the note, to the employee. The complaint has to be put in writing to make sure that the employee's understanding of the complaint is correct.
- The employee will refer the written complaint to the Program Director. The Program Director or his/her designee may speak with the learner to get more information. In any case, the Program Director or his/her designee will speak to the person who is alleged to have sexually harassed the learner (called "the respondent") to obtain information as well.

Informal Procedure:

- If the Program Director feels that the complaint can be resolved without a formal investigation, he/she may use the informal procedure. The informal procedure simply tries to resolve the situation and can be done in many ways. Examples are:
 - o The Program Director or his/her designee may have a conversation between the learner and the respondent in which the learner can tell the respondent that the behavior bothers him/her and must stop.
 - o The Program Director or his/her designee may have the learner write a letter to the respondent saying that the behavior bothers him/her and must stop.

- o The Program Director or his/her designee may have separate conversations with the learner and the respondent.

Examples of possible resolutions are:

- Verbal statements of apology
- Letters of apology - assurances that the offensive behavior will end
- Disciplinary action.

The informal procedure will be completed within five (5) school days from the date the Program Director receives the complaint. The Program Director or his/her designee will notify the learner and the respondent of the results of the informal procedure. Resolution of the situation may or may not occur as a result of the informal procedure. If all the parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, the following formal procedure will be used. Investigative deadlines may be extended under extenuating circumstances such as illness.

Formal Procedure:

- The formal procedure is used when any one of the following happens:
 - o The learner or the respondent asks that the formal procedure be used;
 - o The Program Director or his/her designee decide that the formal procedure should be used; or
 - The learner or the respondent feels that the informal procedure was not helpful or adequate and either one requests within five (5) school days that the formal procedure be used.
- The formal procedure will be completed within twenty (20) school days of the complaint being filed with the Program Director, or if the informal procedure was used, within twenty (20) school days of the request to start the formal procedure.
- The Program Director or his/her designee will investigate the complaint and complete a written report, which will include:
 - o All facts and circumstances of the incident.
 - o A summary of the investigation that includes interviews with anyone reasonably believed to have relevant information, including the learner, the respondent and, if either is under the age of 18, their parents (if appropriate), witnesses, and anyone else who may have experienced similar conduct.
 - o A description of any actions already taken and/or proposed by the Program Director or his/her designee.

Behavioral Expectations and Discipline

The Northshore Academy Lower School and Assessment Program recognizes that every minute of learning is important to a learner's success. We aim to provide our learners with a normalized structure supported by community expectations and reflected in appropriate conduct in the school and in the community. Our goal is to aid learners in internalizing an understanding that respectful, responsible, and cooperative behavior is necessary to succeed in life. We attempt to teach our learners that when we conduct ourselves in a manner consistent with those values,

there are usually positive consequences. When behavior offends others or breaks rules of our community, there are often negative consequences.

When disciplinary action is required, we seek to teach learners about values, more effective decision-making strategies, and desirable pro-school behaviors, and to help them identify a range of behavioral alternatives. Our faculty and Learner Support Team coach learners to make appropriate choices. Our model emphasizes positive behaviors, identifying choices, understanding logical and natural consequences, and making personal commitments to be responsible and respectful of one's self and of others. The use of consequences for negative behavior is intended to focus learner thinking on respectfulness and choices.

Rules, regulations, guidelines, and policies will not cover all possible scenarios. Therefore, for any scenario not covered by rules set forth in this handbook, the method of dealing with the problem will be at the discretion of the administration. Additionally, it is the administration's prerogative to review consequences for inappropriate behavior as outlined in this handbook. There may be times when this review will alter consequences if it is determined that it is in the best interest of our learners.

Most learner behaviors are addressed in the classroom. When a learner is referred to the Learner Support Center, the learner will be addressed as quickly and fairly as possible. If a learner's behavior interferes with learning, then it may be necessary to implement a formal discipline procedure. A range of consequences, including, but not limited to, loss of recess, loss of extracurricular activities, detention, suspension, or expulsion will be considered by administration.

Time-out Rooms:

Time-out Rooms are used when it is necessary to remove a learner from the area where he/she is behaving in a manner that may compromise safety or security. Staff is responsible for deciding when a learner is in need of a time-out. Learners may also request a time away from the community as a means of maintaining self-control.

Faculty and staff are trained in the therapeutic management of children, including using time out. The following are guidelines used for time-out procedures.

- Time out will only be used when other less restrictive techniques have been ineffective in managing the problem.
- Time out is used when a learner is unable to behave safely toward him or herself and others and/or is disrupting the learning environment.
- The duration of any time out will be the least amount of time necessary to ensure successful reintegration.
- Time out rooms will never be locked
- Staff will supervise all time outs

Learners are usually required to spend time processing the reasons time-out was necessary and to discuss alternative options to prevent future time outs.

Suspension Policy:

DESE Criterion 9.5 & 9.6 603 CMR 18.05(6) 34 CFR 300

Administrators will exercise discretion in deciding the consequences for disciplinary offenses and will seek alternatives to suspension whenever possible. All NEC programs conform to all pertinent regulations and laws concerning the suspension of students, particularly students with special needs. NEC staff work in conjunction with school based administrators and the liaison from the student's sending district (LEA) to ensure that all of the student's rights to due process and to special education services are enforced. These include due process rights regarding the

hearing related to an infraction, special education entitlements as set forth in the IDEA regarding exclusions constituting a disciplinary change in placement and any applicable appeal rights under state and/or federal laws and regulations.

In addition, NEC programs conform to M.G.L. c.71, §§ 37H, 37H1/2 and 37H3/4, M.G.L. c. 76 § 21, and 603 CMR 53 regarding the authority of the principal/program director related to students in possession of weapons, controlled substances, assaults, felony charges and other disciplinary violations.

Definitions:

Expulsion: means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently,

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating cumulative days of suspension.* .

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Program Director and the parent.

Program Director: The primary administrator of the school or the Program Director's designee for disciplinary purposes

Due Process:

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the Program Director determines that the student committed the disciplinary offense, the Program Director will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the Program Director will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

Out-of School Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Program Director will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Program Director, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation

with which the student is charged and an opportunity to respond thereto prior to the Program Director's imposition of a short-term/interim suspension of ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings to consider the student's long-term suspension or recommendation for termination.

In cases involving a student in preschool through grade 3, the principal must notify the superintendent, providing a copy of the written determination as well as the reasons for the suspension before the suspension takes place.

Emergency Removal: A student may be removed for not more than two school days if the student's continued presence poses a danger to persons or property, and in the principal's judgment there is no alternative available to alleviate the danger. In such cases, the principal must notify the Executive Director and the sending school district and make immediate and reasonable efforts to orally notify the student and parent of the emergency removal, the reason for the removal, and the other information required in a short term suspension notification. The opportunity for a hearing must be provided within two days of the emergency removal and the principal must render a decision orally on the date of the hearing and in writing no later than the following day. This written notice shall include all of the information required based on the type of discipline imposed. In an emergency removal, the principal must ensure adequate provisions for the student's safety and transportation.

Program Director's Hearing:

Short-Term Suspension:

At the Program Director's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the Program Director's consideration in determining consequences for the student.

Long-Term Suspension/Expulsion:

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Program Director may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Program Director, and to receive a copy of the audio recording upon request.

In the case of a potential long-term suspension or expulsion for a student with an IEP, an Emergency Team meeting should be convened with the following goals:

- To develop or review a functional behavioral assessment of the student's behavior and develop or modify a behavior intervention plan;
- To identify appropriate alternative educational setting (s);
- To conduct a manifestation determination (i.e. to determine the relationship between the disability and the behavior).
- If the TEAM determines that the behavior is NOT a manifestation of the disability, the school may suspend or terminate the student consistent with policies applied to any

- other student in the program. The responsible school district must, however, offer an appropriate education program to the student that may be in some other setting.
- If the TEAM determines that the behavior IS a manifestation of the disability, the TEAM takes steps to modify the IEP, the behavior intervention plan, and/or the placement.

Program Director's Decision:

Based on the evidence presented at the hearing, the Program Director will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Program Director shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Program Director decides to suspend or expel the student, written notice of the Program Director's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Program Director's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Program Director will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Students excluded from school for disciplinary reasons and their parents or guardians will be required to attend a re-entry conference prior to a student returning to school. The purpose of the conference is to develop a plan, including a revised behavior plan if appropriate, to ensure that the student has a successful re-entry to the program. After three (3) non-consecutive days of suspension within one school year, NEC staff will convene a team meeting with parents, school staff, and the student's district liaison to discuss the appropriateness of the current out of district placement.

Appeals:

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Executive Director. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the Executive Director. And for exclusions imposed pursuant to M.G.L c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Program Director but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress:

Any student who is serving an in school or out of school short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the M.G.L. c.76, §21.

Termination of Enrollment:

The NEC Collaborative reserves the right to terminate a student's enrollment in any NEC program in accordance with the procedures set forth in 603 CMR18.00 and 603 CMR 28.09.

Restraint Procedures:

Faculty and staff at the Northshore Academy Lower School and Assessment Program are trained in the use of physical restraint. Physical intervention is used as a last resort and only in the event that a learner behaves in a manner that may be harmful to him or herself or others.

Parents must be verbally notified within 24 hours, and receive a written report within three days of restraint. Parents and students must be given an opportunity to comment on the restraint and on the report. Any restraint that results in an injury must also be reported to DESE and the LEA.

Complaints:

In the event that a learner or a parent/guardian has a complaint about an aspect of our school program, the first step would be to discuss the issue with the learner's teacher or clinician and attempt to reach a resolution. If the problem entails an educational issue, the Director can be involved in the discussion. The clinician administrator may be included if the issue involves a clinical matter. If the problem is not resolved during this initial discussion, the Administrator or designee may be involved to assist in finding a solution.

Internet Acceptable Use Policy:

As more learners gain access to Internet use in the Northshore Academy Lower School and Assessment Program, we have developed a policy in place that promotes the appropriate use of the technology. To utilize the technological resources of the program, learners must obtain parental/guardian permission.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individuals. Connecting to this network expands our learners' access to resources, information, collaboration and innovation. We hope to utilize these resources to assist learners in achieving curriculum goals and outcomes.

Computer learning can provide tremendous motivation for learners. However, the use of this resource must be in support of the educational objectives of the Northshore Academy Lower School and Assessment Program. It is important to note that the Internet is an open system that contains material that many people might find offensive. It is possible to encounter pictures or text that are objectionable. We ask for parent/guardian assistance in developing responsible learner attitudes and behaviors on the Internet.

Learner use of the Internet will be conducted under faculty or staff supervision. However, faculty or staff members are not able to monitor learner use at every moment. We expect learners to become responsible users of the Internet.

While the benefits of Internet access are enormous, it is important for learners to realize that there is no guarantee that information they obtain is accurate. Users must use good judgment in determining the reliability of content.

The use of the Internet is a privilege and not a right. Inappropriate use of this resource will result in a cancellation of those privileges. Learners are expected to follow the guidelines stated below, as well as those given orally by members of the faculty and staff. Learners are expected to demonstrate ethical behavior in using the Internet.

User Guidelines:

1. Learners' use of the Internet must be in support of education and research consistent with the objectives of the Northshore Academy.
2. Learners may not post personal information such as their home address, telephone number or the name and location of their school without teacher permission.
3. Learners are prohibited from making prejudicial, harassing, threatening, obscene or hateful remarks and other antisocial behavior.
4. Learners 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. Learners 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. Learners should be aware that no communications are guaranteed to be private. Internet use is monitored. Illegal activities may be reported to the authorities.
7. Learners 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. Learners should note that all communications and information accessible via the Internet should be assumed to be private property.
9. Learners may not use the Internet for commercial purposes, product advertisement or political lobbying. Products or services may not be purchased or offered. The learner and his/her parents/guardians will be responsible for any liabilities stemming from such unauthorized uses of the Internet.
10. Learners may not use the Internet for illegal purposes or for the support of illegal activities.
11. Learners' use of the Internet must not serve to disrupt its use by other individuals or connecting networks.
12. Learners' 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.
13. Learners who violate Northshore Academy Lower School & Assessment Program 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.
14. Learners using the school's network are expected to cooperate with the staff members supervising computer access and follow the instructions below for computer use. This includes, but is not limited to, specific guidelines for downloading from the Internet, streaming audio and/or video, and playing educational games. Other games, chat, and instant messaging are not allowed.
15. Each learner bears full responsibility for his or her actions. Users shall assume full liability (legal, financial, or otherwise) for their actions. In addition, the school and the consortium take no responsibility for any information or materials that are transferred through the Internet.
16. Learners may not connect personal computers, peripherals, network equipment, or other devices to the district's network. This includes peer-to-peer network equipment.
17. Learners may not make any changes in computer network settings without the authorization of the school faculty or staff.
18. Use of the network to develop or knowingly pass along viruses or other programs that infiltrate/damage computers or computing systems is prohibited.
19. In order to be compliant with the Children's Internet Protection Act (CIPA), all learner computers are subject to network monitoring by authorized district staff.

Access To District Technology Resources:

- Learner access to school network resources is dependent on compliance with the policies outlined here.
- The school will advise appropriate personnel and law enforcement agencies of illegal activities conducted through the school's network. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Etiquette/Online Safety/Plagiarism/Communication

- Accessing the district's network to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards of the district is prohibited.
- Learners should never give out personal information over the district's network.
- Users should assume that all materials available on the Internet are protected by copyright.
- Use of the district's computers or network to access any of the following types of web sites is prohibited:
 - Any site displaying sexually explicit or pornographic content of any kind.
 - Any site containing on-line games without permission of a faculty or staff member.
 - Any site promoting violence, hate, the use of controlled substances, or other illegal activities.
 - Any site promoting a multi-level marketing, home-based business or other money-making scheme, mass solicitations (colloquially known as "spam"), chain letters.

Vandalism

- Tampering with, altering, or "hacking" into the district's computer, network, or peripherals is considered vandalism and is not permitted.

Users may not use the network to perform any act that may be construed as illegal or unethical, including use of the network to gain access to nonpublic resources on the network or on the Internet.

Service Animals and Animal Assisted Therapy

Service Animals

Northshore Education Consortium (NEC) acknowledges its responsibility, within certain limitations, to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at school functions, as required by the Title II of the Americans with Disabilities Act and its implementing regulations found at 28 CFR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Executive Director and must contain required documentation of vaccinations. This written request must be delivered to the Executive Director's Office at least 10 business days prior to bringing the service animal to school or to a school function.

le to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the program administrator.

Reference: ADA Regulations, 28 CFR Part 35 (as amended, 2010)

Animal Assisted Therapy

Although “therapy animals” are not legally defined or protected, NEC recognizes the many benefits of animal assisted therapy in helping children with disabilities build self-esteem, reduce anxiety, and develop self-regulation. Please refer to the NEC Handbook for conditions.

Medical Policies

A Registered Nurse is on duty at Northshore Academy Lower School each day school is in session.

Immunizations

Massachusetts State Law **requires all learners to have up-to-date immunizations records.** Learners **will not be permitted to start or attend school without appropriate documentation** with the exception of the following exemptions:

- 1) **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.
- 2) **Religious exemption** is allowed if a parent/guardian submits a written statement stating that immunizations conflict with their sincere religious beliefs. A new letter must be submitted every school year.

Physical Examination Policy

Per our school policy, a copy of a current physical exam must be on file within 30 days of your child starting our program. Also, learners are required to have a physical exam annually and documentation of such on file in their School Health Record. When your child has their annual physical exam, please submit a copy of the documentation to the School Nurse.

Allergies and Epipens

If your learner has a known allergy, please identify this allergy to the School Nurse so that safety measures can be communicated to all staff. If an EpiPen is prescribed by your child’s physician, please provide one to the School Nurse for use in case of an allergic reaction. The Northshore Academy Lower School is an allergy-aware school.

Medical Concerns

All medical history and any medical concerns should be reported to the School Nurse. The information will be shared with staff as needed at the School Nurse’s discretion. If your child is **having any medical issues or there is a change in their medical status, please contact the School Nurse immediately.**

Medications

- The School Nurse is 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 learner’s physician and parents/guardian. These forms are available from the School Nurse.

- **All medications must be in a current pharmacy labeled prescription bottle.** Required information includes the name of the medication, dosage, route, and time to be administered. No medications will be accepted in bubble packs, plastic bags or plastic containers.
- A parent/guardian or adult designated by the parent/guardian must deliver all medications to the school. **Learners are not allowed to bring medication to school themselves.**
- No more than a thirty (30) day supply of the medication shall be stored at school. The parent/guardian will be notified of all unused, discontinued, or outdated medications and asked to retrieve such medication from the school. All medications not picked up by the parent/guardian within two (2) weeks will be destroyed.
- A learner, regardless of age or prescription, should not be in possession of medication while at school.
- A learner may receive certain MD approved over-the-counter (OTC) medications, such as Acetaminophen or Ibuprofen, if the parent/guardian checks and signs the appropriate areas on the Treatment and Care form.
- It is critical that the School Nurse be informed about ALL medications that your child is taking, not just medications given at school. Please be sure to fill out the medication form in the intake packet and please call the School Nurse with ANY and ALL changes in medications.

Injuries

If a learner is injured at school, the School Nurse will complete an assessment of him/her. If it is determined that the learner should go home, the parent/guardian will be notified. In the event that a parent/guardian cannot be reached, the designated emergency contact person will be called. The parent/guardian or identified emergency contact person will be asked to take the child home or to the doctor's if recommended or required. If a learner needs to be taken to the hospital for further assessment or an emergency situation, every attempt will be made to contact the parents to inform them their child is being transported via ambulance.

Illnesses and Exclusion from School Guidelines

The School Nurse provides assessment, treatment and follow-up for all learners with an illness.

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

Fever: Temperature of 100.4 degrees or higher. Learner must be fever free for 24 hours before returning to school.

Respiratory: Congested cough or coughing up thick mucus.

Eye/Nose Drainage: Thick mucus or pus (especially green) drainage from the eyes or nose.

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: 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 before coming to school, then your child must be kept at home to prevent the spread of illness.

Parents/guardians are asked to keep their child home from school if they have: vomited in the last 24 hours, have a severe cold with temperature, runny nose, severe cough, or a fever above 100.4 degrees. **Learners should not return to school until they are symptom free for 24 hours.**

Should a learner become ill in school, the School Nurse shall determine if the learner is able to remain in school for the day. When a learner 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 learner. In no case will the learner be released without proper delegate notification. Learners who are seen by the School Nurse and do not have an elevated temperature or obvious signs of illness will be returned to class at the discretion of the School Nurse.

Communicable Disease / Contagious Illness

- If your learner has symptoms of an illness known to be contagious (i.e., Conjunctivitis, Chicken Pox, Strep Throat, etc.), please keep your learner home and have him/her seen by a physician. Sending a contagious learner to school compromises the health and safety of your child as well as other learners and staff.
- No learner will be admitted to the school while ill with a Communicable Disease, and learners 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.

Head Lice (Pediculosis)

If a learner is believed to have Head Lice, that learner and others identified by the School Nurse will be examined in a private space. A faculty or staff member who suspects that a child is carrying Head Lice will strive to avoid embarrassment for the child.

If the School Nurse determines that the learner has Head Lice, that learner's parent/guardian will be immediately contacted and asked to have the learner picked up from school. The learner will remain in the School Nurse's office until the parent/guardian arrives. If Head Lice is discovered, a notice will be sent home to the parents/guardians of the classroom to alert them without identifying the affected learner.

A learner with Head Lice must remain at home until all evidence of Head Lice and Nits are absent. The learner must be examined by the School Nurse before his/her return to school. An appointment will be made by the School Nurse for the parent/guardian to bring their learner in to be cleared for reentry.

Psychiatric Emergencies

If a learner is assessed by our Clinical Team to be in psychiatric distress requiring an emergency response, we will immediately attempt to notify the parent/guardian to discuss appropriate options. If there is imminent risk with regard to safety concerns, police and ambulance services will be requested. If appropriate, access to Mobile Crisis Team may also be an option.

Wellness Policy

The Northshore Academy Lower School promotes healthy programs supporting wellness, good nutrition, regular physical activity appropriate to each learner'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 learners by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes the learner's performance potential.

In promoting healthy eating, the Northshore Academy Lower School is maximizing nutritional value by reducing fat and added sugars, increasing nutrition density, and moderating portion size in our school lunch program.

- We encourage learners to bring healthy beverages to school that are caffeine-free and have some nutritional value. Bottled water is always welcome; soda and caffeinated drinks are not permitted. Low-fat, low-salt, and low-sugar snacks are encouraged as well.
- Given concerns about allergies and dietary restrictions, learners are not permitted to share food or drinks with one another during meal or snack times.
- The Northshore Academy Lower School will continue to be an allergy-aware school.

Updated 7/31/2018