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*Building Strength, Hope & Resiliency*

**WAYSIDE ACADEMY  
STUDENT HANDBOOK**

## **Our History**

Wayside's story began in 1977 when a group of citizens formed one of the first residences in New England for runaway and homeless youth—Harbinger House. As the need for alternatives to orphanages, reform schools, and psychiatric hospitals grew, Wayside responded by expanding to include an array of services which support youth and families in their community.

Over the years, the Wayside network has incorporated a number of long-standing, local community organizations. They share Wayside's commitment to helping the children and families of the region, complementing Wayside's overall spectrum of care. Today, Wayside is one of Massachusetts' most respected child and family serving agencies.

## **Our Mission**

Wayside is dedicated to achieving the highest standards of quality and integrity in providing leading edge counseling, family support, residential and educational services for building strength, hope and resiliency in youth, families and communities.

Waysides Academy's mission is to create an environment where students feel safe, supported, and challenged. While students coming to us have met obstacles and set-backs in their educational careers, our goal is to fill skill and achievement gaps as well as provide an educational experience that allows our students to feel successful in their educational endeavors and hopeful about their futures.

## **Our Core Values**

### **Strength**

We are accountable to the people we work with, to their communities and to our professional colleagues for the effectiveness, ethics and integrity of all that we undertake. We are committed to a continuous process of critical review to strengthen our practices, our staff, and our collaborative partnerships.

We are a welcoming and affirming community. We are grateful for what we learn from others whose heritage, identities and life experiences are different from our own. This richness of diversity enhances and informs our work.

### **Hope**

We believe in the power of hope as a central factor in providing the motivational resources necessary for change. Research shows that positive expectations promote psychological and physical well-being. Our staff focuses on developing hope-inspiring strategies for mobilizing internal and external resources for sustaining healthy change. Shared hope for a positive future is the underpinning of all that we do. Our staff embody this value every day as the tenaciously "Do what it takes" to help our clients and families fulfill their hopes for the future.

### **Resiliency**

We are partners with people as they engage in the process of personal change. Our services are based in the belief that all people have the inherent ability to rebound, learn and grow from life's difficult experiences.

We honor the Power of Families as key drivers in the change process. As individuals strive for

healthy family relationships, their families are a source of profound strength and knowledge about how to move forward. We join with them to build the resilience that will see them through adversity.

### **Policy of Non-Discrimination**

All programs, activities and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation age and/or disability. Wayside Academy is committed to providing a safe and secure learning and working environment for students and employees without exception.

### **Asking Questions and Sharing Information**

At Wayside Academy, we stress open and honest communication and encourage parents/guardians to communicate openly with all faculty and staff. We expect parents/guardians and students to participate fully in the education process, and we encourage listening and problem solving.

### **Opportunities for Parents/Guardians to Share Concerns:**

Opportunities for parents/guardians to share concerns or ask questions may include:

- E-mailing or phoning a teacher directly regarding a specific concern or question about class.
- Contacting your student's homeroom teacher or clinician regarding program concerns and/or personal adjustment.
- Contacting the Administrative Assistant for information.
- Contact an administrator if concerns are not addressed by a teacher, homeroom teacher and/or counselor.
- Conferencing with the Assistant Principal or Principal.

### **Procedures for Communication: Who to call when...**

#### **Call the student's clinician when...**

You need to coordinate services with outside providers such as the Department of Children and Families (DCF), Lead agencies, Department of Mental Health (DMH), probation officers of Department of Youth Services (DYS), home based services, etc.

You have questions regarding your child's emotional or mental health needs at school.

#### **Call the student's teacher when...**

You have questions about your child's grade or assignments.

You have a question about an incident that occurred in class.

You have a question about field trip permission slips.

#### **Call the student's homeroom teacher when...**

You have a question about overall performance.

Your child has reported difficulty with a teachers' subject and the teacher has not called.

You want to request homework assignments for your son or daughter who has been absent from school.

#### **Call the school Administrative Assistant when...**

Your child has a medication change.

You have a question about health records.

Your child has a medical condition that requires adjustment in school procedures.

**Call the Assistant Principal or Principal of school when...**

You have not received adequate or helpful response from the appropriate staff.

You have suggestions that may improve the school.

You have questions about school policy.

You don't know whom else to call.

**Complaints:**

Formal complaints must be submitted in writing to the Assistant Principal or Principal. The Assistant Principal or Principal will respond in a reasonable time either in writing or by phone. All attempts will be made to work cooperatively with parents/guardians to resolve difficulties. The following options may occur:

- Parents/guardians meeting with the Assistant Principal or Principal and relevant members of the faculty and staff and student.
- Fact finding and written response.

All matters will be treated in confidence unless the content of the complaint suggests violation of school policies and procedures or law.

**Expectations for Learning****A. Thinking Skills Expectation:**

Students will use a variety of complex thinking skills in their studies as well as in their interactions.

**B. Learning and Problem Solving Skills Expectation:**

Students will become skilled learners and problem solvers. They will take initiative to learn new things and seek help.

**C. Accountability and Responsibility Skills Expectation:**

Students will accept responsibility for efforts to achieve their academic and behavior potential, and show accountability for the quality of their participation in the learning process and with their interactions.

**D. Communication Skills Expectation:**

Students will communicate ideas appropriately and effectively using modes of communication that are appropriate for content, purpose, and audience.

**E. Cooperative Working Skills Expectation:**

Students will work cooperatively and with respect for one another's individuality and themselves.

**F. Wellness and Health Skills Expectation:**

Students will develop awareness of their physical and emotional wellbeing and of the various activities that will enable them to maintain wellness.

**H. Social and Civic Skills Expectation:**

Students will interact with others in a constructive and respectful manner, will become active members in the school community, and will act responsibly regarding the needs of their community.

**Wayside Academy School Awards**

Each month there will be awards given to students that are recognized for accomplishments during that month on the basis of Strength, Hope, & Resiliency. Any faculty or staff person at Wayside Academy may nominate a student, but the student is chosen by faculty consensus. Students earning one of the below awards will receive a gift card worth \$10. If a student receives an award for all three areas during an academic year, he or she will earn an additional \$20 gift card.

<b><i>Strength Award</i></b> recognizes student who demonstrate community strength	<b><i>Hope Award</i></b> recognizes students for academic success	<b><i>Resiliency Award</i></b> Recognizes students who overcome adversity
<u>Respect for Each Other</u> —Not only following the rules, but going above and beyond to improve the school community.	<u>Academic Rigor and Effort</u> —Achieving academic success by improving or continued academic excellence.	<u>Coping with Stress</u> —Dealing with any type of adversity.
<u>Respect for Property</u> —Contributing to clean furniture, classrooms, and common areas.	<u>School and Class Attendance</u> —Coming to school and staying in class.	<u>Character</u> —Being a positive role model and performing positive actions.

Any faculty or staff member of Wayside Academy may nominate students in any category. Students are presented with certificates of recognition and a gift card. Pictures of the recipients are displayed in the school.

**Policy and Procedure to Ensure Participation of Publicly Funded Students in MCAS**

It is understood that all publicly funded students will participate in MCAS. All recommendations will be an integral part of the Team meeting and the resulting Individual Education Plan (IEP). Privately placed students are not eligible to participate in the MCAS program. The policy of Wayside Academy, is to support the responsible public school in properly identifying the form of MCAS that is appropriate for each publicly funded student, and then taking all the measures to ensure that each student has optimum opportunities of success.

Wayside Academy, in compliance with 603 CMR 26.09, has developed procedures to ensure that all publicly funded students participate in MCAS testing selected for their grades. Students with significant disabilities who are unable to take the MCAS, even with accommodations, will participate in the Alternate MCAS. The identification of assessment form, development of the schedule, staff training, parent preparation, and administration of all parts of the assessment are under the oversight of the Assistant Principal or Principal. Wayside Academy meets its obligations to ensure participation and success through implementation of the following:

1. The curriculum across all grades has been aligned with the *Massachusetts Curriculum Frameworks*.
2. Wayside Academy offers remediation, instruction and/or support to students through the tutorial program, development of elective courses, and/or after school MCAS sessions.
3. All standard and non-standard accommodations included in the DESE publication, Requirement for the Participation of Students with Disabilities in MCAS, are considered as options.

4. The Assistant Principal or Principal is responsible for reviewing all completed IEP's submitted by the Local Education Agency (LEA) for signature. The completed page 7 of the IEP is placed in the MCAS Assessment Binder and given to all individuals administering the MCAS. The Assistant Principal or Principal is responsible for coordination and administration of the MCAS.

#### **For students taking the standard MCAS**

1. Administration at Wayside Academy will make provisions to provide all accommodations on the IEP for individual students participating in the standard MCAS.
2. Administration at Wayside Academy will identify appropriate staff to participate in Department of Elementary and Secondary Education (DESE) sponsored trainings.
3. Administration at Wayside Academy will identify and train proctors in accordance with DESE guidelines.
4. Administration at Wayside Academy will secure all test materials, provide all required technology, groupings, individual testing arrangements, scribes, and any other accommodation allowable and included in the DESE publications.
5. Administration at Wayside Academy will make all efforts to guarantee the best testing arrangements possible to promote student performance.

#### **For students participating in Alternative MCAS**

1. Administration will inform teachers responsible for compiling the required work samples and documentation for the portfolio.
2. Administration will ensure that any electronic devices or technology will be available to teacher and students to enable maximum performance.
3. Administration will assist teachers in identification of strands, selection of materials and activities to demonstrate student understanding.
4. Administration will establish a timeline that is in accordance with DESE requirements.
5. Administration will inform parents/guardians of their rights to review contents of the portfolio.

#### **For students that may have exhausted the retest option and are entitled to MCAS Appeals**

1. Wayside Academy, in conjunction with the responsible LEA, will assemble all materials required for submission of an Appeals Portfolio.
2. The decision to provide special tutorial or class to a student who, by the end of their junior year, has failed to pass the standard MCAS and Retests will be part of the Annual Review and included in the IEP.
3. Documentation of performance will be compiled even in a circumstance where a student will attempt to take the retest during his or her senior year of high school.
4. Wayside Academy will coordinate a Team meeting with the responsible LEA after the fall retest results are available in the student's senior year to review eligibility for Competency Determination and the options for continued services if the Appeal is not successful.

#### **Grading**

Wayside Academy students are graded on the following categories (specifics in each category subject to the individual teacher's discretion):

##### **Participation**

##### **Class work/Homework**

##### **Tests/Quizzes/Projects**

For achievement grades, the following grade scale is used:

A	95-100	B-	80-82	D+	67-69
A-	90-94	C+	77-79	D	64-66
B+	87-89	C	73-76	D-	60-63
B	83-86	C-	70-72	F	59 or below (failing)

### **Homework**

Students will be assigned homework in every class two to three times a week, Monday-Thursday. Students may be asked to complete homework over the weekend for long term projects or to compensate for incomplete class work or homework during the week.

Late Homework:

- Homework that is received one day late may be dropped one grade.
- Homework received more than one day late will not be accepted.

The teacher, on a case-by case basis, considers exceptions to the late homework rules.

### **Extra Help**

Extra help will be offered to any student seeking help in a manner consistent with the classroom rules.

### **Extra Credit**

Students who would like to earn extra credit must attend class 95% of the time and comply with all work completion expectations for the quarter to be eligible.

### **Reports to Parents/Guardians**

Parents/guardians can expect the following reports describing a student's academic, social and emotional growth. It is important to note that all progress is reported in relation to each student's specific capabilities and performance.

#### **Quarterly Progress Reports**

Quarterly Progress Reports are issued in November, January, April, and June. For students with IEP's, the form is in compliance with special education requirements. Privately funded students receive a narrative form. Quarterly Progress Reports are sent to the parent(s), and the responsible public school. A copy of each quarterly progress report is maintained in the students' folder.

#### **Report Cards**

Report Cards are issued quarterly in November, January, April, and June. These reports contain course grades with the option for teacher comments on performance. The report card is given to the students, mailed home to parents/guardians, responsible public schools and DCF/DYS workers. Copies of all report cards are also maintained in the student's file.

#### **Midterm Progress Reports**

At the middle of a quarter, students are given a mid-term grade and comments sheet in homeroom to be completed throughout the day.

### **Field Trip Days**

Days on which field trips are scheduled are not optional attendance days. If a student does not participate in a field trip, they are expected to come to school.

- In order for a student to attend a field trip, students cannot be on a Safety Status.
- Students are expected to follow staff directions, and should not be redirected more than once.
- Students must attend school the week before the field trip in order to be eligible.
- Students must refrain from inappropriate language and gestures while in the vehicle(s) and at the field trip location.

SUV expectations are taken seriously:

- Vandalism and other forms of property destruction are not permitted.
- Staff will control the radio & its volume.
- Seatbelts must be worn in the vehicle(s) at all times.
- Students are expected to clean up after themselves, and throw all trash in the barrels upon return from the activity.

### **Lunch**

Students are expected to throw away their trash, clear off the table top, wipe their table down and push in their chairs. It is expected that students sit three students per table for safety and monitoring reasons; unless otherwise directed by an adult. If students have a hard time following staff directions while in the café, a café restriction will be issued. If the issue continues, then assigned seating will be put in place.

### **Early Release of High School Seniors**

In accordance with Board of Education requirements under 603 CMR 27.05, the last day of school for seniors will not be scheduled more than 12 days before the regular closing date of school.

### **Notification of Transfer of Rights Upon Reaching the Age of Majority**

Massachusetts' recognizes that a child has reached adulthood upon his or her 18<sup>th</sup> birthday. The public school responsible for placement at Wayside Academy is responsible for notifying a student of his/her rights. This information is to be provided to a student no later than one year before the 18<sup>th</sup> birthday. According to law, when a student turns 18 years of age, all decision making rights transfer from the parent to the student. What this means is that a student has the right to make educational decisions and provide signed, informed consent on educational matters at Wayside Academy unless there is documentation that a court has appointed a legal guardian, or that a student has indicated in writing that he/she would like to have the parent(s) continue to have authority to make decisions on his/her behalf. If he/she chooses to assume independent authority, the parent(s) still has the right to have access to educational records.

### **Student Records**

602 CMR 23.00 is promulgated by the Department of Elementary and Secondary Education to insure parents/guardians and students' rights of confidentiality, inspection, amendment, and destruction of students' records. The student record shall consist if the transcript and the temporary record, including all the information in the student record that is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may

include standardized test results; extracurricular activities; evaluations by teachers, counselors, and other school staff; and incident reports.

1. Upon reaching 14 years of age or upon entering the ninth grade, whichever comes first, a student has access to his/her record. These rights may be extended to students under the age of 14 or to students who have not yet entered the ninth grade, at the discretion of school administration.
2. If a student is 14 through 17 years old or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
3. If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. A student may limit the rights, which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the Assistant Principal or Principal. A copy will be retained in the student file.

**Access:** shall mean inspection or copying of a student record, in whole or in part. The following groups have authorized access:

1. Administrators, teachers, administrative assistants employed by Wayside Academy who are providing a service and whose duties require them to have access to students records for purpose of processing information that is required for them to perform their duties.
2. The evaluation Team that evaluates a student.
3. Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.K.c.71,s.34H and 603 CMR 23.00. This includes parents/guardians who by court order do not reside with or supervise the student, even for short periods of time.

Third Party: refers to any person or private agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

A *Log of Access* is kept as part of each student's record. If parts of the student record are separately located, a separate log is maintained with each part. The log indicates all persons who have obtained access to the student record, stating : the name, position, and signature of the person releasing the information; the name, position, and, if a third party, the affiliation if any, of the access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- a. Authorized school personnel under 603 CMR 23.02 (09) (a) who inspects the student record;
- b. Administrative office staff and clerical personnel under 603 CMR 23.03 (9) (b), who add information to or obtain access to the student record; and
- c. School nurses who inspect the student health record.

### **Access of Third Parties**

Except for the provisions of 603 CMR 23.07 (4) (h), no third party has access to information in or from a student record without specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record are to be released to the third party. A copy of such consent is retained by the eligible student or parent and a duplicate is placed in the temporary record. Except for the information described in 603 CMR 23.07 (4) (a), personally identifiable information from a student

record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without written consent of the eligible student or parent.

A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight, and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors, and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents/guardians a reasonable time after such notice to request this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

### **Amendment of Record**

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the Assistant Principal or Principal to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the Assistant Principal or Principal's decision may appeal to higher authorities.

### **Destruction of Records**

The regulation require school authorities to destroy a student's temporary record within five years after the student transfers, graduates, or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents/guardians and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers guide published by the Department of Elementary and Secondary Education in 1995.

### **Rights of Non-Custodial Parents/guardians**

As required by M.G.L.c.71, §34H, a non-custodial parent may have access to the student record in accordance with following provisions:

- A. A non-custodial parent is eligible to obtain access to the student record unless:
  1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
  2. The parent has been denied visitation or has been ordered to supervised visitation, or
  3. The parent's access to the student 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 to access to the information contained in the student record.

- B. Wayside Academy shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07 (5)(a).
- C. In order to obtain access, the non-custodial parent must submit a written request for the student record to the Assistant Principal or Principal each year.
- D. Upon receipt of the request, the Assistant Principal or Principal must 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 Assistant Principal or Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a). Wayside Academy will provide a copy of all relevant communications to the sending public school.
- E. The school must delete the electronic and postal address and telephone number of the student and custodial parent for student records provided to non-custodial parents/guardians. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- F. Upon receipt of a court order, which prohibits the distribution of information pursuant to M.G.K.c.71,§34H, Wayside Academy shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. A copy will be sent to the sending public school.

**Students' Rights, Code of Conduct, Discipline, Behavior Management  
Student Rights and Responsibilities**

Wayside Academy has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitution and statutes. In connection with such rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights- including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.
4. The right to free inquiry and expression; the responsibility to observe rules regarding these rights.
5. The right to privacy, which includes privacy with respect to a student's school records.

It is Wayside Academy's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of Wayside Academy to make and delegate authority to its staff to make rules regarding the orderly operation of the school.

Students have the right to know the standards of behaviors that are expected of them, and the consequences of misbehavior. Therefore the rights and responsibilities of students, including standards of conduct, are made available to students and their parents/guardians through the *Wayside Academy Student Handbook*, which is distributed annually.

LEGAL REFS.: M.G.L. 71:37; 71:82 through 71:86

It is also important that students and parents/guardians understand that Wayside Academy supports an environment that adheres to Massachusetts General Laws and comply with Massachusetts Department of Elementary and Secondary Education Regulations for Private Education Schools (603) C.M.R. Section (18.00).

### **Discipline Code**

Wayside Academy prides itself on providing a quality education in a safe environment. We believe that a structured, predictable and nurturing environment contribute to student success. The purpose of this Discipline Code is to promote self-discipline and the ability to behave as a responsible individual in school and during all school related activities. The Discipline Code is designed to help our students learn effective coping strategies that will allow them to generalize appropriate conduct in the community outside of school.

We believe that physical and emotional safety is essential to the existence of a productive, healthy and enjoyable learning environment. Any student that engages in any behavior which disrupts the safe and orderly environment of the school, is subject to disciplinary action. While it is impossible to list all behaviors that may be troublesome or inappropriate, behavior which is disruptive to the school, malicious towards others, destructive toward property or intentionally damaging to the reputation of a student or adult, may be considered a violation of the Discipline Code.

### **Student Protections**

In accordance with state law and regulation 603 CMR 18.00, it is our responsibility to inform students, parents/guardians and responsible school administrators of the following procedures:

1. **Serious Incidents-** In the event of serious injury or death of a student, criminal activity on the part of a student or staff member, or other serious incident affecting the well-being of any student, Wayside Academy shall immediately notify, by telephone and by letter, the parents/guardians, the sending school district(s), any state agency involved in student care or program placement, and the Department of Elementary and Secondary Education.
2. **Emergency Termination of Enrollment-** Wayside Academy shall not terminate the enrollment of any student, even in emergency circumstances, until the responsible public school district is informed and assumes responsibility for the student. At the request of the public school district, Wayside Academy shall delay termination of the student for up to two calendar weeks to allow the public school district the opportunity to convene before the student's termination from Wayside Academy. With the mutual agreement of Wayside Academy and the public school district, termination of enrollment may be delayed for longer than two calendar weeks.

### **Consequences**

The consequences for violating the Discipline Code may include:

- Contact with parent by email, phone, or mail.
- Parent/guardian conference,
- Loss of lunch with peers or gym.
- Temporary loss of privileges.
- Loss of privilege to participate in field trips or school sponsored events
- Community service
- Financial payment for property damage

- Detentions
- Alternative Routine or In-school suspension
- Out-of-school suspension
- Termination of enrollment

Parents/guardians will be apprised of behavioral difficulties that are persistent and will be asked to meet with staff at the school if deemed appropriate.

### **Detentions**

The following behaviors may warrant a detention (If the student lives in the residence, he or she will receive medium consequences in addition to the detention):

- Non-sexual, non-aggressive physical contact, (horseplay, poking, etc.)
- Invasion of privacy
- Generic drug, violence or sexualized talk/correspondence (e.g., intended to impress or sensationalize, not directed toward or about specific individuals, “war stories,” etc.)
- Disrespect to/continuous arguing with staff (e.g., swearing, etc.)
- Not following directions
- Indirect threats
- Walking out of class without permission
- Excessive swearing
- Escalating a time out
- Lending and Borrowing (clothing, make up, music, etc.)
- Repeated inappropriate attire at school (1<sup>st</sup> offense is a warning)
- Note passing
- Refusing to attend class (Students will serve the detention that is the length of time they were out of class.)
- Instigating peers
- "Tagging" and other types of vandalism

The student will have 24 hours to make alternate transportation arrangements. If transportation is arranged by the sending school district, it will be cancelled or postponed because the expectation is that the student serves the issued detention the next day. If the detention was issued on a Friday or before a holiday, the student must serve the detention the following day school is in session. It is the student’s responsibility to remember; a reminder may not be given. If a student fails to serve the detention, he or she will serve an in-school suspension the following day, and must serve the detention at the end of their in-school suspension.

### **Alternative Routine, In-School Suspension, and Out-of-School Suspension**

The student will spend either half the day (Alternative Routine) or the entire day (In-school suspension) in the designated room. The student must complete a processing form, and community service. The student also must process with staff, the teacher, or peer(s) with whom the incident occurred. For behaviors that disrupt the entire community, the student may be required to participate in a reentry meeting. Students requiring either consequence will be eligible to receive credit for missed work, but will be marked down one grade level on all assignments missed due to alternative routine, in-school suspension, out-of-school suspension. All school districts will be notified of in-school and out-of-school suspensions in writing within 24 hours of the suspension.

The following behaviors may warrant alternative routine, in-school suspension, or out-of school suspensions. (If the student lives in the residence, he or she will receive major consequences in addition to alternative routine, in-school suspension, or out-of school suspension):

- Failure to turn-in a cell phone (alternative routine)
- Running away – this means leaving the inside of the building without staff permission
- Being physically assaultive to staff or other students
- Direct threats (e.g., “I’m going to kill you.”)
- Being sexually inappropriate (e.g., comments, gestures or otherwise)
- Smoking or using any illegal substances on school property
- Racial or sexual comments designed to intimidate or create an unsafe environment
- Extensive property damage (e.g., writing on walls, kicking holes)
- Not following directions during a crisis
- Not following directions in a vehicle
- Having any sort of weapon/contraband with the intent to harm others or create extensive property damage
- Acting out in the community
- Smoking or carrying illegal substances
- Lighting matches or lighters
- Physical fights
- Extreme harassment
- Severe property damage
- Bringing weapons of any kind to school

### **Alternative Routine, In-School, and Out-of-School Suspension Procedures**

Students who have engaged in behavior meriting alternative routine or an in-school suspension have the following expectations during their time away from the community:

- All students serving in alternative routine or in-school suspension must complete the required class work in order to have the option of returning to the community (unless otherwise indicated). If the student does not complete his or her school work, he or she will continue with alternative routine until he or she completes the necessary assignments
- All students must remain quiet and not receive any time-outs
- All consequences forms must be completed before a students will return to class
- If necessary, any apology letters must be completed

The amount of time a student is suspended for will be determined by the Assistant Principal or Principal with input from the student’s team. Any student living in Wayside’s residences receiving an out-of-school suspension will also receive major consequences.

Students requiring either consequence will be eligible to receive credit for missed work, but will be marked down one grade level on all assignments missed due to alternative routine, in- or out-of-school suspensions.

### **Suspension and Termination of Enrollment**

Massachusetts Department of Elementary and Secondary Education regulations pertaining to Approved Private Special Education Schools require that we inform students and parents/guardians

of the conditions related to suspension and termination of enrollment.

### **In-School Suspension (1-3 consecutive days)**

Students report directly to the Alternative Routine/In-School Suspension room when they come to school in the morning. There will be no participation in daily routines or activities including classes and after school activities. The student will be responsible for completing all class work throughout the day and homework.

### **Out-of-School Suspension up to five days**

If a student's behavior continually disrupts or threatens to disrupt the school environment, or if the student poses a threat to property or persons, the student may immediately suspended or removed.

- When a student is suspended the following occurs:
- Written notification is sent within 24 hours to the parent(s)/guardians and public school district, along with DCF and DYS workers.
- No student will be sent home or dismissed without a responsible parent/guardian available.
- Once a student has been suspended for three consecutive days or five non-consecutive school days within a school year, a Team Meeting including administration from Wayside Academy, the public schools and parents/guardians, will convene immediately to explore all possible program modifications within the school in an attempt to prevent further lengthy suspensions or other disciplinary action. Student participation will be in accordance with special education regulations and appropriate to the individual situation.
- Suspensions from school and transportation will be tracked in accordance with regulations.

### **Out-of-School Suspension 10 or more days**

- If suspension exceeds 10 consecutive days or a pattern has resulted in suspensions exceeding 10 cumulative days, the following procedures apply:
- A Team Meeting is scheduled to include parents/guardians, student if over 14, representatives from the public school and Wayside Academy.
- A Functional Behavior Assessment is completed to determine the relationship between the misconduct and the student's handicapping condition, the appropriateness of the program and placement,
- If the Team determines that the behavior is not a manifestation of the disability, Wayside Academy may suspend or terminate the student in accordance with its policies and practices, and
- If the Team determines that the misconduct is a manifestation of the disability, than the Team must determine if the placement and program at Wayside Academy is appropriate to the goals reflected in a modified IEP.

### **Termination from Wayside Academy**

Administration, faculty, and staff at Wayside Academy are committed to working cooperatively with students, parents/guardians, and school departments to provide the best educational setting possible. However, it is acknowledged that circumstances may occur that lead to a decision to terminate enrollment. During the process, the Academy will work collaboratively with parents/guardians, the student, and the public school district when appropriate, to identify an alternate educational program. Wayside Academy believes it is essential that students and parents/guardians understand the behaviors that may result in termination of enrollment and the

procedures followed.

**Behavior that may lead to termination:**

- If it has been determined that critical information which significantly influences the academic, social and emotional functioning of the student has been intentionally or inadvertently withheld during the admissions process,
- Violation of school Discipline Code that has been determined to be dangerous and/or harmful to self and others such as hazing, verbal, physical, sexual harassment, theft, possession of a weapon, vandalism,
- Arrest or violation of any state or federal law,
- Repeated cheating or plagiarism,
- Excessive absences,
- Violation of drugs and alcohol policy,
- Constant disruption to stability of the learning environment.

In accordance with Massachusetts Department of Special Education Regulations, the following procedures apply to the process of termination of any student on an IEP:

- At the request of the public school, termination is delayed up to two weeks to allow the public school district the opportunity to convene an emergency Team meeting or conduct other planning discussions prior to termination.
- With mutual agreement between Wayside Academy and the public school district, termination may be delayed longer than 2 calendar weeks.
- For a planned termination, Wayside Academy will request the public school schedule a Team Meeting in accordance with regulatory requirements. At that meeting a clear and specific termination plan shall be implemented in no fewer than 30 days unless there is mutual agreement to terminate sooner.

For an emergency termination resulting from actions that present a clear and present threat to the health and safety of the student or others, Wayside Academy will immediately contact the Department of Elementary and Secondary Education and follow all procedures required by law.

**Articles Not Permitted in School and/or After School Activities**

Faculty and staff at Wayside Academy work very diligently to maintain a safe, calm educational environment. Therefore, the following items are not permitted in school:

- Drugs, alcohol, tobacco products and related contraband.
- Firearms, knives, sharp objects, any type of weapon or facsimile thereof such as sling shot or water gun,
- Firecrackers or incendiary devices,
- Large sums of money,
- Laser pointers and similar devices,
- Any item previously deemed inappropriate for an educational setting (i.e. student redirected or warned for possessing the item),
- Phones, ipods and other electronic devices.

Items confiscated will be returned to the parent, guardian, and/or student at the discretion of staff. Certain items, in accordance with state law, may be turned over to law enforcement. A student is expected to surrender an item upon request of a staff member.

### **Academic and Social Behaviors**

We expect Wayside Academy students to demonstrate academic integrity and submit authentic work. *Cheating* is defined as intentionally passing in the work of others as your own. It may include performance on tests, quizzes, projects, and homework. *Plagiarism* occurs when a person uses the ideas or writings of another and presents them as their own. Examples of plagiarism are:

- Turning in another student's work as one's own
- Copying a paper from the internet, or from a text without proper acknowledgement
- Paraphrasing materials from a text without proper acknowledgement.
- Not using quotation marks around something quoted word for word.

Any reported incident of academic dishonesty will be reviewed and treated on a case-by-case basis. Consequences may include loss of credit, redoing of assignment without possibility of full credit, reduction in grade.

### **Classroom Behavior**

Students are expected to participate in each class in a manner that supports instruction and learning. Behaviors that disturb others and jeopardize the learning environment are unacceptable. Expected behaviors, posted in each classroom, are:

- Have all necessary material
- Have only class work on the desk
- Raise your hand and wait to be called upon before speaking.
- Listen to others.
- Sit up in the chair.
- Think before speaking and contribute relevant topics to classroom discussions.
- Stay in the classroom for the entire period
- Take space for five minutes when needed with permission.
- Keep hands and feet to yourself.
- Refrain from making noises or disturbing others.
- Follow the teacher's directions.
- No coming out of class the first and last 10 minutes.
- No food or drinks in classrooms, with the exception of water.

### **Public Display of Affection**

Although Wayside Academy supports a warm, casual environment, appropriate norms and boundaries of interaction are expected. Any sexual activity, including public displays of affection, is not allowed on school property, including school or other vehicles. Casual, friendly contact is understandable; however, physical intimacy is not appropriate in halls, classrooms or anywhere on school property. This expectation applies to conduct during any school-sponsored activity on or off grounds.

### **Use of Telephones**

If a parent calls, a message will be delivered to the student. A student must obtain permission from an administrator to use the phone in the staff office. Other than that, there are no phone calls made during the day. Students are not to carry or use cellular phones during school hours or while participating in school sponsored after school activities.

- Upon arrival, students are expected to turn in all cell phones and, which will be returned when they are dismissed for the day.
- There is NO checking of phones throughout the day.
- If a student fails to turn in their phone at arrival, they will be in alternative routines until ready to comply with the rules.
- Students will not be permitted to attend class until their cellular phones are given to staff.

### **Dress Code Expectations**

Students are not required to wear uniforms. Wayside Academy works cooperatively with parents/guardians and, if appropriate, any state agency to ensure that students come to school with adequate, clean, appropriate, fashionable and seasonable clothing as required for health and safety subject to the following conditions:

- Parents/guardians are expected to label outerwear and any other garment that may be removed and left in the school at any time.
- Students are expected to wear properly fitting clothes.
- Clothing that has a logo or message that promotes drugs, alcohol, smoking, sex or discrimination is not permitted.
- Short shorts, low cut camies, half shirts, provocative items made of spandex are unacceptable. If a student does not have an appropriate cover, one will be provided.
- Jewelry which may disturb the ability to focus and attend is unacceptable.
- All clothing must be weather appropriate (including shoes)
- Skirts and shorts must be to the mid thigh
- No bandannas of any kind or gang related clothing are allowed in school
- Appropriate clothing must be either worn or brought to school on days when there is gym class

### **Food/Drink**

Students are not permitted to eat in the classroom during class time. It is the discretion of the teacher to determine if a specific activity is conducive to food/drink. Exceptions for any students with a medical condition that may be affected by this policy will be considered on a case-by-case basis. Coffee and sweet drinks that arrive with the students in the morning are to be consumed and discarded before class begins. Water is available and acceptable.

### **Tobacco Use**

In compliance with state law, students are prohibited from using tobacco products in any form anytime, anywhere on school property or during school-sponsored activities. A student who violates this policy may be suspended, and/or referred to a cessation program. The presence of any tobacco products, related paraphernalia, or incendiary devices is also prohibited. The decision to return items will be addressed on a case-by-case basis.

### **Drugs and Alcohol**

The use of drugs, except for prescribed medications, presents a threat to the individual and the school. The use of drugs or alcohol anywhere on school property, at any time, or during school-sponsored events is prohibited. For the purpose of this policy, alcohol and drugs include controlled substances, as defined by Massachusetts Laws, Ch. 94C. It also refers to the misuse of prescription and over the counter drugs. Prohibited drug and alcohol related activities include, but are not limited

to, the following:

- Attempt to purchase
- Using or have used
- Possession
- Intention to sell or distribute
- Selling or distributing
- Possession of drug paraphernalia

A student determined to be in violation of this policy is subject to suspension, termination of enrollment, report to police, and notification to the student's state agency caseworker (if applicable).

### **Weapons/Assault**

Weapons of any kind are prohibited. A dangerous weapon may include, but is not limited to, a gun or knife or any item used to inflict harm. Possession and/or use may result in suspension, termination of enrollment at Wayside Academy, report to police. Any student who assaults another student, teacher or any other member of the Academy staff will be subject to disciplinary action.

### **Theft**

Students may not use or take any item that belongs to another person or from the Academy without permission. Any student that intentionally steals will be subject to disciplinary action.

### **Vandalism**

We are very proud of the appearance and resources provided in the Academy and campus. We believe that respect for property is essential to maintaining a safe, comfortable environment. Writing on walls, desks, furniture, damaging or defacing any Wayside property is considered vandalism. If a student vandalizes Wayside or personal property, they may be expected to pay for the damage. In addition, disciplinary consequences for the behavior will be addressed on an individual basis.

### **Fighting**

Fighting or any other form of violence is prohibited. Consequences will depend on the circumstance related to the fight. Due to the difficulty in determining whether one student is more responsible than another, generally, each student will be treated equally. If a fight occurs off grounds, Wayside Academy reserves the right to take disciplinary action as though the incident occurred on grounds, if it is determined that the fight was clearly connected to Wayside or could pose a threat to the physical or emotional safety of the students during school hours. Fighting may result in suspension, loss of privileges and/or participation in Wayside events. Termination of enrollment may result depending on the seriousness of the incident.

### **Policy for Running Away**

Anytime a student leaves the building without permission it will be considered running away and the student will earn either Alternative Routine (half the day) or an In-School Suspension (the entire day) depending on the severity and frequency of the incident.

- If a day student leaves school without permission, he or she will not be permitted to reenter the building for the remainder of the day, and his or her parents/guardian will be notified of the incident.
- Day students will not be able to return until he or she has a meeting with his or her parents/guardians and the Assistant Principal or Principal, and will go to alternative routine

or in-school suspension upon their return.

- Due to the safety risk of the surrounding highways, if the student stays on property, the staff will utilize proper CPI techniques to help the student return to the building
- If the student leaves the property, then police and parents/guardians will be notified by staff
- Upon return residential students will report directly to alternative routine or in-school suspension.
- Upon return students will be placed on a contract, and must sign and comply with all expectations (for example but not limited to walks, gym, etc.)
- Contracts due to running away will be reviewed after consulting with the student's Wayside team.

Any violation of the contract may result in extending or restarting the terms of the contract

### **Contracts**

Students will be asked to complete a contract for the following reasons:

- Inappropriate physical and verbal interactions
- Running away
- Safety threats

Contracts are a written agreement between staff and students to ensure particular negative behavior does not continue. All contracts will be reviewed by staff within 5 days of signing. If a student refuses to sign a contract, all consequences will be continued until they do. All students must also adhere to the rules of the contract whether it is signed or not.

### **Time-Out Expectations**

A student will be issued a time out by staff for inappropriate behavior. This includes swearing, being disruptive, rude to peers and staff, not following directions, talking during transitions, poor The following behaviors may warrant a time-out:

- Inappropriate social skills (e.g., flatulence, interrupting conversations, etc.)
- Minor disrespect to peers/staff (e.g., sarcasm, facial expressions, etc.)
- Non-compliance with staff instruction
- Non-directed, conversational swearing, sportsmanship, and not following specific classroom rules.

Faculty or staff will process the situation with all students once they have met the expectations. If a student is having difficulty meeting the expectations, the amount of time will increase. Once all expectations have been met the student will be permitted to return to the group and continue on with their routine.

Expectations:

- The student must remain quiet in the assigned area for 10 minutes.
- The time-out will begin when he or she is quiet (no talking, whistling, kicking, singing, etc.).
- After the time-out is served, students must process with staff about the behavior resulting in a time-out.
- The 10 minutes is at staff discretion. The student's time-out may be shorter than 10 minutes if staff feels he or she is acting appropriately.
- If the student earns three time-outs in a school day, the student will earn a detention.

- If the student refuses to return to class or continues to escalate his or her behavior while in time-out then consequences will be issued accordingly

### **Behavior Management System**

The behavior management system at Wayside Academy is built on the following premises:

- Appropriate behavior should be acknowledged in a consistent, age appropriate way.
- With privileges comes responsibility for thoughtful behavior.
- Change in inappropriate behavior evolves from acknowledgment and recognition of the behavior and its effects on others.
- Social emotional growth occurs when students participate in the discussion and identification of alternative behaviors.
- Control and self-discipline grow when expectations are clearly and consistently defined.
- Consequences to behavior are understood and consistently applied by all members of the school community.

### **Academy Level System**

All Academy students earn points that are recorded on a sheet they carry. The points a student earns contributes to the levels of privileges he or she can be eligible for over time. If the student loses his or her points sheet, he or she will be able to receive a new one; however, he or she will receive zero points for all the previous days. Students are responsible for having their sheets completed by the teacher at the end of the class. Failure to do so will result in zero points for that class.

If a day or residential student does not earn the minimum required percentage for the given level, he or she will restart the current level until he or she is able to maintain the minimum percentage for the indicated length of time. For major incidents, he or she may lose all level privileges and drop to steel level.

If the student is living in the residences, his or her daily points carry over to the residence. If the student earns “medium” consequence in the residence, then his or her level privileges at the Academy will be frozen until he or she is no longer earning medium level consequences or dropped an equal number of levels to correspond to the level drop in the residence. If a residential student earns “major” consequences in the residence, then his or her Academy level drops to the equal level that he or she dropped at the residence.

Steel (level 1) -- Where all students begin when they start school.

Bronze (level 2) -- One week of earning 80% of your weekly points. In order to move up to the next level, students must maintain (keep) 80% for two (2) weeks to move up to the next level.

Silver (level 3) – Need to earn 85% of your weekly points for two (2) weeks to reach this level. To move on you must maintain this level for three (3) weeks to move up to the last level.

Gold (level 4) – Need to earn 90% of your points to achieve this level for three (3) weeks. To stay on this level you must earn 90% of your points on a daily basis.

If you do not meet the target percent during the week, you will be dropped down to the level below and must meet the requirements for that level.

### **Points**

Points will be earned for the following categories:

1. Transition- moving between classes and lunch in the appropriate manner as described in the rules for transition.
2. Behavior/Interaction- having appropriate behavior/interactions in the class room as described in the rules for the classroom.
3. Participation – completing the assignment given to you in class in an orderly manner.
4. Following Directions – listening to and responding to directions from staff the first time they are given.
5. Clinical Goals - working on your clinical goals in an appropriate manner.

Each of these categories is worth one point for five total points in each class you can earn four points during both homeroom periods and lunch. A total of 47 points can be earned in a day, 33 points on the half-day, and 221 points in a week.

### **Point Breakdown**

199 points = 90% - you can lose only 4 points a day to maintain this level.

188 points = 85% - you can lose only 6 points a day to maintain this level.

177 points = 80% - you can lose only 8 points a day to maintain this level.

### **Level Privileges**

Level Steel

- None

Level Bronze

- Soda/drink during the second week on level.

Level Silver

- All of the Bronze privileges
- Community Time (with team or parent/guardian consent) after 2 weeks of being on level. This means being able to go to the store once a week for day students. Residential students can plan a corner store trip with staff at school. Also extra gym time can be used after checking in with staff and Jamal.
- Dunkin' Donuts or other gift card issued after completing this level.

Level Gold

- All of Silver privileges
- Lunch from the Deli once a week after 3 weeks on level.
- Time with staff of your choice when they are available.

## **Physical Restraint**

### **Background, Purpose and Scope**

The Board of Education for the Commonwealth of Massachusetts adopted regulations governing Physical Restraint (603 CMR 46.00), effective April 2, 2001, to ensure that every student is free from the unreasonable use of physical restraint. Wayside Academy complies with all regulations to the extent required by law. Regulations apply at Wayside Academy and at Academy-sponsored events and activities, on and off Wayside property. Physical restraint shall be used only in emergency situations, after less intrusive options have failed or been deemed inappropriate and with extreme caution to prevent or minimize harm to any student. The regulations provide the following

definition:

### **Definitions:**

*Physical restraint* is the use of bodily force to limit a student's freedom of movement. It does not include touching or holding a student without the use for the purpose of directing the student.

*Seclusion* is physically confining a student alone in a room or limited space without access to Wayside staff. It does not include the use of "time-out" procedures during which a staff member remains accessible to the student.

Physical restraint is not used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule, staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Seclusion is prohibited.

### **Implementation**

Academy staff may use physical restraint only when the following circumstances occur:

- Non-physical interventions are ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others,
- Pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by Wayside and the parent/guardian.

Whenever possible, the administration of restraints will be witnessed by at least one adult who does not participate in the restraint. The regulations do not prevent a teacher, employee or agent of Wayside Academy from using reasonable force to protect students, other persons, or themselves from assault, or imminent serious physical harm, or from restraining students, as otherwise provided in the regulations.

### **Staff Training**

By the end of September, each year, all Wayside Academy staff will receive training with respect to this restraint policy (i.e., following the regulations) Training will include receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. New hires during the year will be trained within the first month of employment.

### **Reporting and Follow-Up**

In a circumstance where a physical restraint lasts more than five minutes or results in injury to a student or staff member, staff must report the physical restraint to the Assistant Principal, Principal or other designated administrator. The Assistant Principal or Principal maintains an ongoing record of all such reported instances, which will be made available in accordance with state and federal law regulations. The Assistant Principal or Principal must also verbally inform the student's parent or guardian of the restraint along with any DCF or DYS worker, as soon as possible, and a written report, will be written that day. The written report will provide who was notified, the time of the incident, a summary of the incident, staff involved, what type of incident it was, and what type of restraint was used. The report will also include the consequences received by the student.

Within the first 5 minutes of a restraint the Assistant Principal, Principal, or other designated

administrator is notified, if a physical restraint lasts longer than 20 minutes or results in serious injury to the student or staff member, the school will within 5 working days report the restraint with a written copy to the Department of Elementary and Secondary Education. Included with this report will be a copy of Wayside Academy's record of physical restraints covering the thirty-day period prior to the date of the restraint.

For students who require frequent use of restraints because they present a high risk of frequent, dangerous behaviors, Wayside Academy may seek and obtain the parent's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedure for restraints includes:

- The reporting requirements presented above.
- The review of the incident with the student to address the behavior that precipitated the restraint.

The review of the incident with the staff who administered the restraint to discuss implementation of proper procedures and consideration of any follow-up for students who witnessed the incident.

### **Search and Seizure**

When students enter the Academy, they will be searched by staff with a wand. Students are not allowed to have their phones, iPods, cigarettes, lighters, electronic devices, and bags and purses with them for the day. When students are done being searched we will place all items in the office and lock them away for the day. Students will be allowed to retrieve the items upon school dismissal. If a student refuses to be searched, they will be placed in Alternative Routine until they agree to comply.

If there is reasonable evidence that a student has on his or her person, alcohol, illegal drugs, a lighter or incendiary device, a weapon or other inappropriate item that is capable of harming or disturbing the school environment after he or she is initially searched upon entry to school, the following applies:

- The student, in the privacy of an administrative office, will be asked to empty the contents of their backpack, pockets and/or purse in the presence of no fewer than two administrators.
- The parents/guardians will be called.
- The parent will be requested to come to school to assist, if appropriate, in the search of a car.

Appropriate disciplinary action consistent with Wayside Academy policies will be taken.

### **Reporting a Possible Crime to the Police**

If administration has a reasonable basis for believing that a crime has been or is being committed during school hours on campus or school related events, police will be contacted.

### **Technology**

#### **Internet Policy**

Internet is available to those involved in class work requiring the internet. No other internet use is appropriate during school hours. Students may not bring to school electronics that have internet

availability such as PSP's, Nintendo DS's, or certain iPods; please leave these at home or in the residences.

### **Responsibilities**

#### **1. Use your account wisely and responsibly**

Wayside Academy users will not share their accounts or passwords with anyone.

#### **2. Follow rules of computer etiquette**

Wayside Academy users will use appropriate language and common rules of courtesy and respect, and will avoid all forms of harassment.

#### **3. Be honest**

Wayside Academy students will not represent another's work as their own. Any usage of other sources and ideas must be acknowledged.

#### **4. Follow the law**

Unless specifically permitted by the publisher, the sharing of software is illegal. Wayside Academy users will not attempt to download software from any of the School's computers.

#### **5. Keep school computers and the local network efficient and virus-free**

Wayside Academy users will only save data files to a floppy disk or to a designated space on a computer hard drive. Users will not load any software onto a school computer or onto a file server without express permission.

### **Attendance**

Regular attendance is essential for academics and social growth. **Parents/guardians are expected to call the school after 8:00am (508-879-9800 X337) on all days their son/daughter may not be attending.** It is the parent's responsibility to notify transportation companies of ANY changes, if you know your child will be absent. An excused absence is defined by:

- Absence due to illness
- Absence due to scheduled medical appointments/court dates
- Absence due to religious holidays
- Absence due to severe weather

Any other reasons should be discussed with the Principal or Assistant Principal. A note is required upon return to school if a student has been absent for 3 or more consecutive days. Excessive absences may result in administration scheduling a meeting with parents/guardians and the responsible public school district liaison, if appropriate.

### **Sick Day Procedures**

If a student does not feel well and they are in school, he or she can request to have his or her name added to the nurse's list; however, the student must remain in the classroom until the nurse is available. No points can be earned while taking a sick day. The student is responsible for making-up any missed work while sick. If a student feels better after lying down, it will be at staff discretion if the student is to return to class for the remainder of the school day.

### **Absences**

- Parents/Guardians should call the Academy administrative assistant or the Principal or Assistant Principal in the morning, to notify the school that the student will not be attending.

- If a student is absent and the school has not heard from a parent/guardian, someone from the school will call home to check-in.
- If you are absent please bring a written note in the following day (doctor/lawyer/court/ or parent if you were sick.)

### **Make-Up Policy**

- If a student misses work due to refusing class, he or she will NOT have the opportunity to make-up the work for credit.
- If a student has an excused absence, then he or she will have the opportunity to make-up the work within 2 days of his or her return. (i.e., if absent for 3 days, then the student will be allotted 6 days to complete all missed work.)
- Work can be made-up in class after all assignments for that day are completed or the work can be brought home.
- If need be, a student can make arrangements with a specific teacher after school to receive extra help.

### **Extended Illness**

If a client is out of school for an extended period of time (for more than 3 days), they need to have a note from their doctor when they return to school. If a student does not have a note, this is marked as an unexcused absence and the hours they missed will be made up after school.

### **Physical Education Excused Absences**

During gym time, students are expected to be in the gymnasium. A student will be excused from attending physical education:

- If he or she is on a Safety Status that limits a student from going downstairs.
- If he or she has a written doctor's note.
- If he or she is on a Boundary Contract with another student, a plan can be made by staff to find an alternative activity for one of the students or monitor both students in the gym, and be sure that both students remain on opposite sides of the gymnasium.

### **Transportation**

Transportation will be provided for day students through busing companies arranged through the paying school district. Any concerns and questions can be directed to the Dean of Student Affairs at 508-309-5932. If a student will not be attending school for the day, the parent or guardian will be responsible for notifying the student's transportation company.

### **Delayed Opening/School Closing**

In case of inclement weather, Wayside Academy will follow the delays and closings of the Framingham Public Schools.

### **Space Expectations**

A student may request time out of class when they are feeling frustrated or having a difficult time. This is referred to as taking "space." The student must ask the staff member appropriately. It is staff discretion as to whether or not the student can take "space" out of the classroom. A student must fill out a space form before leaving the classroom.

Expectations:

- All requests for space must be in writing and must state the reason for needing space.
- The student is allowed 5 minutes to take space then must head back to class or the student will need to make-up the time after school.
- All students must process with staff before returning to class.
- If the student is unwilling to document why the space is necessary, then the teacher will not permit the student to take space again and it could result in a time-out and loss of points.
- There will not be a loss of points or consequences for taking space as long as the student returns to class after 5 minutes has passed.

### **Hallway Passes**

Students are required to obtain a hallway pass in order to leave the classroom.

### **Bathroom Policy**

A student may use the bathroom once per class period, but must first obtain a bathroom pass from the teacher in that classroom.

## **Policies and Procedures Related to Health, Safety and Medical Concerns**

### **Nurse and Clinician Request**

If a student would like to see the nurse or his or her clinician, Please complete a “Nurse’s Slip” or the “Clinician’s Slip” and get permission from the teacher to give the slip to Teacher’s Aides. Teacher’s Aides will then take the slip to the nurse or clinician. The Teacher’s Aides will notify the nurse or clinician of the student’s request.

### **Emergency Preparedness**

Wayside Academy has developed emergency and crisis management plans that meet the requirements of state law preparedness in case of fire, civil emergencies, natural disasters and other events that compromise the health, safety and well being of students and staff. We believe that advanced planning builds confidence of all concerned to know that all students and staff have been trained in carrying out the plan.

### **Fire Drill Policy**

In case of fire, students and staff evacuate the premises according to the plans posted in the hallways. All staff and students gather at a designated area for attendance. Students are not left unattended at any time. Fire drills are held monthly, as required by the Framingham Fire Department.

- All students are required to participate appropriately during all fire drills
- All students will calmly and quietly follow staff directions to the nearest exit and exit the building
- All students will then proceed to the designated meeting area
- Once at the designated meeting area all students will line up appropriately with their group so that their teacher may take attendance to ensure that all students have safely evacuated the building
- All students will remain in the designated meeting area until staff notifies the students that it is safe to return to the building

### **Medical Emergency**

In the event that a student is injured on campus, faculty or staff will contact school administration immediately to assess the situation. The protocol to contact administration and the parent will be initiated by the nurse and an administrative assistant. If transport to Metro West hospital is required, the Framingham Fire Department (911) will be contacted. The nurse or designee will take the student's medical records and accompany the student or follow the ambulance to the hospital. The nurse or designated staff member will remain at the hospital until a parent/guardian arrives. In the event of injury of a student off campus, the teacher will assess the appropriateness of administering first aid or calling 911. An adult will accompany the student and remain in the hospital until a parent/guardian is contacted and arrives. Upon arrival at the hospital, Wayside Academy staff will present permission to treat and medical records to the hospital staff.

### **Mildly Ill Students**

Should a student become sick during the day, the Teacher's Aides will do an assessment and then contact school administration if needed. If a student is vomiting or has a fever, they will be sent to their residence or a parent/guardian will be called for the student to be picked up. No student will be able to go home if there is no known responsible adult available. It is the parent's responsibility to arrange transportation.

### **Preventive Health Care**

Students are required to have an annual physical carried out by a licensed physician, the results of which are reported to the school on a signed *Massachusetts School Health Form*. Included on that form is an up-to-date history of immunizations. Students with special requirements modifications, must obtain a listing of those from the physician in writing. Students must also receive an annual dental examination, vision, hearing and postural screenings.

All medical and emergency forms must be at Wayside Academy prior to the student's first day of school. Massachusetts regulations indicate that we cannot allow your child to attend school unless this information is in our possession. Please do not ask the School to make exceptions to this requirement. Any parent seeking information regarding medical requirements should contact the school office.

### **Medication Refusal Policy**

- Ask student to take their medications
- If student refuses to take his or her medication then a medication refusal form needs to be completed
- If student refuses to complete the medication refusal form then they will be expected to go to Alternative Routine until able to comply
- Staff will complete an incident report pertaining to the medication refusal and make all necessary notifications

### **Reporting Child Abuse and Neglect**

The Massachusetts Child Abuse and Neglect Reporting Statute, Chapter 119, Section 51A, states that any school employee "Who, in his/her professional capacity shall have reasonable cause to believe that a child under the age of 18 years old is suffering serious physical or emotional injury including sexual abuse, or from neglect, including malnutrition, resulting from abuse by a caretaker, . . . shall notify the person in charge of such institution, school or facility, whereupon such person in charge shall then become responsible to make the report in the manner required by this

section. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars.”

Massachusetts law requires an individual who is a mandated reporter to immediately report an allegation of serious physical or emotional injury resulting from abuse or neglect to the Department of Children and Family Services by oral communication. A written report must then be completed within 48 hours of making the oral report and should be sent to the appropriate Department office. All employees of Wayside Academy are trained in requirements of the law.

According to M.G.L. c. 119, S 51A, mandated reporters are immune from civil or criminal liability when they file a report pursuant to their duties. Mandated reporters cannot be discharged, discriminated against or retaliated against by their employers if they in good faith, make a report or testify in any proceeding involving child abuse or neglect. If any of these things happen, the employer shall be liable. In addition, school employees may be subject to disciplinary action up to and including dismissal.