

Springdale Education Center

Student/Parent Handbook
2018-2019



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SEC Student/Parent Handbook 2018 - 2019

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MISSION STATEMENT

The Springdale Education Center assists schools, agencies, families and communities in ensuring the safety of the community. Springdale Education Center provides a range of education, clinical, psycho-education and outreach services for youth 5 - 21 years of age who are challenged with serious mental health issues and have engaged in aggressive or anti-social behaviors.

PROGRAM DESCRIPTION

SEC is an intensive highly structured therapeutic private day school. SEC operates 12 months from 8:00 a.m. – 3:00 p.m. SEC provides a comprehensive behavior management system based on natural and logical consequences that encourages and facilitates youth to accept responsibility for their actions. Cognitive–Behavioral and Relapse Prevention principles are infused into the daily structure and clinical focus of the program. Students are under constant supervision with a staff to student ratio of up to 1:3. Program routines and zero-tolerance limits are clearly outlined and enforced to ensure the safety and effectiveness of the program. Physical restraints are performed when deemed necessary by staff and in accordance with MA DESE regulations. Students participating in the program are immersed in a daily, highly structured educational and clinical program that includes tutoring and 1:1 assistance as needed.

Pre-vocational/vocational education is provided year round for those students deemed appropriate.

SEC operates four distinctly separate programs based on ages:

- SEC Co-Ed Elementary School (grades K-4)
- SEC Girls and Boys Gender Specific Middle School (Grades 5 – 8)
- SEC Girls and Boys Gender Specific High School (Grades 9 - 12)
- SEC Co-Ed Young Adults Program (ages 18 – 21)

GOALS OF THE SCHOOL

1. Provide instruction consistent with the Massachusetts Curriculum Frameworks and Common Core Standards to facilitate academic achievement at the highest level possible.
2. Provide students with educational, psycho-educational, clinical, pre-vocational and recreational activities to facilitate an increase in their repertoire of personal resources.
3. Prepare students for successful completion of MCAS testing.
4. Prepare students for reintegration to their home district whenever possible.
5. Prepare students with skills that facilitate successful community living.
6. Provide a variety of services to students and families which enhance positive mental health, positive family values and positive communication skills.
7. Provide students with knowledge and skills to disrupt and replace anti-social, inappropriate and/or abusive coping responses and behavior patterns.
8. Provide outreach, case management, advocacy, and clinical services to the families of Springdale Education Center students to maximize community safety and family stability.

HOURS

SEC is open Monday through Friday except holidays. Student hours are from 8:00 AM to 2:00 PM for our male students and the young adults program; 9:00 A.M. to 3:00 P.M. for our female students and our elementary program. Staff hours are 7:30 AM - 3:30 PM. Tuesday is an extended day ending at 4:30p.m. for staff for professional development and training opportunities. Parent(s) may contact the school at any time during staff hours. After hours phone service is also available to parents or anyone needing to contact administrators during non-school hours. Telephone numbers for emergency contacts are provided by calling the main school number.

SERVICES

SEC provides extensive Educational, Behavioral, Clinical, Case Management and Ancillary services.

Education

The academic program consists of Reading, Language Arts, Mathematics, Social Studies, Science, Health and Physical Education in accordance with the Massachusetts Curriculum Frameworks. Emphasis is placed on providing comprehensive instruction so that students may be successful on the MCAS. A variety of electives is continuously offered and may include: outdoor adventure, therapeutic horseback riding, community-based education, art instruction, computer instruction, and a variety of recreational and leisure skill activities.

Academic programming includes but is not limited to:

- Academic focus leading towards success on the MCAS
- ELA, Math, Social Studies, Science and Health Instruction at all grade levels consistent with the Massachusetts Curriculum Frameworks.
- Electives include: swimming, Experiential and Community Based Education, current events, art, music, and computer instruction.
- Physical Education instruction
- Daily homework assignments
- Small classroom size
- Community Based Education
- Focus on Reading

Behavior Management

SEC's behavioral program consists of clear routines and limits as we promote prosocial behaviors, responsible decision-making and personal self-respect. We enforce a zero tolerance policy towards disrespectful, dangerous or anti-social behaviors and attitudes. SEC's behavioral component is rooted in cognitive-behavioral programming that teaches students to take responsibility for their actions. All staff and students are thoroughly trained in relapse prevention dynamics, thinking errors principles and the use of natural and logical consequences. SEC utilizes a state-of-the art de-escalation program to significantly reduce the need for physical restraint. SEC's behavior management principles include:

- 0-tolerance policies
- Interpersonal skills development
- Conflict resolution education
- Mediation training
- Assertiveness training
- Relapse prevention programming
- Violence prevention
- Pro-social skills development

SEC's program has been highly effective in stabilizing disruptive behaviors.

Clinical

Springdale Education Center provides a comprehensive clinical services department including individual psychotherapy by licensed clinicians, group therapy, psychoeducation groups 4 days per week, family therapy as needed, psychiatric consultation when possible, consistent nursing services, daily clinical check-ins, on-site clinician at all times for emergency services.

Some of the psychoeducation and specialty therapy groups offered include but are not limited to:

- pro-social skills development
- conflict resolution
- fire safety education/fire school
- cognitive restructuring
- substance abuse prevention
- violence prevention/anger management

- health and hygiene
- social pragmatics
- animal care
- healthy sexuality

Case Management

Springdale Education Center provides extensive case management and advocacy services for all students. Upon enrollment to the school, a case manager is assigned who follows all the needs of the student. Case managers work closely with parents and other providers to insure that communication between the school, home and other community environments is as seamless as possible. Case managers assist in advocating for and securing services that may be needed by the student. The Case Management services include:

- Extensive information management system
- Community advocacy
- Community Service Projects
- Guidance Assistance for:
 - School-to-Work
 - Higher Education
 - Military Career
 - Vocational planning

STUDENT ADMISSIONS

Admissions Policy

SEC will not enroll eligible students under the provisions of 603 CMR 28.00 unless approved to do so by the DESE.

SEC does not discriminate against otherwise qualified handicapped individuals who seek admission or for whom SEC can implement an Individual Education Plan consistent with its educational, behavioral and/or clinical services offered. SEC considers all referrals for admission who meet the SEC criteria.

All newly enrolled SEC students must be found eligible for special education and on an approved Individualized Education Program

Prior to the IEP Team meeting that places a student at SEC, students and parents are given a tour of the school and meet with an SEC Administrator. The tour and meeting allows parents and students to ask questions and get a general outline of the program purpose and services. Parents will also be informed of their rights including student records, the health program which includes procedures for providing emergency medical health care, and the procedure for the termination of a student. A parent/student manual and other relevant documentation (SEC policies and procedures) are provided to the parents and student. Physical Restraint Policies and Procedures explained and are made available to parents of enrolled students. The SEC Behavioral Support Program is thoroughly explained. Parents/Guardians are informed in writing that they may view the Policies and Procedures manual located in the lobby and/or they may request a copy. Parents/Guardians receive a Parent/Student manual which discussed SEC policies and procedures. The Parent/Student Manual is posted on line at www.springdaleeducationcenter.com along with the SEC Bullying and Hazing Policies. Polices are updated yearly on line.

Springdale Education Center has an accelerated admission procedure. All referrals are made through the student's Local Education Authority (LEA). SEC Case Managers are available to help facilitate the process.

SEC will work with the sending school district to ensure that all documentation required is received. Minimal documentation required includes an updated valid I.E.P., a recent psychosocial evaluation (if available), a statement of

the party (LEA) responsible for the student and a completed physical examination from a licensed physician completed not more than 12 months from the student's admittance. SEC will work with the parent/guardian to insure the completion of a physical examination when the completed physical examination is not available, or in the event of an emergency placement.

In the event of an emergency placement, SEC will make provisions for appropriate assessment and medical evaluation within thirty days of admission.

SEC will notify the placing school district when multiple efforts have been made yet have failed to involve the parent and obtain necessary parental consent.

SEC will notify the placing school district of all contacts with parent/guardian or other appropriate collateral contacts.

Admission Criteria

SEC enrolls school-age youth who present significant educational, behavioral, and/or clinical challenges and have been unsuccessful in other public or alternative school setting. Youth referred to SEC are between the ages of 5 and 21 and have been diagnosed with a major mental illness (Axis I per the DSM-V) and/or deemed seriously emotionally disturbed and have a history of aggressive or anti-social behaviors. Additionally, SEC students may be working below grade level, have multiple learning disabilities, may require specialized and ancillary services such as Speech and Language, Occupational Therapy, Physical Therapy, Adaptive Physical Education, and are eligible for special education services. Students referred to SEC must be capable of understanding basic cause and effect principles.

The educational characteristics of these youth may include history of poor school attendance/truancy, history of poor academic performance, evidence of test scores in the low-average to above-average intelligence range, evidence of mild to severe learning problem(s)/disabilities, evidence of need for small classroom settings to facilitate learning, etc..

The behavioral characteristics of these youth may include history of school suspension/expulsions, history of involvement with the Massachusetts juvenile justice system, evidence of poor self-image, social immaturity, inability to respond appropriately to authority figures, evidence of inability to adhere to the school discipline code, history of poor peer skills, history of anti-social and/or criminal behaviors, etc.

The emotional characteristics of these youth may include evidence/history of a major mental illness as defined by the DSMIV-R, history of severe emotional disturbance, history of PTSD or other mood disorders, history of the need for intensive clinical intervention, etc..

Admission Procedure

Students are referred to SEC through their local educational authority (LEA). Once SEC receives written notification of intent to utilize this school and a packet of information minimally containing a current individualized education plan, names, addresses and telephone numbers of guardians and essential service providers, health/immunization record and documentation identifying the responsible school district(s), an SEC case manager contacts the parent/guardian by phone (or in person if necessary) to arrange an intake interview/tour of the facility. The LEA is notified of the interview date and invited to attend. Once a parent guardian has toured the facility, they are provided with information about the school services and procedures, is informed of parent's rights and involvement in the school as well as has an opportunity to meet the staff and other students (whenever possible) and finds the school satisfactory for their child, they complete intake documentation and a starting date is determined for the earliest possible time that the student may start. The LEA is notified as to their start date (if not present) and transportation is arranged by the LEA. The LEA in conjunction with SEC makes arrangements to convene a meeting to insure that all IEP paperwork is signed. No student may start without a signed valid IEP, and signed documentation in the intake packet regarding SEC's behavior management and restraint policy, health record, release of information, emergency medical care, medication administration, and a Parental Notification (Chapter 71, Section 32A), concerning curriculum that primarily involves

human sexual education or human sexuality issues. Other matters concerning parental consent include field trips, research, evaluation and publicity. These consents are obtained specific for an event.

SEC staff make any accommodations possible to assist in starting the student as early as possible as per a parent/guardians wishes. Parent/guardians are provided with school calendars, parents manual and contact information prior to admission of the student.

Orientation of New Students and Parents

Prior to admission, SEC shall provide to the parents and the local school district a written copy of the following:

1. SEC's statement of purpose;
2. The types of services provided;
3. Admissions criteria;
4. Parents rights;
5. Health care, including provisions for emergency health care and/or hospitalization;
6. Planning for both foreseen and emergency terminations;
7. Discipline and behavior management, including physically abusive behavior by a student to himself/herself or others, and proper use of non-violent restraints;
8. Activities related to daily living skills;
9. Contractual obligations with regard to payment for services. SEC shall inform in writing any party, other than the local school district, responsible for placement of a student that said party is financially responsible for any costs incurred as a result of any placement not made pursuant to the special educations laws and regulations;
10. Clothing policy;
11. A description of daily routines;
12. Any specific treatment strategy employed by SEC;
13. A description of any normally occurring religious practices;
14. Name and telephone number of a staff person whom the parents may contact on an ongoing basis;
15. A description of a procedure which the parents or students may use to register complaints regarding the student's education and care at SEC;
16. A copy of the approved calendar.

PARENTAL INVOLVEMENT

SEC seeks to involve the student's parent(s), guardian(s), and/or other caregivers in the activities and programming to the greatest extent possible. They are encouraged to take an active role in the education and services offered at SEC. Parent(s)/guardian(s) are encouraged to visit the school and view the learning environment and learning activities.

Parents/guardians are invited to events at the school during the year including but not limited to:

- SEC's annual open house in October;
- Parent education meetings;
- Restraint review committee
- Parent support groups;
- SEC's annual Art and Science Fair in May

Parent(s)/guardian(s) are also encouraged to contact the School administrators or case managers at any time regarding any questions, comments or disputes. They are also encouraged to provide suggestions for improvement at the school.

PARENT ADVISORY GROUP

The Parent Advisory Group Coordinator (case manager designated by the Director) runs a Parent Advisory Group (PAG) via open invitation for all SEC's parents beginning with Open House in October. The meeting occurs one hour before the Open house. SEC will invite parents approximately every 3 – 4 months thereafter and at the Art/Science Fair.

Notifications are disseminated via mail. In case of emerging issues requiring PAG input, the Director or designee initiates a meeting via telephone. Notes of PAG meetings are disseminated to all parents after the meeting.

Parent Advisory Group Coordinator: Laura Nash, Case Manager

STAFFING

SEC provides services for students with the following regular staffing:

- Director
- Educational Administrator
- Special Education Teachers
- Licensed Therapists
- Case Managers
- Site Coordinator
- Lead Interventionists and Interventionists
- Licensed Nurse
- Consulting Psychiatrist, Psychologist, Speech and Language Therapist, Occupational therapist and Physical therapist

ATTENDANCE POLICY

SEC students are expected to attend school daily and arrive at the school building on time. Valid excuses for missed school, tardiness or early dismissal include: medical or dental appointment, court appearance or a documented family emergency.

When a student is absent and the school has not been notified, a case manager or designee calls the child's residence as early as possible to determine the reason for the absence. SEC can assist with assuring that the student arrives at school if transportation is the issue. When a student is absent without a valid excuse, SEC staff may make a home visit to the student's residence. LEA's are notified promptly of all student absences and are provided with monthly attendance reports.

BREAKFAST & LUNCH PROGRAMS

Breakfast is provided to all students upon their arrival to school. Snacks are provided to all students at mid-morning. Lunch is provided for all students at SEC via the Holyoke School Department via the Center for School Crisis, Inc. Students may bring their own lunch. Students receive lunch and breakfast at no cost in accordance with training from Serv-Safe. No student is denied breakfast, snack or lunch for any reason.

BEHAVIOR SUPPORT POLICY

The goal of the behavior support system is to create a safe learning environment in order to foster the growth and development of each student.

The objectives of the behavior management system are to:

- assist students in developing impulse control
- hold students accountable for their actions and decisions
- assist students in developing an expanded repertoire of adaptive coping skills
- assist students in developing an expanded range of affect
- assist students in developing age appropriate peer and prosocial skills
- teach students the skills of negotiation, mediation and conflict resolution
- assist students in developing study skills
- assist students in reaching their intellectual potential.

SEC adopts a zero tolerance strategy to violence, gang-related identification/affiliations, racism, sexism, ageism, and other acts of human rights violations and self-injurious behaviors.

SEC School uses a psychoeducational model of behavior support that includes, but is not limited to:

- Cognitive-behavioral programming (i.e. the use of theory including thinking errors, seemingly unimportant decisions, compromising situations, high risk situations, adaptive coping skills, etc.)
- The development of a positive peer culture
- Opportunities for healthy relationship building
- The use of natural and logical consequences
- Self-efficacy and fostering responsibility and accountability
- The use of physical restraints when necessary
- Verbal interventions
- Peer mediation
- Counseling

These interventions take place within a framework of *Routines, Program Limits, and Anchor Points* in order to provide an environmental structure and basis for healthy relationship building. SEC is highly structured so as to facilitate learning in a safe, positive environment. SEC has clear program limits and rules that result in the application of a natural or logical consequence if and when breached.

Information Management System

Each student at SEC is assigned a Case Manager who is responsible for insuring that all information regarding the student's history, daily interactions, educational activities and meetings is shared to all appropriate persons on an ongoing basis for the purpose of providing appropriate educational, social, and community services to the student. This component is critical to the student's overall progress towards the stated goals of the SEC School. In the event that a student has an Individualized Behavior Management Plan, the Case Manager in conjunction with the Floor Manager will provide all staff with a description of the plan during daily morning meetings and insure that all staff understands the plan. The plan will be monitored and reviewed during daily afternoon staff meetings.

Natural and Logical Consequences

SEC uses a system of natural and logical consequences regarding all infractions of school and community rules. Where a natural consequence would result in injury or emotional harm to the student or another person, SEC staff will intervene and impose a logical consequence. The purpose of this system of natural and logical consequences is to teach students accountability and responsibility as well as to foster self-control. Additionally, through the use of natural and logical consequences, students learn *informed decision-making* - a skill critical to productive adult citizenship.

All acts of anti-social, aggressive, illegal behaviors, suspected or actual illicit drug or alcohol use, suspected or actual dissemination of illegal substances, or suspected or actual gang involvement will be promptly reported to any of the appropriate agencies, including but not limited to: police, gang task force, District Attorney, DCF, etc. and appropriate intervention will be applied including criminal prosecution.

SEC attempts to defuse and/or de-escalate potential high-risk situations with a variety of verbal and diffusionary interventions prior to any physical restraint. These techniques may include the following methodology:

- One-on-one discussion with staff
- Clinical intervention with therapist
- Peer mediation
- Consult with the nurse
- Removal from the classroom until physical control/and or safety of others is assured

For any student removed from his/her regular classroom, the following guidelines are used:

For minor infractions of the rules, i.e. profane language, minor destruction of property, abusive language, the student may be removed for several minutes until restitution or behavioral control has been gained. Students typically return to the classroom within 5 minutes.

For serious infractions, e.g. engage in Physical or Verbal violence, willfully and maliciously representing gang inclusion, serious property destruction, interfering in any intervention with another student, leaving the premises or staff sight without permission, or sexually aggressive touching or language, then the student may be placed in an alternative classroom setting for a period ranging from 15 minutes up to the school day. The alternative classroom setting is located in close proximity to their classroom. In this case, the student's daily work is brought to them and they are monitored by staff. The student continues to have access to their teacher and any ancillary services such as Speech and Language, Occupational Therapy, psychotherapy, etc and they participate in breakfast, lunch and snack activities. No student is allowed to remain in any room alone. No student is ever locked in any room. All students are encouraged to regain control and make restitution to the best of their ability to limit time away from their regular classroom. All academic work completed is counted in their grade. The Administrator in charge is informed and aware of the removal of any student from any classroom and stays informed for the duration. Length of time, reason for this intervention, who approved the procedure and who monitored the situation are all recorded in the students daily rounds.

No student is denied breakfast, snack or lunch throughout the day. In the case that a student says they do not want the food, it is brought to them regardless at the designated time it is expected.

Students may be denied access to any on or off grounds program, e.g. snowboarding, **solely** for the reason that they may pose a **significant** safety threat. That decision is decided daily and is made by the administrator in charge. All efforts are made to include all students in all SEC programming.

No student will be suspended from SEC for failure to abide by the rules and structure of the program or for any reason during the school day. The only time a student would be sent home would be for a medical emergency.

No student will be discharged from SEC solely for failure to abide by the rules and structure of the program or for any other reason.

Physical Restraint

SEC attempts to defuse and/or de-escalate potential high-risk situations with a variety of verbal and de-escalation interventions prior to any physical restraint. Physical restraint is used as a last resort to ensure the student's and/or the community's safety.

Physical restraints are performed only under the guidelines of the Department of Elementary and Secondary Education (DESE) regulations regarding physical restraint in publicly funded school programs, 603 CMR 46.00.

Therefore, students *may* be physically restrained by SEC staff when engaging in any behaviors that pose an imminent risk of injury to self or others.

The use of chemical and mechanical restraint is prohibited at SEC unless explicitly authorized by a physician and approved in writing by a parent.

The use of seclusion at SEC is strictly prohibited.

All SEC staff undergo intensive training (no less than 6 hours) in performing safe, physical/therapeutic restraints. Staff must demonstrate competence in performing safe restraints before they are allowed to initiate or participate in restraint interventions. Additionally, all staff receives a minimum of 12 hours of de-escalation training.

De-escalation training includes methods for intervening at appropriate junctures with students, incident reduction methods, methods for preventing student violence, self-injurious behavior, suicide, assaultive or anti-social behavior.

The form of restraint ('hold') used by staff is a passive physical restraint resembling a "basket hold." Only the necessary number of staff is present to create physical security for the student. "Standing holds" are used except when a student struggles and a floor or "side floor hold" is then executed.

Restraint reports are written immediately and are documented in an incident report and such reports are kept in the student's school file or any other file kept by the SEC. All restraints are reported to the student's parent/guardian, human service providers, LEA's and caseworkers consistent with 603 CMR 46.00. Restraint reports are filed with the DESE when a restraint results in an injury to either the student or the staff. All restraints are documented in the SEC restraint log that is available to DESE upon request. SEC provides a report of all restraints to the DESE at the end of the school year or as otherwise directed.

All students are seen by the nurse immediately following a restraint (or, in the event of a twenty minute restraint – at that juncture). The nurse documents any observances in the restraint report. The Director is notified of all restraints that occur.

In the event of any injury, no matter how minor it is described, or a student complaint of injury that has not been documented, the Director seeks out the nurse, the Site coordinator and the lead person of the restraint. If the injury is unexplainable, the Director may speak to HR to determine next steps and/or report the incident to the DCF through a 51A. DESE would then be notified.

In the event that a parent has a concern regarding any restraint, the Director is available immediately to discuss the incident and the parents are encouraged to come to the school. SEC will provide transportation if they are unable to arrive on their own.

In the event of a grievance from a parent, HR is informed and conduct appropriate to the situation action.

ALL SEC staff are trained in floor side restraints and prone restraints as part of their training program. Prone restraints are used when students pose considerable danger and a standing restraint is insufficient to maintain the students and staff's safety and appropriate permission has been obtained.

SEARCHES AND CONTRABAND

Upon arrival to the school, all students undergo a metal check with the use of a security "wand". Students must also display their possessions and staff checks pockets, handbags, backpacks, and other articles of clothing or work brought in by students. No student will be required to expose themselves under their primary layer of clothing. Items such as personal stereos, keys, music CD's are placed in a container, clearly marked with the student's name and placed in a locked cabinet. At the end of the day, students retrieve their personal belongings before exiting the building.

Any student who refuses to submit to such searches remains in a designated area with staff only and is not allowed to enter the classrooms or space where other students congregate. Case managers notify parents/guardians and or any other appropriate persons regarding the incident.

The following is a list of items that will be confiscated from students along with the consequences of bringing in such items.

CELL PHONES, AND OTHER ELECTRONIC DEVICES: All cell phones or other electronic devices brought to the school by students will be taken from the student(s) and will be returned to the student at the end of the day. Approved DYS communication and tracking devices are exempt.

DRUG PARAPHERNALIA: All drug paraphernalia and related items (pipes, papers, clips, vials, etc.) brought to the school will be confiscated by staff and will NOT be returned either to the student or to his/her caregiver. Such paraphernalia

and related items will be disposed of by SEC administrators. Case managers notify parents/guardians and or any other appropriate persons regarding the incident.

ALCOHOL: Any alcoholic substances brought to the school are confiscated and disposed of by staff. Any student distributing alcohol to any other student is subject to legal charges. Case managers notify parents/guardians and or any other appropriate persons regarding the incident.

DRUGS: Any illicit drug brought to the school is confiscated by staff and turned over to the Holyoke Police Department. Any student possessing and distributing illicit drugs to any other student is subject to legal charges. Case managers notify parents/guardians and or any other appropriate persons regarding the incident.

FIREARMS: All incidents involving firearms will be promptly reported to the Holyoke Police Department and any firearm will be turned over to the Holyoke Police Department. Legal action will be vigorously pursued by SEC School Administrators in such cases. Case managers notify parents/guardians and or any other appropriate persons regarding the incident.

KNIVES: All knives brought to the school will be confiscated by staff and will not be returned to either the student or their caregiver. Illegal knives will be turned over to the Holyoke Police Department. Any student who brings a knife to school may be subject to legal proceedings. Case managers notify parents/guardians and or any other appropriate persons regarding the incident.

SEXUALLY EXPLICIT MATERIAL: All sexually explicit materials (as deemed by SEC staff) brought to the school or created at the school will be confiscated by staff and will not be returned either to the student or his/her caregiver. Such materials will be destroyed by SEC administrators or turned over to the appropriate authorities. These materials include audio, visual, audio-visual, and printed items. Students using computer on-line services may not access any inappropriate sites available on the Internet.

MISCELLANEOUS ITEMS: Any item brought to the school by students that could be used to create an unsafe situation will be subject to confiscation by staff and may not be returned to the student. These items include but are not limited to: lighters, pepper spray, clubs or club-like objects, toy guns, etc.

GANG PARAPHERNALIA: Any student with gang-related tattoos must cover the tattoo during school hours. Gang-related hand signals, written signals, electronic signals, or other forms of gang related communication will not be tolerated at SEC. Any student engaging in gang-related communication will be reported to the Holyoke Police Department and DYS Gang Suppression Unit.

CLOTHING POLICY

Students must be dressed neatly and appropriately for a school setting. Clothing items or jewelry marked with drug, alcohol, violent, or sexual logos or symbols are not appropriate. Gang colors, FUBU, fatigues and “hoodies” are not allowed. Any student who arrives at school with this clothing will be required to change. Short-shorts and midriff shirts are not allowed for either female or male students. Footwear must be worn at all times during school hours. Bathing suits must be one piece for females. Bathing suits for everyone must not be revealing. All students are provided with information regarding appropriate clothing. All students and parents/guardians are provided with SEC’s clothing policy yearly.

SUSPENSION POLICY

SEC exists to serve the needs of the LEA’s families and communities by providing services to youth who pose significant challenges to their school programs. It is therefore SEC’s policy to never suspend a student for any reason.

3 - 5 Day Suspensions

SEC exists to serve the needs of the LEA’s families and communities by providing services to youth who pose significant challenges to their school programs. It is therefore SEC’s policy to never suspend a student for any reason for 3-5 days.

However, as per Department of Elementary and Secondary Education regulations regarding suspension:

Whenever a student is suspended, SEC will immediately notify the parents and the public school or human service agency responsible for the placement. Within 24 hours, SEC will send a written statement explaining the reasons for suspension to the parent and public school district.

No student will be suspended and sent home unless a responsible adult is available to receive the student.

Once a student has been suspended for three (3) consecutive school days or five (5) non-consecutive school days in a school year, the school, parents, and public school district, consistent with federal requirements, shall explore together all possible program modifications within the school in an attempt to prevent more lengthy suspension of the student from the program.

SEC will keep records to record and track the number and duration of suspensions, including suspensions from any part of the student's IEP program (including transportation).

Note: Sending a student home "early" or an in-school suspension of a student who is not receiving instruction from either a licensed teacher or a paraprofessional who is being supervised by a licensed teacher is considered a suspension if the student's IEP does not allow for the modification of learning time requirements of the Board of Elementary and Secondary Education.

10+ Day Suspensions

SEC exists to serve the needs of the LEA's families and communities by providing services to youth who pose significant challenges to their school programs. It is therefore SEC's policy to never suspend a student for any reason for ten or more days.

However, as per Department of Elementary and Secondary Education regulations regarding suspension:

A suspension is a change of placement when: 1) it exceeds 10 consecutive school days or 2) it is one of series of suspensions that constitute a pattern under 34 CFR 300.536.

- A request is made of the student's responsible school district to convene an IEP TEAM meeting prior to a suspension that constitutes a change in placement of a student with disabilities
- SEC participates in the TEAM meeting:
 - To develop or review a functional behavioral assessment of the student's behavior and to develop or modify a behavior intervention plan
 - To identify appropriate alternative educational setting(s); and
 - To conduct a manifestation determination (i.e. determine the relationship between the disability and the behavior).
- If the Team determines that the behavior is NOT a manifestation of the disability, SEC 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 to modify the IEP, the behavior intervention plan, and/or the placement.

Note: Sending a student home "early" or an in-school suspension of a student who is not receiving instruction from either a licensed teacher or a paraprofessional who is being supervised by a licensed teacher is considered a suspension

if the student's IEP does not allow for the modification of learning time requirements of the Board of Elementary and Secondary Education.

TERMINATION POLICY

SEC seeks to provide a stable placement for the referring school district as well as parents/guardian. Therefore, it is the policy of SEC that no student will be terminated from SEC on an emergency basis. Students will remain enrolled in and continue to attend SEC, regardless of difficult or criminal behavior, while appropriate to the situation interventions proceed. SEC will work collaboratively with the LEA and parent/guardian to help resolve any difficulty or to secure alternate placement.

a) **Planned Terminations:** SEC shall notify the public school district of the need for an IEP review meeting and provides notice of this meeting to all appropriate parties ten (10) days in advance of the intended date of the meeting. The purpose of the meeting will be to develop a clear and specific termination plan for the student that shall be implemented in no less than thirty (30) days unless all parties agree to an earlier termination date.

b) **Emergency Terminations:** In any unforeseen circumstances where SEC were compelled to initiate an emergency termination due to circumstances where the student presents a clear and present threat to the health and safety of him/herself or others, the program shall follow the procedures required under 603 CMR 28.09(12)(b) and immediately notify the Department of Elementary and Secondary Education. SEC shall not terminate the enrollment of any student, even in emergency circumstances, until the enrolling public school district is informed and assumes responsibility for the student. At the request of the public school district, the special education school shall delay termination of the student for up to two calendar weeks to allow the public school district the opportunity to convene an emergency Team Meeting or to conduct other appropriate planning discussions prior to the student's termination from the special education school program. With the mutual agreement of the approved special education school and the public school district, termination of enrollment may be delayed for longer than two calendar weeks.

ADMINISTRATION OF MEDICATION

Only SEC's licensed nurse administers prescription medication and over the counter medication to any student who requires medication. SEC will not administer any medication to a student without the written order of the physician prescribing the medication and written authorization from a parent/guardian. No changes in medication or dosages can be made without the authorization in writing from the physician. No student may carry any prescription drugs with them (with the exception of inhalers for asthmatic conditions). Students are not allowed to carry, possess, ingest, or disseminate any over-the-counter medications at the school.

All medications at SEC are distributed by a Registered Nurse or under the direct supervision of the Registered Nurse. The Registered Nurse is trained and certified under the guidelines of the Department of Public Health.

PREVENTIVE HEALTH CARE

SEC makes a licensed nurse available during all school hours. A licensed physician is also available for medical consultation. The medical staff are responsible for the development of health care policies and manual, which is available upon the request of a parent.

All students accepted into the school program will submit documentation of a physical examination. Physical exams are required in kindergarten, 4th grade, 7th grade and 11th grade. Annual physical exams are recommended. A written report of the results, including any recommendations, restrictions or special needs for a particular student will be submitted to the health office to be placed in the student's health record.

All students accepted into the school will submit a copy of their previous school health record and include a copy of that student's most up to date vaccination schedule. Students whose immunization schedule is not up to date will be

expected to comply with the Department of Public Health immunization requirements prior to entering the program. Immunizations will be required to be updated on an as needed basis.

Upon a student's intake, the parent/guardian will complete the medical history form as well as the medical consent form as part of the intake packet providing the school with the student's health history, any of the student's special health care needs as well as any allergies. Copies of these forms will be maintained in the student's educational file as well as their health file.

Students will have annual hearing, vision and postural screening as provided by the health service staff. Children unable to complete such testing for whatever reason will be referred to their primary care provider. Any student failing a screening examination will be retested and that student's parent/guardian will be notified of the need for appropriate follow up treatment. Written documentation of follow up treatment shall be submitted to the health office and placed in that student's health record.

Students should have regularly scheduled dental examinations. Written documentation of such screenings will be placed in student's health record upon receipt of information.

Medications will be kept under double lock.

All toxic substances will be kept in locked storage areas in their original containers or clearly labeled with contents and antidote. The phone number for Poison Control will be posted at telephones.

Where appropriate, the school nurse, along with the case manager and school clinician will assist students with family planning information.

Human Sexuality Education (pursuant to MGL Chapter 71, Section 32A)

SEC's comprehensive health education program has been developed by our professional staff in conjunction with the Massachusetts health Framework. The overall goals of the program are to promote the health and well-being of our students and to help our students make wise and informed decisions during their formative years and beyond.

Sex education is part of any health curriculum and will include topics such as puberty, dating, relationships and communication skills, pregnancy, prevention of sexual abuse, and prevention of HIV/AIDS and other sexually transmitted diseases. If you will like to review our curriculum and materials at the school, you are welcome to do so. Please call the school to arrange a convenient time.

During the presentation of curriculum material, students will be able to ask questions, which will be answered factually and in an age-appropriate manner. Each student's privacy will always be respected, and no one will be asked to reveal personal information. Materials will be presented in a balanced, factual way that makes clear that people have strong religious and moral beliefs about issues and these beliefs will be respected.

Under Massachusetts law, a parent or guardian may exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. **To receive an exemption, please send a letter to SEC requesting an exemption for your child.** No student who is exempt from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempt.

Screenings

M.G.L. c. 71 s 57 requires that, in the absence of a waiver, the vision and hearing of every school child will occur on an annual basis. Postural screening is required for students between the ages of 10-15. Regulations developed under the

Comprehensive Special Education Law, also specifies that children with special needs whose parent/guardian suspect may have hearing or vision problems must be given a test for auditory and vision functioning appropriate to the age and development of the child, beginning with the third birthday.

Any student unable to participate in conventional school screening methods will be referred to a qualified examiner that can better meet that student's needs.

All students attending school will have their blood pressure, apical pulse, height, weight and body mass index recorded on admission and yearly unless otherwise ordered by a physician or deemed necessary by the school nurse.

Screenings will be provided by a certified screener and the school nurse will be responsible for overseeing the screening and documenting the results of such screenings in each student's Massachusetts School Health Record.

Parents/guardians will be notified in writing by the school nurse if a student does not pass a screening. It will be recommended that the student have follow-up with the primary care provider. Written results of further testing should be provided by the parent/guardian to the school.

Reportable Communicable Diseases

A student/staff member who has a reportable communicable disease will not be permitted to attend class/work without verbal and follow-up written authorization from their primary care provider.

The school nurse will advise the case manager and/or site coordinator to notify parents/guardians and referring agencies of the presence of a reportable communicable disease in the school. The local board of health will be notified in accordance with M.G.L. c. 111, s 111.

Hand Washing

Hand washing is the first line of defense against infectious disease. Numerous studies have shown that unwashed or improperly washed hands are the primary carriers of infections. When you wash and how often you wash are as important as what you wash with.

Always wash your hands:

- upon arrival to school;
- before eating or handling food;
- after diapering, using the toilet or assisting a student in toileting;
- after handling or cleaning body fluids (blood, mucus, vomit) and after wiping noses, mouths, and sores;
- after playing outside in dirt or sand.

The 5 most important concepts to remember about hand washing are:

1. You must use running water that drains—not a stopped sink or container. A common container of water spreads germs.
2. You must use liquid soap.
3. You must rub your hands together for about 20 seconds. This friction helps remove the germs. With your fingers lower than your wrists, rinse hands well under running water until all the soil and soap are gone.
4. Because you use your dirty hands to turn on the faucet, you must turn off the faucet with a paper towel. The faucet is considered dirty at all times. If you touch it with your clean hands, you will be re-contaminated.
5. The paper towel should be thrown into a lined trash container.

A hand washing poster will be posted near every sink (See document titled Stop Germs/Wash Your Hands)

When hand washing is impossible, such as on a field trip, use disposable wet wipes with an alcohol base or sanitizing lotion. Wash hands at hand washing facility with soap and water as soon as possible.

Disposable Gloves

Disposable gloves should be used as a second line of defense and can provide a protective barrier against germs. All disposable gloves must be waterproof. Gloves must be changed and disposed of properly after contact with each student or procedure. Gloves must never be used as a substitute for hand washing.

Disposable powder free, latex free gloves will be worn:

- If contact with blood or fluids containing bloods from a student is likely;
- When cleaning surfaces that have been contaminated with blood or large amounts of body fluids, such as vomit or feces;
- When changing a diaper or providing toileting assistance to a student;
- If performing a medical procedure.

Hands must be washed immediately after gloves are removed.

Gloves will be available near or in bathrooms, in first aid kits, in school vehicles, near or in time out rooms and in the health office. If you notice a supply of gloves running low, contact the school nurse.

(Hands and other skin surfaces must be washed immediately and thoroughly if touched by blood or other body fluids.)

TOILET TRAINING PRORGAM

Diapering Area/Changing Table

The changing table in the bathrooms is to be used only for diaper changing.

The changing table is to be covered with a non-absorbent, disposable cover such as a changing pad before every diaper change.

Diaper Changing

When changing the diaper of a student, follow the instructions for changing and disposing of diapers which are posted in diaper changing areas. (See document titled "How to change a diaper")

After changing a diaper, help the student wash his/her hands and wash your own hands thoroughly according to school hand washing procedures.

Check diapers at least hourly and whenever a student appears uncomfortable. Wet or soiled diapers should be changed as soon as possible.

Incontinence Plan/Toilet Training Plan

If a student requires toilet training an individualized toilet training plan should be developed and followed for that student.

Check student regularly for incontinence.

Do not have incontinent students sit on cloth chairs or couches.

If a student has been incontinent, immediately bring to bathroom to change.

Wear disposable gloves when handling soiled clothing and cleaning student.

Soiled clothes are to be placed in sealed plastic bags to go home with students or until they can be laundered

Always have extra clothing in student's size available for changing situations.

Always disinfect area where student was sitting when incontinent.

EMERGENCY HEALTH CARE/EMERGENCY PROCEDURES

All SEC staff undergoes yearly training from a certified instructor in emergency first aid, CPR and the use of an AED machine.

Adequate first aid supplies, including but not limited to band aids, gauze, adhesive tape hydrogen peroxide or other cleaning solutions and ipecac are maintained and stored in a secure place, out of the reach of students. Locked secure first aid stations are kept in the nurse's office and the cafeteria on each floor of the school. Written procedures for providing first aid are kept with the first aid supplies.

The telephone number of the fire department, police station, poison prevention center, hospital emergency room, and ambulance service serving the school are posted on all phones in the building.

In the event of an illness or emergency medical event, SEC staff notifies the nurse immediately. Case Manager notifies parent or guardian immediately. If a student is sick and should go home, parents are requested to pick up their child. If parent/guardian is unable to pick up the child and it is early in the day, SEC will transport the child. If it is late in the day and the Nurse determines that the student can safely ride the bus, they will arrive home by normal transport.

In the event of a medical emergency that the Nurse determines the child should be seen at the emergency room via ambulance, SEC will call for the ambulance and inform parent of hospital location. SEC staff will accompany the student to the hospital and await parent/guardian prior to returning to the school. All parent/guardians sign an Emergency Medical Care/Entrustment of Care form when they enroll in the school. This form authorizes emergency medical care only and includes pertinent information about the child, i.e. DOB, medical conditions, allergies, medications, primary care physician contact and phone, health care insurance, daily living skills. This form is brought to the hospital. In the event of an emergency and a parent cannot be reached, SEC Case Managers call the emergency contact person identified by the parent/guardian. Case managers also call any service providers such as Division of Children and Families, Department of Mental Health, Family Stabilization Unit and other providers involved with the child. The LEA is also notified. In the event of an emergency and neither parent or emergency contact person can be found, SEC will notify the Division of Children and Families and follow instructions.

For students that are in the care or custody of the Department of Children and Families, an Educational Surrogate Parent does not have authority to consent to routine or other medical care

Any time a student is administered any first aid or medical care, the parent/guardian is informed as well as the DCF when applicable.

SEC works with the Holyoke Fire Department to insure swift and safe evacuation procedures from the building for both mobile and limited mobility individuals. SEC informs the Fire Department of any limited mobility students to arrange an appropriate plan for that student. All staff are trained regarding any protocols for limited mobility students. Fire evacuation drills are done, at the minimum, two times per year under the supervision of the Holyoke Fire Department. SEC insures that all students receive instruction to help students understand the nature of the drills. Documentation of the date, time elapsed and staff and students involved are maintained on site. Evacuation routes are posted in the doorways of all rooms in the building. Emergency lighting, lighted exit route signs, and fire extinguishers are maintained through yearly contract with a security company and are checked as needed or on schedule. Fire safety inspector insures there are adequate fire extinguishers in appropriate places and that all extinguishers are up to date.

Fire alarms and signals are hard wired to the fire department and automatically alert the fire department.

Staff is trained annually on the protocols for emergency procedures, fire evacuation routes and use of the fire extinguisher equipment.

In the event of evacuation from the building, staff and students meet on the Holyoke Public Library lawn.

In the event of evacuation from the area, staff and students will go to the Center School, 1913 Northampton Street, Holyoke, MA. All parents will be informed immediately in the case of an evacuation.

Further detailed information regarding emergency procedures may be found in SEC's Policies and Procedures Manual available in the lobby or by request.

STUDENT ABUSE: MANDATED REPORTING TO THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF) MANDATED REPORTING OF ABUSE, NEGLECT OR OMISSION OF CARE

All SEC staff are mandated to report any suspected or observed neglect of a student and/or physical, sexual, and/or emotional abuse of student. All staff are trained yearly in the area of court mandated reporting of issues related to child abuse/neglect including indicators of neglect or abuse and policies and procedures followed by SEC regarding reporting. This training occurs during the mandatory staff training week held the week prior to the beginning of each new school year, e.g. the last week of August. Any staff member who suspects any incidence of student abuse/neglect is required to immediately report such incident to their direct supervisor or lead interventionist of their section.

The case manager gathers information from all sources involved in the disclosure or suspicions. The case manager then reports via telephone to the Department of Children and Families or Disabled Persons Protection Commission. Appropriate documentation is written and faxed to the DCF or DPPC along with any supporting SEC incident reports, medical reports, intervention reports or bus reports. After filing with the DCF or DPPC, via telephone, the case manager contacts the parent, guardian or student and informs of the incident and filing. The case manager then notifies the student's LEA, and any service providers that are involved with the student. All documentation, including the phone contact log, additional information that may be requested by DCF or DPPC or other authority, and response document from DCF or DPPC is placed in the student's chart.

Any staff, however, who suspects or observes neglect or sexual/physical/emotional abuse of a student may report to DCF directly.

SEC will notify the Department of Elementary and Secondary Education (Form 2) when:

- The filing of a 51-A report or a complaint with the DPPC against a school or staff member for abuse or neglect.
- Any action taken by an agency that might jeopardize the approval status of the school with the DES

DIVERSITY/ RELIGIOUS PRACTICES/ MULTICULTURAL ACTIVITIES

SEC is non-denominational and does not engage in any regular religious practices. However, SEC values cultural diversity and respect for all peoples and celebrations and relevant curriculum offerings regarding various holidays, both secular and religious, (i.e. Christmas, Chanukah, All Saint's Day, Kwanza, Martin Luther King Day, Three King's Day, etc.) which occur throughout the year.

Our School's comprehensive health education program has been developed by our professional staff in conjunction with the Massachusetts health Framework. The overall goals of the program are to promote the health and well-being of our students and to help our students make wise and informed decisions during their formative years and beyond.

Sex education is part of any health curriculum and will include topics such as puberty, dating, relationships and communication skills, pregnancy, prevention of sexual abuse, and prevention of HIV/AIDS and other sexually transmitted diseases. If you will like to review our curriculum and materials at the school, you are welcome to do so. Please call the school to arrange a convenient time. *Under Massachusetts law, a parent or guardian may exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, you are asked to send a letter to your child's school requesting an exemption for your child. No student who is exempt from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempt.*

During the presentation of curriculum material, students will be able to ask questions, which will be answered factually and in an age-appropriate manner. Each student's privacy will always be respected, and no one will be asked to reveal personal information. Materials will be presented in a balanced, factual way that makes clear that people have strong religious and moral beliefs about issues and these beliefs will be respected.

CHANGE IN STUDENT'S LEGAL STATUS

SEC case managers maintain consistent contact with all parents/guardians and service providers of all students. The adult with legal authority to make decisions for students must sign appropriate documents as identified in intake procedures and disseminated throughout the year.

Any person other than a parent or the student who has turned 18 must produce legal documentation from the court regarding their legal right to make decisions and sign for the student.

This includes Guardian Ad Litem, Educational Advocates, parents of children over the age of 18, divorced parents.

Upon the following circumstances, case managers seek to obtain legal status information and signing authority:

- Intake/admission to the school (see face sheet)
- During IEP meetings
- Divorce/separation of parents
- Change in address of a student
- DCF involvement or a Care and Protection (C&P) Order
- Any judicial or administrative proceeding concerning the student
- DYS commitment
- Student turning 18
- Student who has successfully filed for emancipation.

All legal status information, including court documentation, is recorded in the student's chart. All staff are informed of the legal status of the student upon his/her admission to the school during a morning staffing meeting of the student's arrival, or any change in legal status during an afternoon team meeting or morning staffing staff meeting – whichever comes first once the information is learned. Case managers share information verbally with each other regarding the legal status of all of the students. Therapists are specifically verbally informed of legal status and the administrative assistant is verbally informed of any changes which may require a change in answering or responding to phone or other inquiries.

STUDENT PROTECTIONS

The Right to Due Process

The constitutional rights of individuals assure everyone the protection of due process of law. Every effort shall be made by administrators and faculty members to resolve problems in cooperation with the student and his/her parents/guardians.

Due to SEC's policies of no suspension and no termination, student's right to due process applies to behaviors that require natural/logical consequences. Since SEC operates within cognitive behavioral principles, inappropriate behaviors are consistently named and an explanation of the consequences is given by staff.

SEC's chain of staff supervision, staff to student ratio, and model hierarchy allow for daily operations to remain under almost constant supervision by more than one staff. Further, students and guardians are provided opportunity and means to contact the program with concerns and needs. Case Managers serve as the parent's liaison for their student's need, as well as, advocates for the positive relationship among all involved in the student's program.

REGISTERING COMPLAINTS

Registering Student Grievances

Patricia Cutler, M.Ed. LMHC, Springdale education Center Director is responsible for investigating and resolving discrimination grievances by or made on behalf of students.

A copy of the grievance procedure and form from the Springdale Education Center Handbook is as follows:

Student Grievance Procedure

It is the policy of Springdale Education Center to maintain a school environment free of discrimination and harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Discrimination and harassment, including sexual harassment, by administrators, certified and support personnel, students, vendors and other individuals at school or school-sponsored events based on these legally protected characteristics are unlawful and will not be tolerated. Springdale Education Center requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

Discrimination or harassment includes unwelcome remarks, gestures or physical conduct directed towards an individual or a group based on race, color, religion, national origin, age, gender, sexual orientation, or disability. The display or circulation of written materials or pictures derogatory to individuals or groups because of, or due to, any of the characteristics described above is prohibited.

While Springdale Education Center prohibits all types of discrimination and harassment, sexual harassment requires particular attention. Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
- The individual's response to such conduct is used as a basis for employment decisions affecting an employee or for educational, disciplinary or other decisions affecting a student.
- Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
- The conduct creates an intimidating, hostile or offensive work or school environment.

Reporting Procedures

If you believe that you have been the subject of discrimination or harassment including sexual harassment, you should contact the Director, listed below. You may resolve the issue informally through mediation and/or consultation at the classroom or program level, if appropriate, or through filing a formal complaint. Complainants may end the informal mediation process at any time and may file a formal complaint. If you witness or learn about discriminatory practices or harassment of another individual, you should contact the Director listed below. Employees are required to report this information with a student is the alleged victim.

Filing a Formal Grievance

When filing a formal grievance you will be asked to put the complaint in writing, or the complaint manager may opt to reduce the complaint to writing in order to proceed with the investigation. It shall include the following: the name of the complaining party; the name of the alleged offender; the date of the alleged offense; the location of the alleged offense; a description in as much detail as possible of the incident(s), including any statements made by either party, or a list of all known witnesses. All incidents of alleged discrimination or harassment that are brought to the attention of any school

personnel should be reported to the Site Coordinator, Matt Smith; Educational Administrator, Jill Brewer or Director, Patricia Cutler in order to maintain a central register of such complaints and the disposition thereof.

If an employee or student does not wish to discuss the issue the one of the people listed above, or if that administrator does not resolve the issue, they should contact one of the following:

Human Resource Director, Laura Ferriter or Executive Director, John Foley

Located at

Center School

1913 Northampton Street

Holyoke, MA 01040

413-533-9500

413-533-5595 (fax)

Investigation

Complaints filed pursuant to this policy shall be promptly and thoroughly investigated. The investigation may include discussion with all involved parties, identification and questioning of witnesses, and other appropriate action. The investigation will be conducted so as to maintain confidentiality to the extent practicable under the circumstances. In determining whether the alleged conduct constitutes discrimination or harassment, consideration shall be given to the totality of the circumstances including the context in which the alleged incident occurred. It is unlawful to retaliate against any person who reports or files a complaint of discrimination or harassment, or who cooperates in an investigation or such a complaint. Springdale Education Center will take disciplinary action against any employee or student who engages in retaliation.

Written Report

Upon completion of the investigation, the Complaint Manager shall prepare a report including the following:

- Date of the alleged incident(s);
- Names of the complainant and alleged offender(s);
- Summary of the factual allegations of the alleged discrimination or harassment;
- Names of all potential witnesses;
- Summary of the steps taken to complete the investigation;
- Summary of the witness statements;
- listing of any physical evidence available;
- Factual summary of all the evidence that either supports or refutes the allegations or discrimination or harassment.

If Springdale Education Center Director or his/her designee determines that discrimination or harassment has occurred, the school will take action to eliminate the activity and, where appropriate, will impose disciplinary action. All students who violate this policy are subject to disciplinary action up to an including review of classroom placement and involvement of outside law enforcement agencies. All employees who violate this policy are subject to disciplinary action up to an including dismissal. If the Director or his/her designee determines that the complainant knowingly filed false accusations, then he/she may be subject to disciplinary action. Any individual who is dissatisfied with the results or progress of an investigation may discuss his/her dissatisfaction directly with the Executive Director.

The Executive Director, John Foley, may be reached at:

1913 Northampton Street, Holyoke, MA 01040; 413-533-9500

Springdale Education Center system urges all of its students and employees to bring any concerns or complaints of discrimination or harassment to its attention so that it can resolve the issue.

The state agency responsible for enforcing the laws prohibiting discrimination or harassment is the:
Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place
Boston, MA 02108-1518

The agency responsible for enforcing federal laws prohibiting discrimination and harassment is the:
Equal Employment Opportunity Commission (EEOC)
One Congress Street
Boston, MA 02114-2010

Registering Complaints – Parents and Students

Patricia Cutler, M.Ed. LMHC, is responsible for investigating and resolving discrimination complaints made on behalf of students.

A copy of the complaint procedure from the Student Handbook is as follows:

Student Complaint and Problem Resolution Process

All SEC staff strives to provide a safe, rich learning environment for all students and their families as directed by the student's Individual Education Plan. The Springdale Education Center strongly encourages students and members of the educational team to bring forward any concerns to the immediate attention of your Case Manager in order to resolve the matter as quickly as possible.

If any student or member of a student's educational team believes that the Individual Education Plan is not being followed, they may file a concern or complaint with the Executive Director of SEC. Concerns and complaints may be filed by calling the SEC's main office at 413-420-0115 and asking for the Director. A verbal concern or written complaint may be given, or an appointment can be made with the Director and/or Executive Director to discuss the concern or complaint. Written concerns or complaints may be addressed to Executive Director, Springdale Education Center, 317 Maple Street, Holyoke, MA 01040. Every received concern and/or complaint is taken very seriously and is investigated by the Executive Director or designee expeditiously.

If a student or member of the student's team is not satisfied with the SEC's response to a concern or complaint, they may contact the Commonwealth of Massachusetts' Department of Elementary and Secondary Education's Problem Resolution Specialist at the below address:

Problem Resolution Intake Specialist
Program Quality Assurance Services
Massachusetts Department of Early and Secondary Education
350 Main Street
Malden, MA 02148-5023
Telephone: (781) 338-3700
TTY: N.E.T. Relay: 1-800-439-2370
FAX: (781) 338-3710
E-mail: compliance@doe.mass.edu

Registering Complaints and Grievances- Parents

Patti Cutler, Director, is responsible for investigating and resolving complaints regarding students' education and care.

The Student Complaint and Problem Resolution Process listed above reflects the process for parents to resolve complaints as well as students.

Registering Complaints and Grievances- Employees

Laura Ferriter, SPHR, Director of Human Resources, is responsible for investigating and resolving discrimination complaints made on behalf of employees.

Employees should refer to the following documents in their employee handbook:

- Employee Guidelines Policy 14.1, Open Door Policy
- Employee Guidelines Policy 4.0, Unlawful Harassment Prevention Policy
- Employee Guidelines Policy 3.0, Equal Opportunity & Non-Discrimination Statement

BULLYING/HAZING PREVENTION

SEC developed a Bullying and Hazing Prevention Plan as required by the Bullying Prevention Law (MGL c.71, §370).

Below is a brief summary of the plan and procedures for reporting any acts of alleged bullying.

SEC's full text of the Bullying and Hazing Prevention Plan is located in Director's office, in the Policies and Procedures Manual in the main lobby and is posted on our website. A Spanish version is available.

SEC will not tolerate any unlawful or disruptive behavior, including any form of hazing, bullying, cyberbullying or retaliation in our school buildings, on school grounds, or in school-related activities. All reports and complaints of hazing, bullying, cyberbullying and/or retaliation will be investigated and steps will be taken to insure the safety of our students.

The law defines bullying/hazing as occurring throughout the community regardless of location or type of function or through the use of electronic media if the acts create a hostile environment at school.

An Aggressor is a student or SEC employee (including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals) who engages in hazing, bullying, cyberbullying, or retaliation.

Bullying 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 directed at a target that: causes physical or emotional harm to the target or damage to the target's property; places the target in reasonable fear of harm to himself or herself or of damage to his or her property; creates a hostile environment at school for the target; infringes on the rights of the target at school alternatively, materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying using technology or electronic devices such as telephones, cell phones, computers, and the Internet.

Hazing is any conduct or method of initiation in any student organization whether on public or private property which willfully or recklessly endangers the physical or mental health of any student or other person.

A hostile environment is a situation in which bullying causes the school environment to be seen unsafe physically or emotionally.

Retaliation is any form of intimidation or harassment directed against a student who reports hazing or bullying, or provides information during an investigation. Staff includes all SEC employees, bus drivers, monitors, athletic coaches and any other professional providing services to SEC students.

Target is the student who the hazing, bullying, cyberbullying, or retaliation is directed towards.

SEC staff receives annual training in on Bullying and Hazing Prevention.

Students participate in Bullying Prevention programs during Psycho-education groups.

Reports of bullying or retaliation may be made by staff, students, parents or guardians or others and may be oral or written. The Director is responsible for investigating the complaint.

Students, parents or guardians and all others who witness or become aware of an instance of bullying or retaliation involving a student should report it to the director or case manager. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely based on an anonymous report. Assistance will be provided to any anyone to complete a written report.

Before fully investigating the allegations of bullying or retaliation, the director or designee will take steps to insure that the SEC environment is safe for all students.

If there is a determination that bullying or retaliation has occurred, SEC is obligated to notify:

- the parents or guardians of the target and the aggressor;
- another School or District if a non-SEC student is involved and/or
- law enforcement if there is reasonable basis to believe that criminal charges may be pursued against the aggressor

The Director or designee will conduct a full investigation consistent with SEC investigatory practices (see Registering Complaints section of Parent's Manual)

SECTIONS 17, 18 AND 19 OF THE STATUTE PROHIBITING HAZING, CHAPTER 269 OF THE MASSACHUSETTS GENERAL LAWS.

Section 17

PENALTY Whoever is a principle 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 on a house of correction for not more than one year, or both such fine and imprisonment. **DEFINITION** The term of "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation or sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18

DUTY TO whoever fails to report such crime shall be punished by a fine of not more REPORT than one thousand dollars.

Section 19

NOTICE Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirement that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each student group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges and applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization

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

CIVIL RIGHTS POLICY

The Springdale Education Center does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Right Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of age, in accordance with the Age Discrimination in Employment Act of 1975 (Age Discrimination Act); on the basis of domicile in accordance Title VIIB of the McKinney-Vento Homeless Assistance Act of 2001; on the basis of native language in accordance with the No Child Left Behind Act of 2001, on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of sexual orientation, gender identity or religion in accordance with Mass. Gen. Laws, Chapter 71 and 151B.

To file a complaint alleging discrimination or harassment by The Springdale Education Center on the basis of race, color, national origin, sex, age, domicile, native language, sexual orientation, gender identity or religion or to make inquiry concerning the application of Title VI, Title VII, Title IX, the Age Discrimination Act, and their respective implementing regulations, please contact:

John Foley
Executive Director
The Springdale Education Center
c/o 1913 Northampton Street
Holyoke, MA 01040
Telephone: [\(413\) 533 – 9500](tel:4135339500)

To file a Title IX complaint, please contact:
Laura Ferriter, Title IX Coordinator at (413) 533-9500.

To file a complaint alleging discrimination or harassment by The Springdale Education Center on the basis of disability or to make inquiry concerning the application of Section 504 and the ADA and their respective implementing regulations, please contact:

Patti Cutler/ Director
Springdale Education Center
317 Maple Street
Holyoke, MA 01040

Telephone: [\(413\) 420-0115](tel:4134200115)

Inquiries concerning the applicability of the aforementioned federal laws and regulations to The Springdale Education Center may also be referred to the U.S. Department of Education, Office of Civil Rights (OCR), 33 Arch Street, Ninth Floor, Boston, MA 02110, telephone number [\(617\) 289-0111](tel:6172890111), Fax [\(617\) 289-0150](tel:6172890150).

AHERA (Asbestos Hazard Emergency Response Act):

The AHERA management plan for Springdale Education Center is available for review in the administrative office during normal school hours. Please contact Jay Johnson, Director of Communications and Designated Person, at 533-9500 or pmiller@positiveregard.com with any questions

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Springdale Education Center, Inc.

317 Maple Street, Holyoke, MA 01040
 Tel: (413) 420-0115 ♦ Fax: (413) 420-0121
 www.springdaleeducationcenter.com

School Calendar 2018-2019

| <u>July</u> | | | | | <u>August</u> | | | | | <u>September</u> | | | | | <u>October</u> | | | | | <u>November</u> | | | | |
|--|----|----|----|----|---|----|----|----|----|--|----|----|----|----|--|----|----|----|----|--|----|----|----|----|
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| 2 | 3 | H | 5 | 6 | | | 1 | 2 | 3 | H | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 |
| 9 | 10 | 11 | 12 | 13 | 6 | 7 | 8 | 9 | 10 | 10 | 11 | 12 | 13 | 14 | H | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 |
| 16 | 17 | 18 | 19 | 20 | 13 | 14 | 15 | 16 | 17 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | H | 13 | 14 | 15 | 16 |
| 23 | 24 | 25 | 26 | 27 | V | V | V | V | V | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | H | H |
| 30 | 31 | | | | 27 | 28 | 29 | 30 | 31 | | | | | | 29 | 30 | 31 | | | 26 | 27 | 28 | 29 | 30 |
| 2 nd – First Day Of 2018-2019 school year | | | | | 20 th – 24 th – Vacation Week For Students Only (Staff Mandatory Training) | | | | | 3 rd – Labor Day – Holiday | | | | | 8 th – Columbus Day Holiday | | | | | 12 th – Veterans' Day – Holiday For Students Only (Staff Training) | | | | |
| 4 th – Independence Day – Holiday | | | | | | | | | | | | | | | | | | | | 22 nd – 23 rd – Thanksgiving Break | | | | |
| 21 Days | | | | | 18 Days | | | | | 19 Days | | | | | 22 Days | | | | | 19 Days | | | | |
| <u>December</u> | | | | | <u>January</u> | | | | | <u>February</u> | | | | | <u>March</u> | | | | | <u>April</u> | | | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 | | V | 2 | 3 | 4 | | | | | 1 | | | | | 1 | 1 | 2 | 3 | 4 | 5 |
| 10 | 11 | 12 | 13 | 14 | 7 | 8 | 9 | 10 | 11 | 4 | 5 | 6 | 7 | 8 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 |
| 17 | 18 | 19 | 20 | 21 | H | 15 | 16 | 17 | 18 | 11 | 12 | 13 | 14 | 15 | 11 | 12 | 13 | 14 | 15 | V | V | V | V | V |
| V | V | V | V | V | 21 | 22 | 23 | 24 | 25 | V | V | V | V | V | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 |
| V | | | | | 28 | 29 | 30 | 31 | 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 | 29 | 29 | 30 | | | | | |
| 24 th – 31 st – Vacation Week | | | | | 1 st – New Year's Day-Holiday | | | | | 18 th – 22 nd – Vacation W | | | | | | | | | | 15 th – 19 th – Vacation Week | | | | |
| 15 Days | | | | | 21 Days | | | | | 15 Days | | | | | 21 Days | | | | | 17 Days | | | | |
| <u>May</u> | | | | | <u>June</u> | | | | | <u>July</u> | | | | | <u>August</u> | | | | | <u>September</u> | | | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| | | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | V | V | V | V | V | | | | | | | | | | | | | | | |
| H | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | |
| 27 th – Memorial Day-Holiday | | | | | 14 th – Student's last day Senior's last day | | | | | | | | | | | | | | | | | | | |
| | | | | | 17 th - 21 st –Extra vacation days for students & staff if 220 days are met | | | | | | | | | | | | | | | | | | | |
| | | | | | 24 th – 28 th – Vacation Week | | | | | | | | | | | | | | | | | | | |
| 22 Days | | | | | 10 Days | | | | | | | | | | | | | | | | | | | |



Springdale Education Center, Inc.

317 Maple Street, Holyoke, MA 01040

Tel: (413) 420-0115 ♦ Fax: (413) 420-0121

www.springdaleeducationcenter.com

School Contact Information

| Title | Name | Extension |
|----------------------------|-----------------|------------------|
| Director | Patti Cutler | 31 |
| Site Coordinator | Matt Smith | 58 |
| Educational Administrator | Jill Brewer | 28 |
| Clinical Supervisor | Mary Bianco | 30 |
| Case Management Supervisor | Laura Nash | 27 |
| Administrative Assistant | Sheyla Martinez | 22 |
| After Hours Telephone | Patti Cutler | 413 364-7638 |



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I have received a copy of the SEC Student Handbook. _____

I have been informed of the SEC policy
Regarding Human sexuality education
Pursuant to MGL Chapter 71, Section 32A
(page 15) _____

I have been informed of the Springdale
Education Center Hazing and Bullying
Prevention Plan (page 24) _____

I have been informed of the of Commonwealth
of Massachusetts Anti Hazing Law
Chapter 269 Sections 17 - 19 (page 25) _____

I have been informed of SEC's
Civil Rights Policy and complaint
Procedures (page 23, page 26) _____

I have been informed that I may review SEC's
AHERA management plan at any time
during school hours (page 27) _____

Student: _____

Date: _____

Parent: _____

Date: _____