



SEACOAST
LEARNING COLLABORATIVE

Skills Program

Student Handbook 2021-2022

Seacoast Learning Collaborative
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Seacoast Learning Collaborative

Mission Statement

We at Seacoast Learning Collaborative
Embrace the uniqueness of every child and family.
We believe that every child can be educated.
We also believe that children need a safe, nurturing environment
In order to develop, learn and achieve.
Therefore,
We are dedicated to providing a consistent, predictable environment,
One that promotes individual achievement,
Both academically and emotionally.
Always mindful of using the teachable moment,
We present a perpetual learning environment
For all students.

Student Responsibility

Attend school and class.
Give the work your “best effort”.
Respect yourself, others and property.
Participate in counseling.
Observe all school and classroom policies.

SLC School Overview

Seacoast Learning Collaborative strives to provide a highly structured, therapeutically based, educational program to students who are experiencing behavioral, academic, and social interaction deficits within their current educational placement, In addition to clinical and mental health counseling, Seacoast Learning Collaborative offers adventure based, group counseling, movement groups, music therapy, art therapy, yoga/mindfulness, and pet therapy.

Building Your Leadership Skills

Tolerance and respect for others

Respect for property

Respect for community

Respect for others belongings

Following directions

Honesty

Using coping skills

Caring gestures towards others

Positive peer support

Appropriately utilizing staff support

Skills Program Description

Who we are

The Skills Program is a full day, alternative, educational program which focuses on transitional needs and services based on both experiences and realistic goals. The program meets the needs of students with disabilities including Developmentally Delayed, Intellectual Disabilities, Autism/Aspergers, Speech and Language, OHI and Multiple Disabilities. The focus of the program is to build upon personal experiences and extend opportunities beyond the classroom environment.

Goals

The goal of the Skills Program is to implement new, adaptive learning practices through an extension of educational, functional, vocational and career/community based opportunities, which co-exists with each student's IEP and transitional based goals.

The Skills Program offers extensive social/emotional support through counseling services, individualized lesson plans/differentiated learning, group activities, community integration, Therapeutic Crisis, intensive paraprofessional support Intervention, Zones of Regulation, Sensory diets/schedules, and individualized/alternative work spaces.

What we do

The Skills Program incorporates instruction and experiences with a focus on developing academic achievement, daily living skills, healthy lifestyles, citizenship, and positive social integration.

Vocational/Functional

Practicing and participating in real world, prevocational, and vocational tasks on campus to prepare them for off campus activities and opportunities

Groups

Morning Meeting

Science Group

Counseling group

Reading Group

Project Research Group

OT Group

Dungeons and Dragons Group/Lego Group

Girls Group

Scholastics

Related services:

Speech and Language

Occupational Therapy

Board Certified Behavioral Analyst- BCBA

Counseling

Therapeutic Activities and Groups

ABLE (Group Therapy) - Adventure Based Learning Experience

Art Therapy

Music Therapy

Yoga/Mindfulness

Pet Therapy

Walmart Trips (OT/Sp. &Lang.)

Store navigation

Pricing/purchasing (Family supported)

Interaction in the community

Swim- every Thursday at the Works in Somersworth, NH

Library

Monthly off campus field trips

Off Campus Volunteering Sites

Tracking

Program and behavior data is recorded on daily communication sheets in order to track individual progress.

Weekly checklists and daily point sheets are utilized to track work completion, IEP goal progress and attainment, participation, behavior, coping skills, etc.

Daily communication sheets are copied and sent home daily for parent records.

IEP progress notes are distributed quarterly. The reports outline the current level of performance according to individual IEP goals and objectives.

Certificate of Attendance and SLC Diploma

Seacoast learning Collaborative is a diploma granting school. Students in the Skills Program have the opportunity to earn traditional high school credits towards a diploma or a certificate of attendance.

Students are eligible to remain at SLC until the age of 21.

Transition Planning

Change can be a difficult process for any student. At SLC, we make every effort to make this process as smooth as possible to reduce student anxiety and help ensure a successful transition. The transition plans referred to in this section are related to a student's discharge from the program. We hope that all discharges are seen as a positive step for each student. Unfortunately, in some cases, where the safety of the student or others is involved, the discharge may be immediate.

In the cases where the student is moving from SLC to another program or is returning to public school, our expectation is that a transition plan for their departure will be well orchestrated, gradual, agreed to by all parties, and will be in the best interest of the student. In saying that, SLC expects the following:

- Transition planning is an ongoing process with discussions occurring throughout the placement.
- A plan needs to be developed with enough time to be implemented before discharge.
- Meetings will occur as often as needed to ensure that all parts of the plan will be implemented as discussed.
- Visits to the new program or school are to take place as often as needed to familiarize the student with their new environment. This may mean partial or full day visits with or without a staff from SLC. We will try to accommodate our schedules and support the student in any way possible.

Attendance

Attendance directly affects learning. **It is the responsibility of the parent to contact the school by 8:30am** on the day of the absence and indicate the reason for the student's absence. It is also the parent's responsibility to notify the transportation company of their child's absence. If a parent has not contacted the school, counselors/program director will make an effort to contact a parent/guardian to verify a student's absence. In some cases the sending school district will be contacted as well (see call in policy). Excused absences will be granted with a note.

It is the student's responsibility to make up missed assignments. Individual students may be expected to follow their sending districts attendance policy.

Absences may impact a student's eligibility to participate in off campus/extracurricular activities. Excessive absences will be reviewed by the students' team (including the LEA), and will be considered and included in progress notes.

Sick Policy

If your child is ill, we ask that you take the time to assess whether he/she should come to school for the day. Students who are ill have more difficulty focusing and performing their school tasks. Children who are ill also have the potential for passing on infectious illness to other students and staff. Our school policy for illness requests that you keep your child home from school if:

- He or she has a fever over 100 degrees F.
- He or she is vomiting or has vomited in the last 24 hours.
- He or she has diarrhea or has had diarrhea in the past 24 hours.

Your child should be free of the above symptoms for 24 hours without medications before returning to school. If a student does arrive at school ill or becomes ill while at school a staff member will contact the student's parent(s)/guardian(s). If the student is unable to participate in

their educational program due to illness, consideration will be given for dismissal of the student for the day.

New Student Off Campus Policy

Any student who is newly admitted to the program **will not** be allowed to attend any off campus activities for 2 weeks. This allows the student to get to know program expectations and vice versa before participation in off campus activities can begin

General Guidelines for Parents:

- Signed and dated Registration packet
- Chromebook Authorization on file
- Provide Seacoast Learning Collaborative with the proper medication if their student needs to take medication during the school day.
- Call the school and the student's bus company if their student is to be absent, late or does not need a bus ride to or from school. Please follow up with a note.
- Inform Seacoast Learning Collaborative of any dietary needs or allergies of their student.
- Provide their student with the appropriate clothing according to the season and any special school dress codes or policies.
- Keep their student out of school if they present a risk of contagion to others for any reason.
- Provide an extra set of clothes to be kept at school for their student.
- Maintain an ongoing communication with program staff about their student.

Seacoast Learning Collaborative: SKILLS
Daily Communication Sheet

Name: _____ Staff: _____ Date: _____ Day:

<u>TIME</u>	<u>ACTIVITY</u>	<u>SCORE</u>	<u>NOTES</u>
<u>8:45-9:00</u>		<u>1 2 3 4 5</u>	
<u>9:00-9:15</u>		<u>1 2 3 4 5</u>	
<u>9:15-9:30</u>		<u>1 2 3 4 5</u>	
<u>9:30-10</u>		<u>1 2 3 4 5</u>	
<u>10:00-10:30</u>		<u>1 2 3 4 5</u>	
<u>10:30-11</u>		<u>1 2 3 4 5</u>	
<u>11-11:30</u>		<u>1 2 3 4 5</u>	
<u>11:30-12</u>		<u>1 2 3 4 5</u>	
<u>12-12:30</u>		<u>1 2 3 4 5</u>	
<u>12:30-12:45</u>		<u>1 2 3 4 5</u>	
<u>12:45-1</u>		<u>1 2 3 4 5</u>	
<u>1-1:30</u>		<u>1 2 3 4 5</u>	
<u>1:30-2</u>		<u>1 2 3 4 5</u>	
<u>2-2:30</u>		<u>1 2 3 4 5</u>	
<u>2:30-2:45</u>		<u>1 2 3 4 5</u>	
<u>2:45-3</u>		<u>1 2 3 4 5</u>	

1= Following directions. On task. Participating appropriately. Appropriate peer interactions. No redirection or prompting needed. No behaviors.

2= Needed no more than 2 prompts/redirections. Completed most tasks expected. Received no more than 1 strike for behaviors. Student is asked to leave a group and did so quietly and appropriately completed work at their desks for the remainder of the block

3= Needed 3 or more prompts/redirections. Completed limited tasks. Received 2 or more strikes for behaviors. Asked to leave a group or activity. Completed at least 25% or 50% of expected work. Asked to leave or refused a group and did not complete any work. Student shut down and refused for an entire period (i.e. put their heads down and refused to do any work or acknowledge staff BUT WAS NOT DISRUPTIVE OR ARGUMENTATIVE

4= Directed to time away or transition desk due to behavior or non-compliance. Was able to walk on their own. Limited/no response to staff prompts/redirection. Disruptive/argumentative. Student shut down and refused for an entire period (i.e. put their heads down and refused to do any work or acknowledge staff) AND WAS DISRUPTIVE AND ARGUMENTATIVE

5= Refused to go to time away or transition desk. Escorted or guided to time away. Was restrained due to negative/unsafe behavior. Was in time away due to unsafe/negative behavior. Critical Incident Report on file

Alternative Work Space/Time Away

Purpose:

The purpose of time away is to break an individual's cycle of negative based behavior. A student may earn time away because of a failure to comply with classroom or programmatic expectations resulting in a generalized state of disruptiveness and non-compliance. Students may place themselves in time away or staff may ask them to utilize an alternative space as a means of coping with their state of emotional dysregulation, increased agitation or increase in level of distractibility.

SLC Time Away Policy:

Once in time away:

1. Time away does not begin until the student is in the assigned area.
2. In order to return to the classroom, the student must be putting forth "their best effort" on meeting academic and behavioral expectations.
3. The student must process the incident with the adult and/or peers involved in the interaction resulting in their need for an alternative setting. This teachable time involves identifying precipitants, trigger while examining future coping skills to prevent reoccurrence. See LSI below.

Life Space Interview

Seacoast Learning Collaborative seeks to develop an atmosphere where teaching and learning can occur. Students have a right to learn and teach others, to be listened to, and have their ideas heard without mockery or being put-down. Building this type of community takes commitment from all participants to respect each other, take responsibility for their actions and participate in problem solving.

Goals of the LSI

- Return the young person to normal functioning
- Clarify events
- Repair and restore the relationship
- Teach new coping skills
- Reintegrate the young person back into the routine

Steps of the LSI

- Isolate the conversation
- Explore the young person's point of view
- Summarize feelings and content
- Connect behaviors to feelings
- Alternative behaviors discussed
- Plan developed/practice new behavior
- Enter young person back into routine

Seacoast Learning Collaborative Policies

Seacoast Learning Collaborative reserves the right to handle any student action not specifically listed in the following section which may be disruptive to the educational process. According to RSA 1.93-D, Safe School Zone, Seacoast Learning Collaborative will report all incidents involving assaultive, threatening, and violent behaviors to the proper authorities.

Student Search Policy

Based on the Federal Regulation pertaining to Safe Schools Act, Seacoast Learning Collaborative reserves the right to search a student's belongings and person should staff suspect that they may be in possession of an illegal substance, weapon, prescription drug, smoking material/paraphernalia and/or any other item deemed inappropriate or unsafe for a school setting. A student search may include asking the student to empty all pockets, and take off their shoes and socks **STUDENTS WILL NOT BE PATTED DOWN**. In the event of a student's refusal to comply; which is their right, SLC may find it necessary to involve the local police department to complete the search. At that point, the authorities reserve the right to handle the matter according to their regulations. Parents will be informed of the search, via phone, in addition to a written documentation however, this may happen before or after the search is concluded. Should it be necessary to involve police, the staff will notify the parents immediately.

Company/SLC Phone Use

The phones at Seacoast Learning Collaborative are for business use only. Students will not be allowed to place or receive phone calls unless it is an emergency. Students will need permission from their counselor, or the program director, should a need arise. The student will be allowed to use the phone under the direct supervision of staff. Students will not be allowed to use the phone unsupervised. We strongly recommend that students make their phone calls prior to or after school hours.

Dress Code

The Seacoast Learning Collaborative seeks to provide an environment which communicates respect for all individuals. Standards of dress are required in order to ensure that each individual's appearance reflects respect of self and others and does not distract from the educational process.

Expectations for dress include the following:

- Shorts are only allowed through specific seasons and are to be no more than 3" above the knee. Skirts are to be no more than 3" above the knee.
- Torso is to be covered at all times. No bare midriffs. No sheer clothing.
- Undergarments are not to be visible at any time.
- Clothing and/or jewelry with offensive and/or controversial language/slogans/logos (i.e. sexual messages, drugs, alcohol, tobacco, gang related activities) is not allowed.
- No tank tops or muscle shirts.
- Proper/safe footwear is required. **NO steel toed boots or shoes.**
- No torn/tattered clothing revealing undergarments or excessive skin.

Students wearing inappropriate clothing to school may be:

- Sent home to change.
- Required to remain outside of the classroom until appropriate clothing can be provided.
- May be asked to turn clothing inside out.
- Asked to change into clothing provided by SLC.

Valuables

Students are strongly urged to leave all personal valuables at home. Students who choose to bring items from home, to school, will do so with the understanding that staff are not responsible for the loss, theft, borrowing and/or damage that may occur

Valuables that are brought into the classroom, and create a disturbance for others, may be temporarily confiscated.

SLC prohibits laser pointers and whistles. Should a student be found in possession of such a device, the item will be confiscated for the school day. Following such an incident, the student will not be permitted to bring the item back to school.

Cell Phones / Electronic Devices

Cell phones and electronic devices are prohibited from all school classrooms. Should a student come to school in possession of said items, they will need to hand the item into their counselor or program director who will lock it in a safe location for the day. The item will be returned at the time of dismissal. Students are not allowed to use their phones/electronic devices while waiting for the bus. Should a student be found in possession of a device, they will be confiscated and consequences will be imposed. Upon the third violation of this policy, the student will be considered a “habitual offender” which may result in the item being confiscated and the parents/guardian may be responsible for picking up the confiscated item.

Please note in the event that a student is in possession of a peer’s phone both parties may be subject to the above consequences.

At no time are students allowed to take pictures or videos on SLC campus and/or during SLC transports.

Animals

Students are not allowed to bring any animals to school. The only animals authorized to be on school property are those that are a contracted service of the SLC program.

Tobacco Use by Students

Statement of Purpose:

The purpose of this policy is to prohibit smoking or the use of smokeless tobacco by students, at any time, in school buildings, on campus, on the school bus or at any school sponsored activity

Statement of Policy:

Effective January 1, 1998, no person shall use tobacco products in any of the Seacoast Learning programs, on its school grounds, or on its contracted school buses per RSA 126-I. In addition, RSA 78:12-C prohibits the possession of tobacco products by persons under the age of eighteen. Based on these laws, students found smoking or using any tobacco products in school buildings, on school grounds, on the school bus or at any school sponsored activity, at any time shall, be subject to the penalties listed below. SLC reserves the right to search a student suspected of being in possession of tobacco products.

Student Substance Use and Abuse

Statement of Purpose:

Seacoast Learning Collaborative has a zero tolerance policy for the use/abuse of illegal substances.

The purpose of this policy is to clearly state SLC position on the use and/or abuse of illegal substances by students.

Seacoast Learning Collaborative recognizes that the use and/or abuse of illegal substances by students and young people has become a major problem in our country, our state and our schools. Seacoast Learning Collaborative also recognizes that the use and availability of illegal substances on school campus interferes with the educational process and interferes with its duty to provide a safe and healthy educational environment. Finally, Seacoast Learning Collaborative deems it necessary to take steps to (1) improve its educational program so that Seacoast students are made aware of the dangers and penalties incurred through the use of illegal substances, and (2) to establish appropriate rules and regulations to discourage its use in any school buildings, on any school property, on any school bus or at any school sponsored event.

This policy is designed to help eradicate the influence of drugs, alcohol and other chemicals from within the school environment. It is designed to protect students and to act as a deterrent to the student's use of illegal substances. It is also designed to provide appropriate punishment for the students that violate this policy.

Definition:

“Illegal substance” as used in this policy shall be defined as any controlled drug or narcotic; any common street drug such as marijuana, amphetamines, barbiturates, cocaine, heroin and LSD or any other hallucinogenic drug; any counterfeit drug or substance represented to be any of the above listed substances; any unsupervised use of a prescribed drug; or any alcoholic beverage, malt beverage, fortified wine, or other intoxicating substance.

Statement of Policy:

No student shall procure, possess, use, transmit, sell, supply or give to any person any illegal substance, or be under the influence of any illegal substance while in any school building, on any school property, on any school bus or at any school sponsored activity.

This policy shall apply to all students before, during and after school hours at any school, in any school building and on any school premises; on any school owned vehicle or in any school approved vehicle used to transport students to and from school or school activities or trips; off school property at any school sponsored or school approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.

Any student engaging in any activities listed above with respect to illegal substances shall be subject to, and disciplined in accordance with the penalties set forth in this policy.

Any student suspected of violating this policy shall be removed from the premises and a report shall be written in accordance with RSA 193-D: 1-4, which defines Safe School Zones and the procedures which must be followed when violations occur. When warranted, administrators shall request the assistance of law enforcement agencies in order to deal appropriately with students. All administrators and school employees are directed to fully cooperate with law enforcement personnel, and are directed to report any and all; information that would be considered beneficial in the efforts to stem and discourage illegal substance use.

Administrators and all SLC employees are directed to take every reasonable measure to prevent and discourage any person from coming into any school building, onto any school property, onto any school bus or attending any school sponsored event while in possession of, or under the

influence of any illegal substance. Administrators and all SLC employees are instructed to be especially vigilant of any person attempting to sell, give, supply or use any illegal substance in any school building, or any school property, on any school bus or at any school sponsored event.

Student Substance Use and Abuse – Rules

Statement of Purpose:

Seacoast Learning Collaborative has zero tolerance for the use/abuse of illegal substances as defined in the policy.

Seacoast Learning Collaborative approves the following rules for dealing with the use and abuse of illegal substances by students.

Statement of Rules:

As stated in the policy, the procuring, possessing, using, transmitting, selling, supplying or giving to any person any illegal substance and/or being under the influence of any illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event is strictly forbidden. Any such activity shall constitute gross misconduct as referred in RSA 193:13 and RSA 189; 1-a.

The following penalties shall apply for dealing with the use or abuse of illegal substances by students as prohibited by the policy and restated above. A determination will be made based upon staff judgment of the student's mental status.

First Offense:

1. The student will receive an automatic level bust.
2. All privileges will be suspended for one week.
3. The police department will be notified.
4. One day out of school suspension.

Second Offense:

1. The student will receive an automatic level bust.
2. All privileges will be suspended for one week following the suspension.
3. The police department will be notified.

4. Three day out of school.

Third Offense:

1. The student will receive an automatic level bust.
2. All privileges will be suspended for one week following suspension.
3. The police department will be notified.
4. Five day out of school.
5. A meeting will be held with all team members to review the appropriateness of the student's placement.

**Note: Depending upon the severity of the offense SLC reserves the right to modify OSS time including and up to discharge from the program.

Weapons in the School

Statement of Purpose:

Seacoast Learning Collaborative has a zero tolerance for bringing weapons into school.

This policy complies with the requirements of the GUN-Free Schools Act of 1994 and establishes procedures for enforcing RSA 189, 193, and a193-D and provisions of Department of Education Administrative Rule 317, et seq., relative to disciplinary action for gross misconduct by a pupil in a safe school zone, including possessing a firearm and/or other dangerous weapon.

Statement of Policy:

Dangerous weapons are not permitted on school property at any time. Visitors, faculty, staff and pupils are prohibited from bringing any weapon, whether visible or concealed, into any school building, onto school property or a school bus, or to any school sponsored event. Swift and speedy disciplinary action shall be taken in accordance with the mandates of this policy and its procedures to enhance the safety of all pupils within the school.

Any pupil who is determined to have brought a weapon to school in violation of this policy shall be deemed to have committed an act of gross misconduct. Such an act of gross misconduct shall result in notification to the local police and disciplinary action in accordance with the severity of the incident as outlined in RSA 193:13, II and III (statutes dealing with the expulsion for gross misconduct, weapons violations, etc.).

Seacoast Learning Collaborative shall consider the age and maturity, the intent of the action, and the student's prior disciplinary record in determining the appropriate disciplinary action. Students who come forward voluntarily in such cases may receive consideration of the fact.

Any student who sells, has in his/her possession with intent to sell any stiletto, switchblade knife, blackjack, dirk-knife, slug shot or metallic knuckles (as defined by RSA 159:16), or containers containing chemicals such as pepper gas or mace on school property, on school buses or at a school sponsored function, shall be subject to disciplinary procedures possibly resulting in an expulsion of a period no less than twelve months.

Statement of Response to Violation of this Policy:

SLC recognizes the seriousness of weapons within the school system. In accordance with the Safe Schools Act, disciplinary measures will occur when a student is in violation of this policy. SLC reserves the right to make a determination of consequences based upon the following: the weapon involved, the intent of use, and the damage caused.

Depending upon the severity, at a minimum, the weapon will be confiscated and a report will be filed with the police. Violation of this policy may result in immediate discharge from the program and warrant immediate police involvement.

Reporting Procedures:

Pursuant to RSA 193-D: 4, I and II, a written report is required and will be made for all violations of this policy. This report is to be completed by the school staff and filed with the local law enforcement authority and the Commissioner's office at the Department of Education within 48 hours of receipt of information in accordance with RSA 193-D:4, unless the waiver in RSA 193-D:5 applies.

Ed 317.06 Student with an educational disability:

- a. Any suspension or expulsion of a pupil with an educational disability as defined in Ed 1102.31 shall be in accordance with Ed 1119.11.
- b. If, under the provisions of Ed 1119.11 (c), the special education placement team determines that the behavior leading to the suspension or expulsion is not a direct result of the pupil's education disability, sections Ed317.01 through Ed 317.05 shall apply.

c. In the case of a pupil with an educational disability who is determined to have brought a firearm or other dangerous weapon into a safe school zone, the federal requirement of section 615 (e) of Public Law 101-476 shall apply, and the student may be placed in an interim alternative setting for the time periods determined by the Public Law.

Definitions:

Collateral Agencies: LEA Representative

Critical Incident Report: The purpose of this form is to document major offenses, which would result in immediate attention by the team and/or the local authorities. Such offenses may include: aggression towards self or others, destruction of property, harassment, violation of smoking policy, violation of the drug or alcohol policy, safety issues, bullying, runaway, etc.

Expulsion means the permanent denial of the pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Firearm means any firearm or weapon as defined in section 921 of Title 18 of the US code.

Weapons may include, but are not limited to firearms, explosives, incendiaries, BB guns or BB rifles, martial arts weapons (as defined by RSA 159:24), electronic defense weapons (as defined by RSA 159:20), stiletto, switch knife, blackjack, dagger, dirk-knife, slingshot, metallic knuckles, billies, or other dangerous weapons (as defined by RSA 159: 15 and 16), pistol cane or sword cane (as defined by RSA 159:15a), or containers containing chemicals such as pepper gas or mace.

Gross Misconduct means an act which:

1. Results in violence to another's person or property;
2. Poses a direct threat to the safety of others in a safe school zone, or
3. Is identified in RSA 193-D:1,I.

Neglect in the context of RSA 193:13, I and II, means the failure of a pupil to pay attention to an announced, posted or printed school rule.

Pupil means a child through the age of 21 in attendance at a school during the school day.

Refusal in the context of RSA 193-13, I and II means the willful defiance of a pupil to comply with an announced, posted or printed school rule.

Safe School Zone means "Safe school zone" as defined in RSA 193-D I and II.

School Day means:

1. For a pupil who takes the school bus, the period beginning when the pupil boards the bus in the morning to the time when a pupil disembarks from the bus in the afternoon.
2. For a pupil who walks to school or arrives by private car, the time period begins when the pupil arrives on the school grounds to the time when the pupil leaves the school grounds.

Suspension means the temporary denial of a student’s attendance at school for a specific period of time for gross misconduct or for neglect to conform to announced, posted or printed school rules.

Superintendent’s Authority

Notwithstanding the foregoing, and in accordance with RSA 193:13, IV the superintendent shall have the authority to modify the expulsion requirements of RSA 193:13 on a case-by-case basis.

PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING

General Statement of Policy:

Seacoast Learning Collaborative is committed to providing all students a safe school environment in which all members are treated with respect. This policy is intended to comply with RSA-193 F, which specifically identifies bullying as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this policy in accordance with RSA-193F.

I. Definitions (RSA 193-F:3)

Bullying- Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil’s property;
- (2) Could be reasonably calculated to cause emotional distress to a pupil;
- (3) Interferes with a pupil’s educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions involving the intentional taking advantage of a pupil by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

Cyberbullying - Cyberbullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

Electronic devices - Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and social media websites.

School property - School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Perpetrator - Perpetrator means a pupil who engages in bullying or cyberbullying.

Victim - Victim means a pupil against whom bullying or cyberbullying has been perpetrated.
*Any reference in this policy to “parent” shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

Seacoast Learning Collaborative is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the school reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Co-Directors are responsible for ensuring that this policy is implemented.

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

A statement prohibiting retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying and, at the time a report is made, a process for developing, as needed, a plan to protect pupils from retaliation.

False Reporting

A student who is found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or discharge.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences, ranging from verbal warning up to and including dismissal. Any consequences will be in accordance with applicable law, SLC policies, procedures and employee contracts.

Reprisal or Retaliation

Seacoast Learning Collaborative will discipline and take appropriate action against any student, teacher, school administrator, school volunteer, or other school employee who retaliates against any person, who makes a good faith report of alleged bullying or against any person, who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

(1.) The consequences and appropriate remedial action for a student, teacher, school administrator, school volunteer, or other school employee who engages in reprisal or retaliation shall be determined by the Executive Director or designee after consideration of the nature, severity and circumstances of the act, in accordance with law, SLC policies and any applicable employee contracts.

(2.) Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and discharge.

(3.) Any teacher, school administrator, or other school employee found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.

(4.) Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process to Protect Pupils from Retaliation

If the alleged victim or any witness expresses to the Co-Directors or other staff member that believes he/she may be retaliated against, the Executive Director or designee shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on Seacoast Learning Collaborative grounds and who are participating in Seacoast Learning Collaborative functions, regardless of whether or not such pupil or school aged person is a student within the school.

V. Disciplinary Consequences for Violations of This Policy (RSA 193-F: 4, II (d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the School encourages the administration and SLC staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Co-Directors may determine the method of providing the policy (employee handbook, hard copy, etc.)

Students

All students will be provided with a copy of this policy annually. The Executive Director may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students may participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students. Students may also be informed of the consequences of bullying conduct toward their peers.

The Co-Directors, in consultation with staff, may incorporate student anti-bullying training and education into the SLC's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Co-Directors may determine the method of providing the policy (parent handbook, mailing, etc.).

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Co-Directors, Program Director or designee shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting:

1. Any student who believes that he or she has been the victim of bullying should report the alleged acts immediately to their Counselor. If the student is more comfortable reporting the alleged act to a person other than their counselor, the student may tell any school district employee or volunteer about the alleged bullying.

2. Any SLC employee or volunteers who witnesses, receives a report of, has knowledge of, or belief that bullying may have occurred will inform the Program Director as soon as possible, but no later than the end of the school day.
3. Upon receipt of a report of bullying, the Program Director or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting:

1. An important duty of the staff is to report acts or behaviors they witness may appear to constitute bullying.
2. Any school employee or volunteer who witness, receive a report of, or has knowledge or belief that bullying may have occurred will inform the Program Director or designee as soon as possible, but no later than the end of the school day.
3. Upon receipt of a report of bullying, the Executive Director or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Executive Director or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Program Director or designee shall report to the parents of the student who has been reported as a victim of bullying and to the parents of the student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, or personal conference. If neither is possible, providing a written report will be acceptable. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Co-Directors or designee may, within a 48 hour time period, grant the Program Director or designee a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Executive Director or designee deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Program Director or designee shall, within 5 school days, initiate an investigation into the alleged act.
2. The Program Director or designee shall complete the investigation within 10 school days of receiving the initial report. If the Program Director or designee needs more than 10 school days to complete the investigation, the Executive Director or designee may grant an extension of up to 7 school days. In the event such extension is granted, the program Director or designee shall notify in writing all parties involved in the granting of the extension.
3. Students who are found to have violated this policy may face disciplinary action in accordance with other applicable school policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

XIII. Reporting of Substantiated Incidents to the Co- Directors (RSA 193-F:4, II(l))

The Program Director or designee shall forward all substantiated reports of bullying to the Executive Director or designee upon completion of the Program Director or designee investigation.

XIV. Communication with Parents Upon Completion of Investigation (RSA 193-F: 4, II (m))

1. Within ten school days of completing an investigation, the Program Director or designee will notify the parents of the students involved of his/her findings and the result of the investigation.
2. In accordance with the Family Educational Rights and Privacy Act and other laws concerning student privacy, the School will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. School Officials (RSA 193-F:4, II(n))

The Co-Directors of schools are responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy, the Executive Director may establish further administrative rules or regulations.

Legal References:

RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Proposed: 10/06/10

Adopted: 11/03/10

Consequences of Bullying

First Offense:

1. Both the student and the perpetrator will be separated and interviewed. The perpetrator will need to process with their counselor and if appropriate with the victim.
2. A critical incident report will be completed on the perpetrator and forwarded to all relevant collateral agencies involved with the student.
3. A copy of the critical incident report will be forwarded to the local police department for their review to determine whether the incident will be placed on file and pursued criminally.
4. The student will be removed from the classroom community until they are able to process with staff.
5. Further interventions/consequences may be implemented.

Second Offense:

1. Both the student and the perpetrator will be separated and interviewed. The perpetrator will need to process with their counselor and if appropriate with the victim.
2. A critical incident report will be completed on the perpetrator and forwarded to all relevant collateral agencies involved with the student.
3. A copy of the critical incident report will be forwarded to the local police department for their review to determine whether the incident will be placed on file and pursued criminally.
4. The student will be removed from the classroom community and placed in ISS for 1 hour.
5. Further interventions/consequences may be implemented.

Third Offense:

1. Both the student and the perpetrator will be separated and interviewed. The perpetrator will need to process with their counselor and if appropriate with the victim.
2. A critical incident report will be completed on the perpetrator and forwarded to all relevant collateral agencies involved with the student.
3. A copy of the critical incident report will be forwarded to the local police department for their review to determine whether the incident will be placed on file and pursued criminally.
4. The student will be removed from the classroom community and placed in ISS for a half day.
5. Further interventions/consequences may be implemented.

Fourth Offense:

1. Both the student and the perpetrator will be separated and interviewed. The perpetrator will need to process with their counselor and if appropriate with the victim.
2. A critical incident report will be completed on the perpetrator and forwarded to all relevant collateral agencies involved with the student.
3. A copy of the critical incident report will be forwarded to the local police department for their review to determine whether the incident will be placed on file and pursued criminally.
4. The student will be placed on out of school suspension for one day.
5. Further interventions/consequences may be implemented.
6. A re-entry team meeting will be scheduled to review the incident, the student's IEP and placement.

Destruction of Property

Statement of Purpose:

The purpose of this policy is to prohibit damage by the students to the building, or the property owned by Seacoast Learning Collaborative, or to property visited by the students while in program.

Statement of Policy:

Effective immediately, students found guilty of damaging school buildings and/or property will be financially responsible for the damages incurred. A minimum of \$10.00 will be charged to the student. It is expected that the student will pay for damages within thirty days of the offense, unless otherwise dictated by the court. Failure to do so will result in an immediate team meeting with the special education director to determine the next course of action. The school reserves the right to mandate community service which may occur after hours or on Saturdays. The family will be responsible for transportation.

Definition of Destruction of Property:

Destruction of property will include but is not limited to: computer abuse including slamming or using force on the monitor or any of its parts; writing on walls, furniture, books or any other school owned items not intended to be written upon; kicking or punching holes in the walls or kicking of the doors or walls, which could result in structural damage over time.

Consequences:

1. The student will be financially responsible for the cost of **materials and labor**.
2. The student's privileges will be frozen until payment arrangements have been made. In some instances, the team reserves the right to order restitution after hours.

3. An incident report will be filed and sent to parents/guardians, LEA and police.
4. Students may be removed from the community depending upon the program and severity of the damage.

Horseplay

Statement of Purpose:

The purpose of this policy is to prohibit horseplay within the school environment so as to maintain a safe and conducive learning environment.

Definition:

Horseplay is defined as any physical contact met in a joking/kidding manner which is non-threatening and non-sexual in nature.

Statement of Policy:

Effective immediately, students found guilty of participating in horseplay will be subject to the following penalties:

First Offense:

1. An incident report will be completed and will be filed, sent home and sent to collateral agencies including the LEA representative.
2. The student will serve 1 period of ISS (high school).

Second Offense:

1. An incident report will be completed and filed, sent home and sent to collateral agencies including the LEA representative.
2. The student will serve 2 periods of ISS (high school).
3. The goal of horseplay will be added to the students' individual plan.

Third Offense:

1. An incident report will be completed and filed, sent home and sent to collateral agencies including the LEA representative.

2. The student will serve 4 periods of ISS (high school).
3. The goal of horseplay will be added to the students' individual plan.
4. A team meeting will be held to discuss behaviors and consequences.

Sexual Harassment

All students have the right to attend school in an environment free of sexual harassment. The school administration disapproves of and will not tolerate sexual harassment under any circumstances.

A definition of sexual harassment may include but is not limited to the following:

- Unwelcome conduct, physical or verbal, that is derogatory to another person and is designed to demean or intimidate.
- Conduct that creates an intimidating, hostile or offensive school environment, thus interfering with a student's performance.

Students who have complaints of sexual harassment by anyone in the school are urged to report such conduct to their counselor and program director. Every effort will be made to investigate all complaints as expeditiously as possible. Furthermore, the information provided in the complaint and the investigation process will be handled as confidentially as possible. There will be no retaliation to students for reporting, in good faith, or for assisting in the investigation of sexual harassment complaints. Depending upon the situation, the local authorities will be involved. At minimum a copy of the critical incident report will be placed on file.

Violations of this policy will result in the following consequences at a minimum:

1. The student/perpetrator will write a formal apology to the victim.
2. An incident report will be filed and mailed to all team members including local authorities.
3. The victim will be advised of their rights to contact the local police department.
4. Depending upon the relationship to the victim and the context in which the incident took place will determine the consequences. At a minimum the student will be placed in ISS and may result in an OSS including dismissal from the program.

Aggressive/Assaultive Behaviors

Statement of Purpose:

The purpose of this statement is to define acts of violence and to promote a safe and disciplined environment, which is conducive to learning.

Statement of Policy:

SLC's goal of providing a safe learning environment requires the prohibition of assaultive or aggressive acts towards other individuals including: punching, hitting, scratching, spitting, shoving, kicking, biting, pinching, head-butting, elbowing or other means of personal contact with someone, with the purpose of causing bodily harm.

Effective immediately, students found guilty of participating in such acts will be subject to the following penalties:

First Offense:

1. The local police department may be notified via a critical incident report.
2. At the team's discretion and depending upon program, the student may be sent home for the day and will be suspended the following day.

Second Offense:

1. The local police department may be notified via a critical incident report.
2. At the team's discretion and depending upon program, the student may be sent home for the day and will be suspended for three days out of school.
3. A re-entry meeting involving the student, parents, LEA and outside collateral agencies will be required to review the incident and determine whether any IEP changes need to be made.

Third Offense:

1. The local police department may be notified via a critical incident report.
2. At the team's discretion and depending upon program, the student will be sent home for the day and will be suspended for five days pending a meeting to determine the appropriateness of the placement.
3. A re-entry meeting involving the student, parents, LEA and outside collateral agencies will be required to review the incident and determine whether IEP changes need to be made.

Staff Assaults

In order to maintain the safety of all students, it is imperative that staff remain safe as well. Consequently, any student who jeopardizes the safety of staff will be automatically suspended for up to five days.

**Note: A re-entry meeting will be required with the student, family, LEA and outside collateral agencies to review the incident and current IEP needs.

Personal Safety Policy

Statement of Purpose:

The purpose of this policy is to define acts of self-injurious behaviors and to promote safe emotional well-being. Such behaviors may include statements of actual acts such as: cutting, burning, biting, huffing, hanging, strangulation, head banging, scratching, ingesting non-food items, hair pulling, promiscuity and any other behavior deemed unsafe by staff.

Statement of Policy:

The following protocol has been implemented to address the above behaviors:

- The student will be removed from the school community and will be placed in 1:1 supervision.
- An incident report will be completed, filed, sent home, to the special education director and to collateral agencies.
- The family will be notified immediately and a plan and contract for safety will be developed. In collaboration with the counselor, this may result in an automatic transfer to the hospital for evaluation. This may also involve the local police.

Stealing

Statement of Purpose:

The purpose of this policy is to prohibit stealing of school or staff property within the school environment so as to maintain a safe environment conducive to learning.

Definition:

Stealing (also known as theft) is the wrongful taking of someone else's property without the person's willful consent.

Statement of Policy:

Effective immediately, students found guilty of stealing will be held financially responsible for the item(s) involved. The police may be notified and charges may be pressed. Payment by the student is expected within thirty days of the offense, unless otherwise agreed to by the team. The school reserves the right to mandate community service as restitution, which may occur after hours. The family will be responsible for transportation.

Incident Reports

In compliance with RSA 193-D, all incident reports documenting a violation of the safe schools act will be forwarded to the Newton Police Department. Additionally, copies of these reports will be mailed to the sending school district and home.

Grievance Policy

A grievance is generally defined as a complaint by a student about a staff member or administrator concerning unfair disciplinary practices or procedures. The burden of proof is always placed on the student, and the decision of the program director.

A grievance procedure is established to encourage open communication. All grievances must be initiated within 24 hours after the alleged unfair practice took place. All grievances must be submitted in writing. The student should use the following procedures:

1. See assigned counselor for an appointment, which must be scheduled within 24 hours of the submitted grievance.
2. If unresolved, an appeal with the program director should be made.
3. The final step, if the matter remains unresolved, is an appeal to the Co-Directors.

All appeals will be held within four days and a final determination will be rendered.

If the student grievance is regarding an administrator, the student will use the same procedure as indicated above. Forms are located in the main office.

School Transportation

Riding the bus to school is a student privilege. Safety on the bus is our top priority.

Students are expected to adhere to the following guidelines:

- All bus rules set by the driver must be followed. General safety rules include staying seated, keeping seatbelt on, using appropriate language and respecting other students.
- All school rules are in effect on the bus. Bus conduct reports are written up for students who are not compliant with these rules.
- If a student is considered to be a safety risk, the student will not be allowed to get on the bus. The student's parents will be contacted to bring the student home.
- Any changes in a student's regularly scheduled busing must be directed to the Transportation Department at the Seacoast Learning Collaborative or the district's transportation

company (i.e. it is a parent's responsibility to let a bus company know if their child will not be riding due to an appointment or other issue).

- Students are not allowed to ride on any bus other than their assigned bus, even if they have parental permission.

- In addition, any student who will be riding home with someone other than his or her designated transportation will require a written note from a parent/guardian.

***Please note:** A student's school bus ride is considered a part of the student's school day. Therefore, there may be times that a student's bus behavior will have consequences at school.

***Please note:** If a student receives 3 write ups in a quarter, their bus privileges for off campus activities will be suspended for one week.

School Closure

Information regarding school cancellation or a delayed opening due to inclement weather is made available on the local TV station (WMUR, Channel 9) and NECN.

ABLE

Experiential Education

Program Philosophy

Experiential education is a holistic philosophy, where carefully chosen experiences supported by reflection, critical analysis and synthesis are structured to require the learner to take initiative, make decisions and be accountable for the results, through actively posing questions, investigating, experimenting, being curious, solving problems, assuming responsibility, being creative, constructing meaning and integrating previously developed knowledge. Learners are engaged intellectually, emotionally, socially, politically, spiritually and physically in an uncertain

environment where the learner may experience success, failure, adventure and risk taking. The learning usually involves interaction between learners, learner and educator and learner and environment. It challenges the learner to explore issues of value, relationship, diversity, inclusion and community. The educator's primary roles include selecting suitable experiences, posing problems, setting boundaries, supporting learners, ensuring physical and emotional safety, facilitating the learning process, guiding reflection and providing the necessary information.

The Full Value Contract

Every program at SLC participates in ABLE at a level that is appropriate for the developmental abilities of the group. Every group begins their ABLE journey by beginning with the development of a Full Value Contract that is specific to the cluster of students that they will be learning with. The Full Value Contract is necessary for the success of the participants. It helps to foster and craft an atmosphere in which the students feel secure and supported enough to stretch out of their comfort zone and take risks that they normally would not take. The Full Value Contract sets guidelines and rules that everyone agrees to follow and preserve throughout the school year. The process of developing the Full Value Contract encourages caring, understanding and a sense of belonging within the group.

It is expected that in order for the group to move forward within the ABLE program that they not only help earnestly develop the Full Value Contract with their peers, but also adhere to the terms as developed and agreed upon.

Challenge By Choice

As mentioned, the activities that students will face are designed to challenge them emotionally and physically. It is our strong belief that students should not be forced, taunted or coaxed into participating in an activity that they are apprehensive about. Our program is designed to give students a choice and the opportunity to explore and act upon their own feelings. Instructors and students alike will help students to discover that they have the ability to select activities that are appropriate for them. It is this core idea that we hope will help students to make positive choices for themselves later on in life.

This philosophy does not apply to students that are opting out of activities because they do not like the challenge or are not in the mood for the class. When students are feeling this way, it is the responsibility of the instructor to guide students back to the group while reminding them of the crucial role that they play and how their absence may have an effect on the progress of the group. Essentially, we hope that all students will feel valued and relied upon.

Physical Requirements / Medical Conditions

ABLE encourages students to participate in a challenge course experience. The course is designed to challenge students both physically and mentally while adhering to a strong emphasis on safety. Your level of expected exertion can be described as moderate. From time to time students will be expected to engage in activities that are vigorous in nature such as tennis, fast biking or climbing a ladder.

If a student feels as though these activities may present a roadblock, they are encouraged to discuss this with a staff. If you have a past or present medical condition that may interfere with your participation, please contact your physician and the Experiential Education Coordinator.

Below is an example of specific conditions which should be cleared by a physician before participating in the challenge course.

- Ø Pregnancy
- Ø Kidney or liver transplant
- Ø Healing fracture or joint surgery
- Ø Recent surgery

Students will not be permitted to participate in the challenge course until parents have completed and signed the Youth Medical History form included with your 5 intake paperwork.

Appropriate Dress

ABLE students are expected to dress appropriately for their experiences. Letters to parents are mailed out at the beginning of the school year to inform them of what clothing and materials needed for certain seasons and activities. It is the responsibility of the parents(s) to provide you with the appropriate materials. However, it is the student's responsibility to make sure that the needed items are brought to school. If the student is unprepared because they are either dressed inappropriately or do not have the correct or sufficient materials for the activity, the student will be required to remain in program and complete deskwork. This not to be used as a punishment but is for your safety and in best interest of the group as a whole. If the student should have any

questions in regards to “appropriate dress”, please inquire with the student's counselor or program director. Students are encouraged to ask their teacher for a copy of the week's schedule to prepare for the ABLE sessions. Students are both permitted and encouraged to leave clothing at school for these activities.

Below you will find a list of essential clothing seasons and a list of prohibited clothing or means of dressing for ABLE.

Necessary Winter Items: If at all possible, all items should be of Gore-Tex material or some other waterproof type material. If students/parents should need help in locating such items, please contact your child’s program director for guidance or suggestions.

Ø A winter hat that can be pulled down to cover the ears. The hat should be windproof.

Ø Winter gloves. Waterproof, well-insulated mittens will keep the hands warmer since each finger is not separated, but a good pair of gloves will suffice.

Ø A winter coat with functioning zippers or snaps.

Ø Snow or ski pants.

Ø Well insulated winter boots.

Ø Wool socks, **NOT** cotton. Cotton holds moisture and wet feet are cold feet.

Ø A balaclava or other type of winter wind/cold shield.

Ø Heavy, long-sleeved shirt or sweater to wear under coat.

Ø If available, students may wish to wear UV sunglasses on bright days. Snow blindness caused by the sun reflecting off of the snow can make it difficult for students to safely participate in some of the activities.

Necessary Summer Items: Summer weather can be just as uncomfortable and risky as winter weather. Students may be required to spend up to 3 hours a day participating in outdoor activities. It is essential that they are as comfortable as possible and prepared for inclement weather even during the hot and sometimes cool, wet summer months.

Insect Repellant: Students may be exposed to biting insects such as ticks and mosquitoes which may carry infectious diseases. One of the best protections from biting insects is to cover the skin as much as possible and use an insect repellant on the remaining exposed skin. If students do not feel comfortable wearing long pants and long sleeves during the hot summer months, they may choose to wear short sleeved shirts and t-shirts and apply insect repellent directly on their skin. The Center for Disease Control recommends the following: *All of the EPA-registered active ingredients have demonstrated repellency however; some provide more, longer lasting protection*

than others. Additional research reviewed by CDC suggests that repellents containing DEET (N, N-diethyl-m-toluamide) or picaridin (KBR 3023) typically provide longer-lasting protection than the other products and oil of lemon eucalyptus (p-menthane-3, 8-diol) provides longer lasting protection than other plant-based repellents. Permethrin is another long-lasting repellent that is intended for application to clothing and gear, but not directly to skin. In general, the more active ingredient (higher concentration) a repellent contains, the longer time it protects against mosquito bites. People who are concerned about using repellents may wish to consult their health care provider for advice. The National Pesticide Information Center (NPIC) can also provide information through a toll-free number, 1-800-858-7378.

Extreme Weather Protocol

Students face many risks when participating in ABLE. Participating in activities outdoors presents many natural risks that students must be prepared to face. Weather and rapidly changing conditions can pose a serious threat to the well-being of participants.

Cold weather Guidelines:

The cold air alone can be deadly but when the air is moving it feels much colder. The wind chill is the effect of the wind on people and animals. The wind chill temperature is based on the rate of heat loss from exposed skin caused by wind and cold and is to give you an approximation of how cold the air feels on your body.

As the wind increases, it removes heat from the body, driving down skin temperature and eventually internal body temperature. If the temperature is 0 degrees F and the wind is blowing at 15 mph, the wind chill temperature is 19 degrees F.

Students will remain indoors when the temperature outdoors is colder than 0 degrees F.

Students always need to arrive at school prepared to participate in outdoor activities. Since weather fluctuates rapidly, students that may not go outdoors in the morning may be expected to do so later in the day.

The attached chart can assist you in determining the outdoor temperature including wind chill as a factor.

Wind Chill	Cold Threat
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40°F to 21°F	COLD. Unpleasant.
20°F to 1°F	VERY COLD. Very unpleasant.
0°F to -19°F	BITTER COLD. Frostbite possible. Exposed skin can freeze within 5 minutes.
-20°F to -69°F	EXTREMELY COLD. Frostbite likely. Exposed skin can freeze within 1 minute. Outdoor activity becomes dangerous.
≤ -70°F (≤ -57°C)	FRIGIDLY COLD. Exposed skin can freeze in 30 seconds.

Prohibited Items

Students participating in ABLE are expected to “be with the group” at all times. ABLE provides students with an experiential approach to learning many things such as teamwork, leadership training, patience and a deep understanding as to what it means to be responsible for somebody other than themselves within a wide range of different environments. In order to be able to be successful within this approach, students need to be focused on the group t, the fewer the distractions and the better prepared the group will be emotionally, physically and technically, and the more apt the students are to achieve success. Some prohibited items may seem obvious, other not so obvious prohibitions are in place to help support the comfort level of students working closely within a group.

Prohibited Items:

- Ø Barefoot or inappropriate footwear (sandals, un-tied footwear or footwear without shoelaces or Velcro).
- Ø Soiled or tattered clothing.
- Ø Shirts baring midriff, halter tops, tank tops etc.
- Ø Shirts with inappropriate slogans or advertising.
- Ø Weapons, drugs, alcohol, tobacco products or other items strictly prohibited as outlined in this student handbook.
- Ø Pens or pencils in pockets.
- Ø Cell phones or music players.

ACCEPTABLE USE POLICY

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others and themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network advisor.
 - Not destroy or damage data, networks, or other resources that do not belong to them.
 - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomforting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that

uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or person, or to protect property. They may also use this information in disciplinary actions, and furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student

Date

Parent/Guardian

Date

PARENTS: PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

FOR MORE INFORMATION, SEE www.cybercrime.gov.