

# Anchor Academy Student Handbook



2018 – 2019

# 2018 – 2019 Anchor Academy Student Handbook

## Table of Contents

Page #	Section
3	Welcome
4	Anchor Academy Mission/Vision/Commitment
5-6	Interview, Intake and Admission
7	School Contact & Hours
8-12	General School Information
13-15	Educational Services
16	Transitional and Vocational Opportunities
17-18	Therapeutic Model and Services
19	Support Services
20-24	Student Conduct, Weapons and Fire Arms, Active Shooter and Lockdown Response, Bullying Prevention & Intervention Plan, Anti-Hazing, Suspension and Electronic Devices
25-27	2018-2019 School Calendar

# 2018 – 2019 Anchor Academy Student Handbook

## Anchor Academy

Welcome!

Anchor Academy is a special education, therapeutic day school that serves school aged students between the ages of 10-22. The school exists within the larger agency of Justice Resource Institute. More information about our agency can be found at <http://www.jri.org>.

Anchor Academy operates as an extended year, 11 month academic program, with an optional summer experience. Certified special education teachers provide students with a curriculum that is aligned with the Massachusetts Curriculum Framework. The curriculum prepares our students for high school graduation and transition to postsecondary education, career or vocational training.

Anchor Academy promotes a transformational learning experience for students who require alternative pathways for educational and emotional success and growth. Anchor Academy utilizes a Therapeutic Support System in conjunction with a trauma informed framework - Attachment, Self-Regulation and Competency (ARC) – to foster a safe, educational environment implemented by a 5-Point Awareness Scale, Continuous Skill Development, and a Multi-Tiered Approach. The dual approach provides each student with opportunities to increase self-awareness, develop skills needed to regulate, and access various levels of educational and emotional support.

We are pleased you chose Anchor Academy and look forward to working together with you and your team on your goals!

*Lauren Kadesh*

Lauren Kadesh, LICSW  
Director

## **2018 – 2019 Anchor Academy Student Handbook**

### **Mission Statement**

Anchor Academy exists to provide challenging academics in a safe and supportive therapeutic rich environment. Through a strength-based approach, we offer a transformational learning experience that fosters resiliency and prepares students to become skilled, informed and responsible citizens. We design our program around [\*anchoring\*](#) our students with the supports they require to successfully achieve their academic, social and emotional goals.

### **Vision Statement**

Anchor Academy maintains a safe, welcoming environment that fosters the development of strong, trusting relationships with all members of the school community. Staff seek to provide individual support for all students by creating a challenging, learning environment through a strength-based approach to ensure success for all students. Students' individual attributes are recognized and honored, while skills and self-confidence are explored and developed. Staff members seamlessly work patiently with all students and their team of support to ensure growth socially, emotionally and academically to help students feel empowered with new opportunities and to become responsible citizens upon graduation.

### **Commitment to Equal Opportunity**

Anchor Academy is committed to ensuring equal educational opportunities for all students.

### **Commitment to Quality**

Anchor Academy is a private special education program that has Full Approval Status from the Massachusetts Department of Elementary and Secondary Education.

## 2018 – 2019 Anchor Academy Student Handbook

### **Interview, Intake and Admission**

Anchor Academy has the following admissions plan in place to best orient and support you and your student to our school. Our goal is to ensure that positive attachments and working relationships are prioritized and developed prior to admission. We look forward to working with prospective students and families, caregivers, guardians and others involved in their care. Together, we will determine if Anchor Academy meets your student's needs.

1. The Director is the primary contact for all referrals. The Director, Lauren Kadesh, can be reached at 508-937-0131 ext. 3765 or [lkadesh@jri.org](mailto:lkadesh@jri.org).
2. A referral packet is required for all potential referrals and should include current IEP, academic testing and evaluations, immunization records, discipline records, discharge summary or statement of current status/functioning, MCAS scores, SASID number and other pertinent information.
3. Within 24 hours of receipt of the referral packet, the sending school district is contacted, and a determination of whether to pursue a tour and interview is made.
4. The caregiver/guardian, educational surrogate parent or foster parents are then contacted to arrange for a tour and interview. LEA representatives are invited to attend as well.
5. The interview and tour gives the student an opportunity to learn about the school, the school faculty to assess the needs of the student and determine whether Anchor Academy can successfully address the needs. During the interview, the student and caregiver/guardian are provided with an overview of the school, its philosophy, mission and vision, as well as learn about the school's educational, clinical and transitional services. In alignment with Department of Elementary and Secondary Education regulations, the student and caregiver/guardian are also provided with information on as well on student and parent rights, bullying and anti-hazing policies, restraint policy, parent involvement, student expectations, student discipline, the health program and emergency and preventative health procedures, and termination procedures. The student and caregiver/guardian will receive a copy of the student handbook and current school calendar, as well as other relevant information about the school and its policies in the admissions packet.
6. Within 48 hours of the interview, the Administration Team at Anchor Academy will make a determination if the school is able to meet the needs of the student.
7. The Director will then notify the LEA at the sending school district to discuss the decision. If a student is accepted, the sending school district will speak with the caregiver/guardian and make a determination if the student will attend Anchor Academy.
8. If the LEA and caregiver/guardian have agreed to send a student to Anchor Academy, the guardian must complete the admissions packet that contains releases, policies and procedures as well acknowledgement that they have received the student handbook. The school requires a signed placement agreement, a valid IEP, current transcripts, immunization record and proof of medical physical (including vision, hearing, postural screenings and dental exams within 12 months of admission date prior to starting at Anchor Academy). Should a student be placed and not have a current physical, one will be required within the first 30 days.
9. Students may not begin enrollment until all necessary documents within the admissions packet are completed along with confirmation of a received placement agreement.
10. On the day of admission, the school offers a treatment team meeting to orient the student, caregivers and collaterals.

## **2018 – 2019 Anchor Academy Student Handbook**

11. On the student's first day, a Classroom Counselor will be assigned as a point person to help orient and familiarize the student with the structure, daily routine and physical plant of the school. The Classroom Counselor will review the student handbook and Therapeutic Support System with the student. The student will meet with the clinician and nurse to complete initial assessments and begin to build a rapport. A school administrator or the clinician will update the caregiver/guardian on the student's progress throughout the day.

# 2018 – 2019 Anchor Academy Student Handbook

## **School Contact Information**

Address: 49 Plymouth Street, Middleboro, MA 02346

Main number: 508-947-0131

Fax number: 508-947-1569

All school employees have email. The email address for connecting with a school employee is as follows:

First initial of first name, last name, @jri.org

As an example: John Smith would have an email address of [jsmith@jri.org](mailto:jsmith@jri.org)

Information regarding a student's absence, late arrival, early dismissals, or any other essential information should be communicated to 508-947-0131 ext. 3750.

The student's clinician serves as the primary liaison between the school and the student's treatment team. The name of the student's clinician, phone extension and email address will be provided to all treatment team members upon admission to Anchor Academy.

## **Employee Directory**

Lauren Kadesh	Director	508-947-0131 ext. 3765
Matthew Anderson	Dean of Operations	508-947-0131 ext. 3751
Paul Bottome	Director of Education	508-947-0131 ext. 3752
Michelle Germano	School Clinician	508-947-0131 ext. 3764
Michael McPhee	School Nurse	508-947-0131 ext. 3769
Brenda Dillingham	Administrative Assistant	508-947-0131 ext. 3750

## **School Year Hours**

Monday through Thursday: 7:30am – 2:00pm

Friday: 7:30am – 12:00pm

## **Summer Program Hours**

Monday through Thursday: 8:00am – 2:00pm

# 2018 – 2019 Anchor Academy Student Handbook

## General School Information

### Inclement Weather Information

Anchor Academy utilizes a One-Call Service that will send out a phone call notification to all caregivers/guardians and students regarding any weather cancellations or delays. Please note that Anchor Academy will follow Middleboro Public School District in regards to school closures or delays regarding severe weather.

### Meals and Food

Anchor Academy works in conjunction with Middleboro Public School district to provide lunch for students. Middleboro Public School district offers a daily nutritious, affordable and hot lunch to all students. Daily or weekly payment options are available. Free and reduced lunch programs are available for students who meet the eligibility requirements; all other students are welcome to submit payment to purchase lunch at a full rate.

Students are welcome to bring their own breakfast and lunch to school. Microwaves and refrigerators are available for student use. Previously opened drinks are not permitted. Beverages that contain caffeine as well as energy drinks are not permitted during school hours.

Anchor Academy provides students with an optional, healthy snack. During the designated snack time, only the provided snacks from Anchor Academy will be available. All personal food and drinks will be available during the student's designated breakfast and lunch time. Please ensure all dietary needs and allergies are communicated to the school nurse.

### Dress Code

In order to promote a healthy learning environment, Anchor Academy encourages students to dress appropriately for school. The following are prohibited:

- Clothing, accessories and jewelry must be free from obscenities, nudity, violence, advertising or promoting alcohol or illegal drugs, words or symbols that will offend and incite others or defame the beliefs or heritage of others and references to gangs.
- Shorts, skirts and dresses should not be shorter than mid-thigh.
- Clothing must not be see-through, low cut or excessively tight.
- Lingerie-like clothing, tube tops/strapless items.
- Clothing must cover a student's torso and all undergarments.
- Sleeveless under-shirts.
- Shoes must be worn at all times in accordance with Massachusetts state law.
- Piercings should not be distracting to class time, and should remain in place throughout the school day.

Clothing that does not meet the above standards will need to be covered up or changed. Anchor Academy maintains a small supply of clothing that students are able to use should they not meet the dress code. Caregivers/guardians will have the option to bring alternative clothing to their student, or take their student home to change. A student may



## 2018 – 2019 Anchor Academy Student Handbook

be required to complete classwork in an area that is determined by a school employee until the dress code is met.

### Attendance

It is the responsibility of the caregiver/guardian to notify Anchor Academy before 8:00am if a student is going to be absent. If the school does not receive notice of a student's absence, a school employee will contact the caregiver/guardian. Anchor Academy will notify the student's sending school district of any excessive absences.

### Excused Absences

Excused absences do not count towards loss of credit. Excused absences could include:

- Bereavement or family crisis such as a serious illness
- Hospitalization
- Documented court or legal commitment
- Obligatory religious holidays
- Illness substantiated by a doctor's note
- College visits
- Other extenuating circumstances approved by administration

### Unexcused Absences

Any absence from school that does not meet the excused absence criteria or approved by school administration is considered unexcused. Students are expected to complete any missed assignments.

### Early Dismissal/Tardiness

It is the responsibility of the caregiver/guardian to sign in and sign out their student at the reception desk if the student is arriving late or leaving prior to the standard dismissal time.

### Emergency Procedures

Anchor Academy maintains procedures for emergency evacuation. Drill procedures are trained to all new school employees and are reviewed at the beginning of each school year. Safety drills occur on a quarterly basis. Students are expected to follow all relevant procedures during a drill.

Anchor Academy has developed a comprehensive disaster plan. If an emergency occurs at the school, caregivers/guardians will be contacted through the school's One-Call system.

### Medical Procedures

With respect to varying allergy and medical needs of the students, students may not carry around any type of medication on their person at any time, including transporting medication to the school nurse. Medications must be delivered by the caregiver/guardian directly to the school nurse or another medication trained school employee.

Medications are kept locked and are dispensed only by the school nurse or a designated school employee who has been trained in the dispensing, monitoring, and recording of medications. Medication will only be dispensed with written documentation by the

## 2018 – 2019 Anchor Academy Student Handbook

student's physician, clearly stating the name, dosage, time(s) of appropriate dispensation, and the prescribing doctor's name. Medications will continue to be administered unless documentation by the physician noting changes or discontinued orders is provided. All students are monitored for side effects of medication and should inform the school clinician or school nurse if any side effects are experienced.

### Sickness

The school nurse will evaluate a student who reports being ill, provide care and determine whether the student is able to return to class or be dismissed for the day. If the nurse is unavailable, the determination will be made by a school administrator.

If a student needs to be dismissed from school, the nurse will contact the caregiver/guardian to pick the student up. If there is a delay from a caregiver/guardian in transporting a student who is determined ill, the student will remain in the nurse's office or an appropriate designated area until dismissed.

Students who are absent for three or more days should return to school with a note from their physician or other medical professional. Students who are hospitalized should bring a discharge summary/clearance from a medical professional prior to returning.

With the goal of preventing the spread of infection, students who are contagious or have active symptoms (i.e. fever, vomiting) should not come to school. Students must be clear of any symptoms for 24 hours prior to returning to school.

### Pediculosis (Head Lice) Screening

Upon admission to Anchor Academy and quarterly, each student will be screened by the school nurse for head lice and nits (egg cases attached to the strand of hair). Any time a student requires an inpatient (medical/psychiatric) hospitalization and/or visit to the emergency room, the student will be screened for head lice and nits by the school nurse upon return to Anchor Academy. If an Anchor Academy student has been in the vicinity of someone with head lice or nits, the school nurse must be notified so proper screening can be completed.

If it is determined that a student at Anchor Academy has active head lice or nits, the student will be dismissed and the caregiver/guardian will be instructed on the proper treatment. Additionally, a notification will be made to caregivers/guardians of all students enrolled within the school. This notification will include instructions on how to assess and treat head lice or nits. The student may not return to Anchor Academy until the student is clear from lice and nits. In addition, the school nurse will screen the student upon return. Protection of the student's confidentiality and emotional sensitivity is a PRIORITY and discretion will be used.

### Search Procedures

Safety is the top priority at Anchor Academy. Therefore, all students and their personal belongings (shoes, pockets, bags, etc.) will be searched and wanded upon entering the school. School employees may search students and their belongings at any time at school or on a school activity if it is believed that the student may have an item or a substance that is potentially dangerous or not their own.

## 2018 – 2019 Anchor Academy Student Handbook

If a school employee suspects a student being in possession of potentially harmful items and/or illegal substances on their person, the student will be separated from the student community and have his/her item searched. Caregivers/guardians will be notified immediately.

If potentially injurious or illegal items are discovered in a student's possession while in the care of Anchor Academy, the student can be suspended or receive further disciplinary action. The item(s) will be confiscated; illegal items or substances could be submitted to the local police.

### Smoking Policy

Anchor Academy has a no tolerance policy regarding smoking, vaping or the use of tobacco on campus or during off-campus school events. This policy applies to all students and school employees.

If a student is found smoking, vaping, or with cigarettes or other smoking paraphernalia and/or a lighter, the object will be confiscated and disciplinary action will be implemented. The contraband will be kept locked for two school days, available for caregiver/guardian pickup; after that time, these items will be destroyed. For students of or over the age of 18 years, arrangements to retrieve these items may be made within the same frame. Students will not be sent on school sponsored transportation with these items.

### Transportation

Transportation to and from Anchor Academy is provided by the student's sending school district. It is the school district's responsibility to coordinate transportation arrangements. Anchor Academy does not arrange for or oversee the transportation. It is the caregivers/guardians responsibility to notify the transportation company regarding any transportation changes.

Students may be picked up by other individuals who are at least 18 years of age, with written approval from their caregiver/guardian. Identification will be required prior to dismissing a student to any individual who is not a caregiver/guardian.

Students are expected to be following all school policies, rules and individual plans prior to, during and following off-campus activities involving transportation with Anchor Academy vehicles. It is the discretion of the Anchor Academy's administration to restrict or modify a student's access to a school vehicle.

### Visiting Campus

In order to best protect the safety of the students and school employees, Anchor Academy requests that all visitors sign-in at the main office.

Anchor Academy encourages and welcomes treatment teams to visit the campus at any time. There are currently no organized visiting hours although it is preferred that appointments and visits are set up through a school administrator.

## 2018 – 2019 Anchor Academy Student Handbook

Any visitor who does not comply with the school's policies and procedures will not be permitted onto the campus and will be asked to leave.

### Student Grievance Policy

If a person receiving services from Anchor Academy, or any other treatment team member, including caregivers/guardians, advocates, or other persons, has a complaint or grievance, they are encouraged to first discuss the matter with the identified school employee involved. The school's Human Rights Officer will work to resolve the situation. Within three business days, the individual filing the complaint will be made aware of the actions that will be taken.

If the complaint is not resolved at this level, or if the individual chooses, a complaint may be made in writing by completing the JRI Complaint Form. Complaint forms are made readily available in the school, as well as from the Human Rights Officer. If the individual is not satisfied with the decision, an appeal may be submitted to the school's Division Director within three days of receiving the response. This appeal will be resolved within ten school days and the individual will be notified of the decision; the individual also has the option of consulting with an attorney.

Anchor Academy Human Rights Officer:

Paul Bottome, Ed. D.

Director of Education

508-947-0131 x3752

[pbottome@jri.org](mailto:pbottome@jri.org)

# 2018 – 2019 Anchor Academy Student Handbook

## Educational Services

### Academics

Anchor Academy provides curriculum that is aligned with the Common Core Standards and Massachusetts Curriculum Frameworks. Lessons are designed through the use of project based, hands on learning and interdisciplinary strategies that encourage students to explore their strengths to promote a feeling of success. The curriculum at Anchor Academy is challenging and is designed to support students to be academically successful.

### Technology

Anchor Academy uses technology as an additional hands-on and interactive resource to increase student engagement, help students meet their IEP goals and continue to provide students with a high quality education. The school utilizes Google for Education software, Google Classroom and Chromebook computers for teachers and students. Google for Education and Google Classroom are web-based teacher driven resources that enable students to receive and submit assignments in a secure, school managed environment.

Anchor Academy provides students with an email account to communicate with teachers regarding assignments. Students have the ability to access classwork outside of school from any device that has Google Chrome. Google Chrome is free to download and install. This is a great tool for students to utilize to complete any missed assignments.

School employees utilize Harpara, an application affiliated with Google that allow for access and supervision to students accounts. Anchor Academy is dedicated to maintaining security and user accountability. To achieve this, the school works closely with a consultant team to meet all security and accountability concerns.

### Credits

Anchor Academy awards grades on a per-term basis. All grades earned by students are submitted to the sending school district. The sending school district utilizes the grades to determine credits and maintains the student's official transcript. Student's graduating with Anchor Academy will receive a diploma from their sending school district.

### Course Schedules

Student's school schedules are developed based on the requirements of the student's sending school district. Each student follows his/her sending school district's credit requirements.

### Report Cards and Midterm Reports

Student's academic progress is reported at the end of each term on a quarterly basis. On each midterm report, students are provided with an update in each subject. On quarterly report cards, the student receives a grade in each subject and may include comments from teachers. Student's treatment teams will receive a copy of the student's midterm reports and quarterly report cards in the mail.

## **2018 – 2019 Anchor Academy Student Handbook**

### Progress Reports

Anchor Academy issues quarterly progress reports reflecting student's progress towards their Individualized Education Plan. Student's treatment teams will receive a copy of student's progress reports in the mail.

### Teacher Conferences

Teacher conferences are scheduled two times per year. This provides the caregiver/guardian the opportunity to meet the student's teachers, discuss their academic progress and showcase the student's work.

### Team Meetings

Each year, every student's Individualized Education Plan is updated. During this meeting, the student's progress is discussed and goals are updated and/or changed. A caregiver/guardian can request an evaluation by sending a request in writing to the sending school district.

Team meetings are held at other times throughout the school year to discuss the student's progress. Any member of the student's treatment team can request to have a Team meeting.

### Parent Advisory Council

Anchor Academy values and believes in a strong partnership with caregivers/guardians. Administrators and school employees work diligently with caregivers/guardians to improve the education program and to ensure equality and social justice for all students. Meetings are held on a quarterly basis. All caregivers/guardians are encouraged to participate.

### Homework

Homework is assigned in each core academic subject one day a week, Monday through Thursday. The goals of assigning homework are for the students to practice skills learned in the classroom, to reinforce responsibility, and to assess his/her progress on a daily basis.

### Honor Roll

Anchor Academy recognizes students who have excelled academically throughout each quarter with an honor roll celebration. Students who earn all A's and one B will earn the distinction of "High Honors." Students who earn all A's and B's with one C will earn "Honors."

### Educational Field Trips

Regularly scheduled academic field trips that align with subject matter taught in individual courses are integrated throughout the school year. Students must be demonstrating emotional and behavioral stability in order to participate in off campus trips. Final decision is at the discretion of school administration.

## **2018 – 2019 Anchor Academy Student Handbook**

### Graduation/End of Year Celebration

Anchor Academy hosts an End of Year Celebration/Graduation recognizing each student's accomplishments and efforts put forth throughout the school year. Anchor Academy invites and welcomes all members of each student's treatment team to participate in the ceremony. Student's graduating with Anchor Academy will receive a diploma or certificate of completion from their sending school district at this celebration. Students graduating will be provided with a cap and gown.

## 2018 – 2019 Anchor Academy Student Handbook

### Transitional and Vocational Opportunities

Anchor Academy provides transitional and vocational experiences that focus on developing students' individual strengths and interests. On-campus and community-based activities are geared towards developing life and work skills pertinent to post-secondary success. Each student has the opportunity to develop their own roadmap for educational, financial, and career exploration with the support of the vocational coordinator.

#### Pre-Employment Skills and Career Exploration

Anchor Academy provides educational support and skill building opportunities for students to explore the job application process, build a resume, practice and develop interview skills, and contact references.

Anchor Academy provides students the opportunity to meet professionals in specific career settings in order to observe or volunteer to gain exposure and assess their interests.

#### Post-Secondary Education Exploration

Anchor Academy partners with local colleges where students have the opportunity to tour campuses, learn about specific educational paths, explore college life, and discover resources.

#### Career Interest Inventory and Assessment

Anchor Academy utilizes MassCIS, an online assessment tool, to identify student's areas of strength, interests and values. Each student has the opportunity to develop a portfolio cataloging assessment data and areas of growth and individual needs.

#### Independent Life Skills

Anchor Academy facilitates a curriculum that fosters independent life skills such as daily living, transportation acquisition, and financial independence. Students have the opportunity to apply learned skills through community integration such as shopping with a budget and accessing public transportation.

#### Internship and Community Service

Anchor Academy provides opportunities for students to participate in a variety of internships or community service activities in order to help further develop their strengths, skills and interests. These experiences help students build community connections while developing a stronger sense of self. School employees work with students in the community to teach and model appropriate vocational skills and social interactions.

#### Work-Based Learning Plan

Developed by the Department of Elementary and Secondary Education, the Massachusetts Work-Based Learning Plan is utilized by Anchor Academy. The Work-Based Learning Plan is a diagnostic, goal-setting assessment used to stimulate student interest and productivity. Student's progress is assessed and in the moment feedback is available to help improve his/her performance.



## 2018 – 2019 Anchor Academy Student Handbook

### Therapeutic Model and Services

#### Attachment, Self-Regulation and Competency (ARC)

Anchor Academy utilizes the ARC model to provide a guiding framework for thoughtful clinical intervention with complexly traumatized youth. Drawing from the fields of trauma, attachment, and child development, the framework recognizes the importance of working with the child-in-context, of acknowledging the role of historical experiences and adaptive responses in current presentation, and of intervening with the surrounding environment to support and facilitate the child's healthy growth and development.

Anchor Academy utilizes this framework to support students in developing appropriate relationships and social skills, learning to utilize effective, healthy regulation skills and developing students' identity and self-esteem.

#### Therapeutic Support System

Anchor Academy utilizes the Therapeutic Support System which combines a 5-Point Awareness Scale, Continuous Skills Development, and a Multi-Tiered Approach. The goals of the Therapeutic Support System are to provide ongoing opportunities for each student to increase awareness, internalize healthy regulation strategies and achieve independence. Anchor Academy considers every moment of the school day to be time-on-learning while continuously assessing each student throughout the day.

In order to successfully understand and identify students' present emotions, behaviors, and life situations, Anchor Academy utilizes the 5-Point Awareness Scale. The 5-Point Awareness Scale includes external scales, internal scales and life situation scales. Each of these scales is used by both school employees and students to improve communication, gain insight into emotional experiences and thoughts and enhance social awareness. These scales are learned in therapeutic groups and used throughout the school day as a tool for students and school employees to proactively determine the most appropriate types of support needed.

At Anchor Academy, students are provided with continuous opportunities to explore, develop, and practice healthy regulation skills. The Continuous Skills Development supports students in achieving independence in emotional regulation techniques. The two skill categories that Anchor Academy identifies are internal skills and external skills. Internal skills involve regulation techniques such as positive affirmations, mindfulness, changing perspective, recognizing past consequences, and distraction. External skills are regulation practices such as the use of a regulating tool, taking space, movement breaks and drawing. The Continuous Skills Development is explored deeply within therapeutic groups and supported throughout all parts of the school.

The Multi-Tiered Approach includes three tiers that are designed to provide support to all students. Anchor Academy employees modulate the level of supports delivered based on the needs of the student. This approach helps to create a positive school culture where students are respected and responded to with varying degrees of intervention. The goal of this approach is to help students build resiliency and individual success.

## 2018 – 2019 Anchor Academy Student Handbook

Tier 1 supports are universal and continuous supports for all students. Students are provided with social, emotional, and academic support based on their individual needs and strengths. The goal of Tier 1 is to maintain classroom environments and routines. These are embedded with accommodations and modifications in order to assist all students in accessing the curriculum and experiencing success within the classroom setting.

Tier 2 supports are individualized interventions. In addition to the classroom accommodations and curriculum modifications, students are provided with personalized interventions and individualized coaching. These interventions are designed to recognize and respond to the fluctuation of each student's needs in the moment. The goal of Tier 2 interventions is to assist the student in navigating in-the-moment challenges that may be inhibiting them from successfully accessing the curriculum and engaging within the classroom environment.

Tier 3 supports are highly specialized interventions. In Tier 3, students are provided with intensive individualized supports outside of the classroom environment due to demonstrating and/or experiencing distress impacting the student or others within the classroom. Anchor Academy employees focus on supporting regulation strategies, processing the incident and engaging the student in proactive planning before he/she returns to the scheduled routine. The goal of Tier 3 interventions is to create teachable moments out of unexpected incidents. Students who are provided with Tier 3 support are students who are requiring the most intensive level of support to re-establish safety and stability.

### Clinical Services

Anchor Academy provides clinical supports to students with emotional and social challenges that can interfere with their academic performance. Each student is assigned to a Master's level clinician who provides individual counseling consistent with his/her Individualized Education Plan. Services are focused on skill development, building individual awareness and crisis intervention as needed. The clinician works with students to develop individualized plans and interventions.

The student's school clinician serves as the main point of contact for families, guardians and collateral agencies. The clinician works collaboratively with all community-based treatment providers to ensure a wrap-around approach for each student.

Therapeutic groups occur twice a week and are led by a Master's level clinician. The purpose of the therapeutic groups is to help students navigate the complexities of adolescence and transition to adulthood. The clinical groups focus on self-care, wellness, skill development, individual awareness, safety, interpersonal communication, and conflict resolution, utilizing a variety of modalities to ensure all students are able to successfully engage in group sessions.

## **2018 – 2019 Anchor Academy Student Handbook**

### **Support Services**

#### Classroom Counselors

Classroom Counselors provide coaching and check-ins for students throughout the school day. Classroom Counselors assist in developing and implementing academic and clinical interventions. The support provides in-the-moment skill development and social and emotional awareness to increase independence and access to the academic curriculum.

#### Speech and Language

Anchor Academy offers services by a certified Speech and Language Therapist that works collaboratively with teaching staff to strengthen student's communication and social skills, including speech, comprehension and the use of pragmatics. The services are offered to students based on their Individualized Education Plan.

#### Services and testing beyond the scope of Anchor Academy

Any additional services listed in the student's Individualized Education Plan will be discussed with the treatment team prior to admission, or as implemented during Team meetings. Anchor Academy will allow testing and/or observations funded by the sending school district or community-based treatment team. Any additional services provided in the community or by other providers will not be funded by Anchor Academy with the exception of tutoring costs if a student requires hospitalization.

## 2018 – 2019 Anchor Academy Student Handbook

### **Student Conduct**

Anchor Academy prides itself on being a safe and therapeutic environment. The physical and emotional safety of all students and school employees as well as the greater community are taken very seriously. All members of the school community play a pivotal role to ensure that a positive school culture is conducive to academic learning, and social and emotional growth.

The following activities are not allowed at Anchor Academy and can result in loss of school privileges and/or disciplinary action, up to and including emergency termination:

- Smoking or using tobacco products on campus or any school-sponsored activity.
- Use or possession of drugs/alcohol/non-prescribed medications.
- Under the influence of any drugs/alcohol/non-prescribed substances while on school campus.
- Liquids that exceed 3.4 ounces are not permitted to remain in student's possession and on their person throughout the school day. For example, but not limited to, hand sanitizer, colognes, perfumes, body sprays, etc. Larger items can be held in student's bins which they can access throughout the school day.
- Previously opened drinks are not permitted. Beverages that contain caffeine as well as energy drinks are not permitted during school hours.
- Inflicting physical harm upon any member of the school community on or off campus.
- Leaving the school campus without permission; leaving designated areas when off campus during school-sponsored activities.
- Carrying, using, or transferring potentially harmful or dangerous instruments, as determined by school employees. These items include, but are not limited to, weapons or objects that could be used as weapons, lighters, or drugs of any kind.
- Threatening, intimidating, hazing or bullying of any kind, including verbal, emotional, physical, and via electronic means; retaliation towards those who report bullying or hazing activity.
- Involvement in discrimination or hate crimes; comments or innuendos pertaining to personal insult, sexual or other forms of harassment.
- Sexual, aggressive, or unsolicited physical contact with any member of the school community.
- Stealing or damaging property that belongs to other students, school employees, or the school.
- Use of foul, vulgar, or sexualized language.
- Excessive refusal to follow directions from school employees or handbook expectations.
- Violations of academic integrity.
- Property destruction/vandalism: All Anchor Academy students are expected to treat school property and the property of others with respect and will be held accountable for damage they create. Any damaged property must be replaced or reimbursed. Students who engage in these behaviors will be subject to disciplinary consequences that could include but are not limited to being asked to repair/replace the item and/or pay for the damage. The action taken by Anchor Academy administration will be based on the severity and amount of damage caused by the student's actions.

## **2018 – 2019 Anchor Academy Student Handbook**

- Littering: Anchor Academy students are encouraged to be respectful of their surrounding and the environment. Students must dispose of trash appropriately; littering is not permitted.
- Idling vehicles on the schools campus (including school employees, students and visitors).
- Disruption to the learning environment.
- Any additional safety concerns or policy violations at the discretion of school administration.

### **Weapons and Fire Arms**

Massachusetts state law and federal law as well as Anchor Academy forbids bringing dangerous or illegal weapons to Anchor Academy or to Anchor Academy sponsored activities, including into school vehicles or any vehicles used for school purposes.

A dangerous weapon can be defined as but not limited to any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. Anchor Academy can treat objects that look like weapons, such as toy guns and toy knives, in the same manner as real weapons.

Any weapon taken from a student will be reported to the student's caregiver/guardian and treatment team. Any student bringing a weapon or firearm to Anchor Academy or Anchor Academy sponsored activities will receive disciplinary action up to and including immediate termination from the school, and can be referred to law enforcement authorities. Appropriate disciplinary or legal action or both may be pursued by Anchor Academy's administration team and law enforcement.

### **Active Shooter and Lockdown Response**

The safety and security at Anchor Academy is of the upmost importance. Anchor Academy conducts annual ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) trainings for an active shooter/active threat situation and mock lockdown responses for school employees and students; in addition, the trainings occur upon hire for each school employee and upon admission for each student. ALICE helps school employees and students utilize a proactive approach to decide the best course of action for different situations.

Three Active Threat buttons have been installed in Anchor Academy. Activating the Active Threat button will immediately call in "duress" to the Middleboro police department with the address and location of the alert in the building.

### **Bullying Prevention and Intervention Plan**

Anchor Academy expects every member of its community to treat one another with respect for all differences. Anchor Academy believes that every member of the school community has the right to learn in a school environment where students feel safe physically, emotionally and intellectually. Each member of the school community has the responsibility to act in ways that respect this right. Anchor Academy believes in a learning environment that develops the whole student in areas of academic, social and emotional growth. This will be done in partnership with caregivers/guardians, public schools, both private and state agencies and the surrounding community. Anchor Academy will provide students the opportunity to develop their full

## **2018 – 2019 Anchor Academy Student Handbook**

academic, social and emotional abilities so they may contribute successfully to their communities.

Anchor Academy will not tolerate any unlawful behavior, including any type of bullying, cyber bullying, or retaliation, within the school building or on the school's campus. Anchor Academy will investigate promptly all reports and complaints and take swift action to help end the behavior.

Bullying is defined as any repeated actions (verbal, written, or electronic) of one or more students towards a target to have fear of physical or emotional harm or damage to his/her property, or which creates a hostile environment at school or disrupts the school day. In 2014, the Amendment highlighted certain groups of students that could be more vulnerable to being targeted, and also noted that any school employee employed by the school (including, but not limited to teachers, clinicians, case managers, the school nurse, administrators, assistants) as well as students could be aggressors; plans are required to address both of these areas. Anchor Academy is committed to providing all students with a safe learning environment that is free from bullying, and from retaliation following reports from bullying.

If a student feels that he/she is being bullied, or sees bullying happening in the school's community, Anchor Academy strongly encourages students to report it. Students can talk to school employees, file a complaint, or write a note and leave it with a school employee. Reports may be written or oral. The most important piece is to report what was seen or heard. All school employees are required to report any instances of possible bullying directly to the Director/designee immediately. All school employees are mandated to intervene to provide safety for all involved.

When reports about possible bullying are made, school employees will first make sure all involved students feel safe. School employees will work directly with involved students to determine what steps need to be taken to ensure safety; the student's voice is an important in this process. Steps will also be taken to prevent retaliation against anyone who reported or witnessed the bullying. Keeping students safe is the number one priority. The Director/designee will notify caregivers/guardians of the "target" and the "aggressor" of the incident and steps that Anchor Academy employees are taking to resolve the incident. The Director/designee will investigate all reports. This may include an interview with the "individual targeted", "aggressor", school employees, or any witnesses when the incident occurred.

The Director/designee will make a decision once all facts have been reviewed. Once this occurs and the decision is that a bullying incident has occurred, Anchor Academy will determine what action is required to prevent the incident from happening again. This may be but not limited to the following: consult with parties involved, consult with school clinician(s), teaching of appropriate skills, written behavioral plans, social skills groups, individualized curricula, modeling, teaching, and rewarding pro-social and respectful behaviors, conflict resolution or supports that aid in social and emotional development, etc.

### **Anti-Hazing Policy**

Anchor Academy strives to maintain a safe school community where diversity and differences are to be respected by others. The school prohibits unlawful or disruptive behavior, including any

## 2018 – 2019 Anchor Academy Student Handbook

form of bullying, cyber bullying, hazing, harassment, or retaliation following reports of bullying, in school, on school grounds, on school trips, or in school related activities. Anchor Academy aligns fully with the Massachusetts Anti-Hazing Law and the DESE reporting requirements around such, and maintains the following policy regarding hazing.

Anchor Academy issues a copy of the policy on An Act Prohibiting the Practice of Hazing, M.G.L. c. 269, ss17-19. to each student enrolled at our school. Parent/guardians are to sign stating that they have received a copy of the policy and agree to comply with the law.

The school files, at least annually by October 1<sup>st</sup>, a report to DESE certifying:

1. The school has issued a copy of M.G.L. c. 269, ss 17 through 19 to every student enrolled in our school.
2. The school has obtained acknowledgement of receipt from a parent/guardian who has received a copy of M.G.L. c. 269, ss 17 through 19.
3. The school has adopted a disciplinary policy that has been included in our Student Handbook and is explained to and discussed with all students.

Hazing is defined by DESE as “...any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Students who engage in this behavior either as organizers or as participants will be subject to interventions in keeping with the Student Conduct. School employees investigate all allegations of hazing, and investigations are overseen by the Human Rights Officer. If a case of hazing is proven to have taken place, either on or off the school’s campus, disciplinary action may be warranted, as outlined in the Student Conduct.

### **Suspension Policy**

Suspensions from Anchor Academy may be necessary at times when the safety of any student, school employee or property is compromised. Suspension is utilized as a last resort and for the shortest duration possible. The length of the suspension will reflect the severity of the incident.

Following a suspension, the student will need to successfully participate in a re-entry meeting with a caregiver/guardian on the day of their re-entrance to school. A school administrator will facilitate the re-entry meeting.

During the re-entry meeting, a comprehensive plan will be developed and agreed upon by the treatment team to include clinical processing, repair/restitution and an educational re-integration plan.

Anchor Academy will provide coursework to students during the time of suspension. Students are responsible for completing and submitting all missed coursework following the suspension.

## 2018 – 2019 Anchor Academy Student Handbook

### **Personal Electronic Device Procedure**

Anchor Academy recognizes that students may utilize an electronic device as a regulation strategy. The school supports healthy and appropriate regulation skills in which students may have the privilege to access their approved device. The following expectations are in place at Anchor Academy:

- Electronic devices (including but not limited to- cell phones, iPod's, iPad's, tablets, MP-3 players) must be passed in to an Anchor Academy employee upon entry into the school building.
- Electronic devices will be secured in a locked box only accessible by Anchor Academy employees.
- Students may request to check or utilize their electronic device throughout the school day by completing a check-in note.
- Access to electronic devices will be permitted at the discretion of Anchor Academy employees.
- A designated area for a student to utilize their electronic device will be determined by an Anchor Academy employee.
- Students are not permitted to utilize their electronic devices outside.
- Students must be in a designated area with an Anchor Academy employee when utilizing their electronic devices. No other students are permitted to be in the area.
- Only one student is permitted to access their electronic device at a time during school hours.
- Students are not permitted to utilize the camera function on any electronic device at Anchor Academy.
- Access to electronic devices are not permitted during meal times.
- Electronic devices are not permitted off campus during school hours.
- Students understand that checking or accessing electronic devices during school hours is a privilege not a right.
- Constant violations of any of the expectations noted above will result in students being ineligible to check or access an electronic device during school hours. Anchor Academy maintains the right to only return electronic devices to parents/guardians if procedure violations occur.



# 2018 – 2019 Anchor Academy Student Handbook

## 2018-2019 School Year Calendar

Anchor Academy is looking forward to maintaining a relationship with each student and their team as well as helping each student achieve their academic goals. Please do not hesitate to contact the Director, Lauren Kadash at 508-947-0131 ext. 3765 with any questions.

### 2018-2019 Anchor Academy School Calendar

August 2018 (13)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (19)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (22)						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (19)						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (15)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019 (21)						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (15)						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (21)						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019 (17)						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019 (22)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019 (14)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# 2018 – 2019 Anchor Academy Student Handbook

Student's first day = Wednesday August 15, 2018  
Student's last day = June 20, 2019

Key:

June 21 – June 27 Inclement Weather Days  
If needed

Dark shaded boxes = No School  
Light shaded boxes = Noon Dismissal

School Hours: Monday – Thursday = 7:30 a.m. – 2:00 p.m.  
Fridays = 7:30 – 12 noon