

Anchor Academy Student Handbook



2019-2020

2019 – 2020 Anchor Academy Student Handbook

Table of Contents

Page #	Section
2	Welcome
3	Anchor Academy Mission/Vision/Commitment/Statement of Nondiscrimination
4-5	Interview, Intake and Admission
6	School Contact & Hours
7-12	General School and Nursing Information
12-14	Educational Services
14-15	Transitional and Vocational Opportunities
15-19	Therapeutic Model and Services
19	Support Services
20-23	Student Conduct, Weapons and Fire Arms, Active Shooter and Lockdown Response, Bullying Prevention & Intervention Plan, Anti-Hazing, Suspension and Electronic Devices
24	2019-2020 School Calendar
25-26	Google Classroom Directions

2019 – 2020 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 Frameworks. The curriculum prepares our students for high school graduation and a transition to post-secondary 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. The dual approach provides each student with opportunities to increase self-awareness, develop the 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 Cohen, LICSW

Lauren Cohen, LICSW
Director

2019 – 2020 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.

Statement of Nondiscrimination

JRI is strongly committed to providing an inclusive and welcoming environment for our employees and the people we serve. JRI does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, marital status or military status in treatment or employment at JRI, admission or access to JRI or any other aspect of the educational programs and activities that JRI operates. JRI is required by Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (Age Act), and their respective implementing regulations at 34 C.F.R. Parts 100, 104, 106 and 110, not to discriminate on the basis of race, color, national origin, disability, sex, or age. Inquiries regarding the application of each of the aforementioned statutes and their implementing regulations to JRI may be directed to JRI Senior Vice President and General Counsel Mark Schueppert at 781-559-4900 or 160 Gould Street, Suite 300, Needham MA 02494 or to the U.S. Department of Education, Office for Civil Rights, at (617) 289-0111 or 5 Post Office Square, 8th Floor, Boston, MA 02109-3921.

2019 – 2020 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.

1. The Director is the primary contact for all referrals. The Director, Lauren Cohen, can be reached at 508-937-0131 ext. 3765 or lcohen@jri.org.
2. A referral packet is required for all potential students and should include the current IEP, academic testing and evaluations, immunization records, discipline records, discharge summaries 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, and the school staff time to assess the needs of the student and determine whether Anchor Academy can successfully address those 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, accepted students and their caregiver/guardian are provided with information on student and parent rights, bullying and anti-hazing policies, restraint policy, treatment team 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. Furthermore, Anchor Academy maintains a copy of the policies and procedures manual on campus. Students and caregiver/guardian are provided with written notice that policies and procedures manuals are available on request.
6. Within 48 hours of the interview, the Administrative 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 from 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 as, an 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.

2019 – 2020 Anchor Academy Student Handbook

10. On the day of admission, the school offers a treatment team meeting to orient the student, caregivers and collaterals.
11. On the student's first day, a school staff member 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 school staff member will review the school's policies and procedures, routines, and expectations. The student will meet with the clinician and nurse to complete initial assessments and begin to build rapport. A school administrator or the clinician will update the caregiver/guardian on the student's progress throughout the day.

2019 – 2020 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 staff have email. The email address for connecting with a school staff 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

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 Cohen	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	Lead Clinician	508-947-0131 ext. 3764
Patricia Clabough	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 Friday: 8:00am – 2:00pm

2019 – 2020 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 the Middleboro Public School District in regards to school closures or delays regarding severe weather.

Meals and Food

Anchor Academy works in conjunction with the Middleboro Public School District to provide breakfast and lunch for students. Middleboro Public School District offers a daily nutritious, affordable 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 the 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 prior to enrollment.

Dress Code

In order to promote a healthy learning environment, Anchor Academy encourages students to dress appropriately for school and they must adhere to the following guidelines:

- 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 is prohibited.
- Clothing must cover a student's torso and all undergarments.
- Shoes must be worn at all times.
- Other clothing determined by a school administrator's discretion to be inappropriate for the school setting.

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

2019 – 2020 Anchor Academy Student Handbook

be required to complete classwork in an area that is determined by a school staff 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 staff 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. Students will only be dismissed to adults who have written permission from the caregiver/guardian.

Emergency Procedures

Anchor Academy maintains procedures for emergency evacuation. Drill procedures are trained to all new school staff 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 allergies and medical needs of the students, students may not carry any type of medication on their person at any time unless there is a specific medical order. Medications must be delivered to the school nurse or another medication trained school staff.

Medications are kept locked and are dispensed only by the school nurse or a designated school staff who has been trained in the dispensing, monitoring, and recording of

2019 – 2020 Anchor Academy Student Handbook

medications. Medication will only be dispensed with written documentation by the 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.

Body Mass Index Screening

A Body Mass Index, or BMI is a measure that is used to show a person's "weight for height for age." It is calculated using an individual's height and weight. A person's BMI can be a useful screening tool in identifying possible health risks, but it does not provide a diagnosis.

The school nurse will conduct this screening annually for students in the 7th and 10th grade. The school nurse will make sure the student's privacy is respected at all times. The results of the student's height/weight and BMI measurements are strictly confidential. The results will be kept in the student's health record and will not be shared with anyone without written permission from the parent/guardian. If the student requests their height/weight and BMI measurements, the school nurse will share the information in a clinically sensitive manner unless otherwise directed by the parent/guardian.

Vision and Hearing Screening

Students in 7th and 10th grade will participate in a vision and hearing screening. The vision and hearing screening will be conducted at the same time. If nothing unusual is found, the parent/guardian will not be contacted unless otherwise directed. If the student does not pass the vision/hearing screening, they will require a follow up with their physician. The school nurse will contact the parent/guardian and a referral will be made by the school nurse and sent to the student's physician.

2019 – 2020 Anchor Academy Student Handbook

Postural Screening

The school nurse will complete annual Postural Screenings. The purpose of this screening is to detect early signs of potential spinal problems of students in grades 5-9. This is not a diagnostic service but an assessment to identify if any further medical evaluation is necessary.

If a student has any unusual findings, the caregiver/guardian will be notified and recommended to take the student to a physician as a precaution. Anchor Academy does not provide treatment. If nothing unusual is found, the caregiver/guardian will not be contacted unless it is otherwise specified.

The school nurse will send a notification in advance to a caregiver/guardian prior to completing the screening.

Pediculosis (Head Lice) Screening

The school nurse will examine the head of any student suspected of having live head lice infestation and notify the caregiver/guardian. Head lice can be a nuisance but they have not shown to spread disease.

If the student is found to have live lice, treatment will need to be completed. The caregiver/guardian will be provided with information on the biology of head lice and methods to eliminate infestation. The student is required to check in with the school nurse as they are required to be free of live lice prior to returning to school.

Search Procedures

Safety is the top priority at Anchor Academy. Therefore, all students and their personal belongings (pockets, bags, etc.) will be searched and wanded upon entering the school. School staff 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.

If a school staff suspects a student is in possession of potentially harmful items and/or illegal substances, the student will be separated from the student community and 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. Anchor Academy maintains the right to indefinitely withhold or dispose of contraband.

Smoking Policy

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

2019 – 2020 Anchor Academy Student Handbook

If a student is found smoking, vaping, with cigarettes or other smoking paraphernalia and/or a lighter, the object will be confiscated and disciplinary action will be implemented. 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 follow all school policies, rules and individual plans prior to, during and following off-campus activities involving transportation with Anchor Academy vehicles. Anchor Academy students will be provided transportation in a school approved vehicle driven by a staff. There are cases in which students will be transported in an approved staff's personal vehicle. School staff may or may not be of the same gender pending a student's individualized plan. It is the discretion of school staff to restrict or modify a student's access to transportation provided by Anchor Academy.

Visiting Campus

In order to best protect the safety of the students and school staff, Anchor Academy requests that all visitors sign-in and sign out at the main office and visitors may be asked to show identification. Visitors will be directed to an approved location by a school staff member. All visitors will remain within the designated area throughout the duration of the visit. Visitors will be accompanied by a staff member when traveling throughout the school. Privacy for visits is provided, however, the level of supervision is individualized depending on the individual student. School staff members may enter the area or interrupt a visit for safety concerns at any time. Visitors may not take photographs of any student without permission from the parent/guardian.

Visitors to Anchor Academy will be provided with a visitor identification badge.

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.

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

Anchor Academy welcomes feedback and takes complaints seriously; students and parents are encouraged in the complaint process should a concern arise. The school

2019 – 2020 Anchor Academy Student Handbook

aligns with the JRI policies on complaint investigation and resolution. Complaint forms are available on the Rights board and are available to students and from the Human Rights Officer. The Human Rights Officer as well as any staff member is available to assist any one with completing the Complaint and Grievance Form. Staff are also expected to file a report on behalf of a student or parent should a complaint be expressed verbally.

Upon receipt of a complaint, the Human Rights Officer will investigate all non-abuse issues and take corrective action where necessary within three (3) business days; the Human Rights Officer may enlist support from another Administrative Team member in conducting the investigation. A summary of the review process and the resolution findings as well as future actions or happenings regarding the complaint will be discussed with the individual who filed the complaint.

Anchor Academy Human Rights Officer:
Paul Bottome, Ed. D.
Director of Education
508-947-0131 x3752
pbottome@jri.org

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 staff utilize Harpara, an application affiliated with Google that allows for access and supervision of students accounts. Anchor Academy is dedicated to maintaining

2019 – 2020 Anchor Academy Student Handbook

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. Students graduating from 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 sending school districts and caregivers/guardians will receive a copy of the student's midterm reports and quarterly report cards in the mail.

Progress Reports

Anchor Academy issues quarterly progress reports reflecting student's progress towards their Individualized Education Plan. Student's sending school districts and caregivers/guardians 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.

Treatment 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 a meeting

Parent Advisory Council

Anchor Academy values and believes in a strong partnership with caregivers/guardians. Administrators and school staff 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.

2019 – 2020 Anchor Academy Student Handbook

Homework

Homework is assigned in each core academic subject, 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 the students 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 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.

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. Students 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.

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.

Anchor Academy offers eligible students the opportunity for dual enrollment at local and online colleges. Approval to participate is an IEP team decision. Funding is not provided by Anchor Academy.

2019 – 2020 Anchor Academy Student Handbook

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, Volunteer Opportunities and Community Service

Anchor Academy provides opportunities for students to participate in a variety of internships, volunteer opportunities 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 staff 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 performance.

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.

2019 – 2020 Anchor Academy Student Handbook

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 staff 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 staff 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 staff modulate the level of support 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.

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 staff 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

2019 – 2020 Anchor Academy Student Handbook

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.

Therapeutic Touch

Anchor Academy adheres to clinical community standards regarding touch. The use of touch is individualized to the treatment needs of each student. Anchor Academy utilizes the ARC framework which focuses on building healthy attachments and sensory integration as crucial components to students development. Therapeutic touch can provide rhythm and routine for students (high-fives), and it can facilitate appropriate attunement with trusted staff (providing a side hug when a student is seeking comfort). Therapeutic touch equally promotes regulation and can help pre-empt the need for physical management (restraint).

Therapeutic touch will only be implemented for the clinical well-being of students. Specific plans around therapeutic touch will be noted in the student's daily report section, which is reviewed during daily staff meetings. Therapeutic touch requires two-way consent.

Staff are trained in the treatment benefits of appropriate touch, and they will only engage in it with the understanding of that goal:

- Ideally, therapeutic touch will be initiated by students (asking for a hug)
- When initiated by staff (offering deep pressure in accordance with an individualized plan), staff will verbally communicate their intention to engage in therapeutic touch and explain the rationale behind it
- When engaging in therapeutic touch, staff will be attuned to the student at all times. Staff will disengage from the therapeutic touch if they observe a shift in the student's presentation or the student communicates that the touch is undesired
- Each staff member will be trained on the use of therapeutic touch during new hire orientation and will have ongoing conversations in department meetings, individual supervision, and group supervision
- Anchor Academy encourages treatment team suggestions if there are specific therapeutic touch strategies that are helpful for a student and the team wishes for that to be considered as a part of their individualized plans

Approved Therapeutic Touch:

Approved therapeutic touch for students and staff are as follows:

- handshakes
- high fives
- brief side hugs
- sensory integration items such as OT brush, sensory rollers, tactile balls, etc.
- deep pressure: as indicated by individualized plans

Students will be redirected if they attempt to touch staff without permission; students will be encouraged to verbally request therapeutic touch to promote self-advocacy and body autonomy.

2019 – 2020 Anchor Academy Student Handbook

Inappropriate Therapeutic Touch:

- Students will never be allowed to sit on a staff member's lap or legs
- Rubbing a student's back under their shirt, and/or rubbing/massaging a student's legs in any way
- Laying down next to a student

Other Forms of Physical Contact

The care of students at Anchor Academy sometimes requires periodic physical contact other than therapeutic touch such as application of sunscreen, other lotions, and medical treatment.

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.

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

2019 – 2020 Anchor Academy Student Handbook

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.

Student Conduct

Anchor Academy prides itself on being a safe and therapeutic environment. The physical and emotional safety of all students, school staff and 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.
- Being under the influence of any drugs/alcohol/non-prescribed substances while on school campus.
- 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 staff. 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 staff, or the school.
- Use of foul, vulgar, or sexualized language.
- Excessive refusal to follow directions from school staff 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.
- 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 staff, students and visitors).
- Disruption to the learning environment.

2019 – 2020 Anchor Academy Student Handbook

- 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 utmost importance. Anchor Academy conducts annual ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) training for an active shooter/active threat situation and mock lockdown responses for school staff and students; in addition, the trainings occur upon hire for each school staff and upon admission for each student. ALICE helps school staff 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 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

2019 – 2020 Anchor Academy Student Handbook

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, an 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 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 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.

2019 – 2020 Anchor Academy Student Handbook

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 and students 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 1st, 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 and student 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 staff 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.

2019 – 2020 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 staff upon entry into the school building.
- Electronic devices will be secured in a locked box only accessible by Anchor Academy staff.
- 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 staff.
- A designated area for a student to utilize their electronic device will be determined by an Anchor Academy staff.
- Students are not permitted to utilize their electronic devices outside.
- Students must be in a designated area with an Anchor Academy staff 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 is 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.

2019 – 2020 Anchor Academy Student Handbook

2019-2020 School Year Calendar

August 2019 (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 2019 (20)						
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 2019 (22)						
Su	M	Tu	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019 (18)						
Su	M	Tu	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019 (15)						
Su	M	Tu	W	Th	F	S
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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 2020 (21)						
Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020 (15)						
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23	24	25	26	27	28	29

March 2020 (22)						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020 (17)						
Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020 (20)						
Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020 (15)						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
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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	

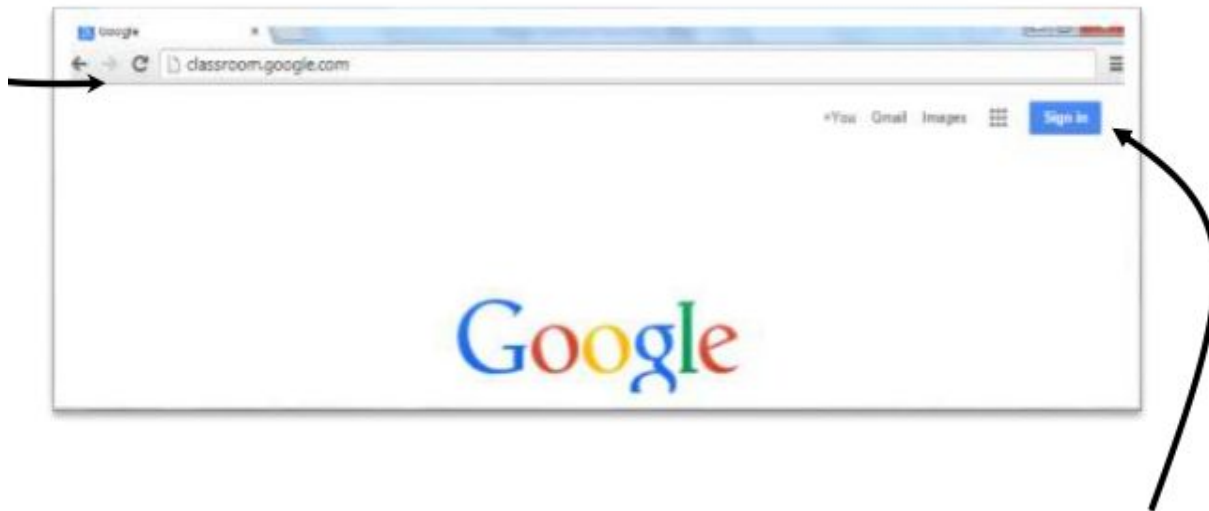
<p>Student's first day: Wednesday August 14, 2019</p>	<p>School Hours: Monday – Thursday: 7:30am – 2:00pm Friday: 7:30am– 12pm</p>
<p>Student's last day : Friday, June 19, 2020</p>	<p>Dark shaded boxes: No School Light Shaded Boxes: Noon Dismissal</p>

2019 – 2020 Anchor Academy Student Handbook

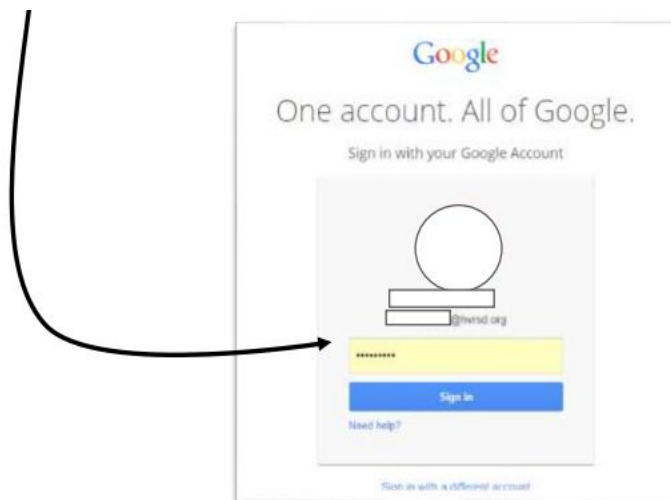
Inclement Weather Days: June 22, 2020- June 26, 2020	Green Shaded Boxes: 11am Dismissal
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Google Classroom Directions for Parents

Using your internet browser (Google Chrome will work best for this), go to **classroom.google.com**. You may be directed to log into an account instead of reaching the classroom screen. If you reach the screen, skip to STEP 3.



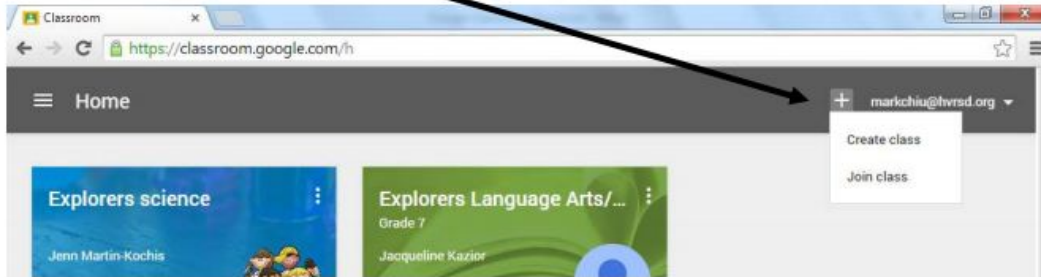
You **must be logged in to your child’s jrischools.com account** in order to access any Google classroom. Click “Sign In” in the top right hand corner if you currently are not signed into any google account. If you are on another Gmail account, you will need to sign out of it and log in with your child’s jrischools.com account. You **should have** access to their username and password.



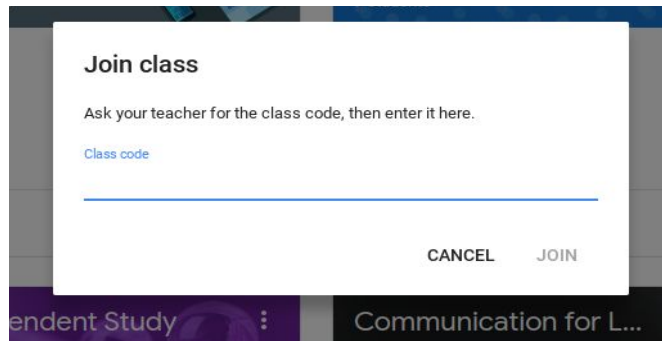
2019 – 2020 Anchor Academy Student Handbook

Once you are logged in and on the classroom.google.com site, click the “+” in the top right hand side of the screen.

Select “Join Class”.



Enter the class code(s).



The classrooms that you are now joined to will now be one screen. The next time you use classroom.google.com, this will be the “home screen”.

