BayCove Academy

A School of JRI

Student Handbook

2026-2027

Bay Cove Academy provides all students with equal access to services, facilities, activities, and benefits regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

The electronic version of the Student Handbook is available on the website reflecting the most current version and will contain any updates.

Please access our student handbook on our website at
https://jri.org/services/educational-and-residential/day-schools/bay-cove

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Welcome!

Bay Cove Academy is a special education, therapeutic day school that serves school-aged students between the ages of 12-22. The school exists within the larger agency of Justice Resource Institute. More information about our agency can be found at http://www.jri.org.

Bay Cove Academy operates a 202-day therapeutic school year. 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.

Bay Cove Academy promotes a transformational learning experience for students who require alternative pathways for educational and emotional success and growth. Bay Cove Academy utilizes a Therapeutic Support System in conjunction with a trauma-informed framework–ARC (Attachment, Regulation, Competency)–to foster a safe, educational environment. This dual approach provides each student with opportunities to increase self-awareness, develop the skills needed to regulate, and access various levels of academic and social-emotional support.

We are pleased you chose Bay Cove Academy and look forward to working with you!

Alex Rogal, M.Ed

Alex Rogal, M.Ed
Director

Mission Statement

Bay Cove Academy utilizes a strengths-based approach to support and empower students to achieve their therapeutic, educational, and vocational goals. We aim to create a safe learning environment by engaging students in alternative pathways to independence and future success.

Our philosophy and practice is to focus on the strengths of adolescents while maintaining high expectations of them so they develop into self-reliant and competent young adults.

Vision Statement

Bay Cove 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 work patiently with all students and their teams 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

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

Commitment to Quality

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

We Always Remember

It is an honor to be invited along on each student's journey and to work closely and collaboratively with families, students, school systems, and collaterals that have instilled their trust in us.

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.

Interview, Intake, and Admission

Bay Cove 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, Alex Rogal, can be reached at (508) 320-9225 or arogal@jri.org
2. A referral packet is required for all potential students and must include the current IEP, academic testing and evaluations, immunization records, discipline records, discharge summaries or statements 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. Bay Cove Academy does require a legal guardian present at the tour/interview.
5. The interview and tour give the student an opportunity to learn about the school and the school staff time to assess the needs of the student and determine whether Bay Cove 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 about: 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, Bay Cove 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 Bay Cove Academy will make a determination if the school is able to meet the needs of the student.
7. The Director will then contact 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 Bay Cove Academy.
8. If the LEA and caregiver/guardian have agreed to send a student to Bay Cove Academy, the guardian must complete the admissions packet that contains releases, policies, and procedures, as well as, an acknowledgment that they have received the student handbook. Bay Cove Academy requires a signed placement agreement, a valid IEP, current transcripts, MCAS score reports, 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 Bay Cove 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 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 plan of the school. Bay Cove Academy requires a clear photograph of the students' faces for our student management system. This photograph may be provided to outside agencies in emergency situations. This photograph will never be used for marketing purposes. Staff will review the school's policies and procedures, routines, and expectations with all new students. Students will meet with their clinician and our school nurse to complete initial assessments and begin to build rapport. A school administrator or clinician will update the caregiver/guardian on the student's progress throughout the day.

School Contact Information
Address: 156 Lawton Street, Brookline, MA 02446
Main number: 617-739-1794
Fax number: 617-739-2187

All school staff have email. The email address for connecting with a school staff is as follows:
First initial of first name, last name, @jrischools.org
As an example: John Smith would have an email address of jsmith@jrischools.org

Information regarding a student's absence, late arrival, early dismissals, or any other essential information should be communicated as soon as possible that day to 617-739-1794.

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 Bay Cove Academy.

Employee Directory

Alex Rogal	Director	508 320-9225	arogal@jri.org
Alix Madden	Administrative Assistant	617-739-1794 ext. 2213	amadden@jri.org
Caitlin Glance	Director of Education	617-739-1794 ext. 24332	cglance@jri.org
Kaitlyn Bristol	Assistant Clinical Director	617-739-1794 ext. 22232	kbristol@jri.org

School Year Hours
Monday through Thursday: 8:00 am – 2:00 pm
Friday: 8:00 am – 11:30 pm

Bay Cove Academy is a Smoke-Free Facility
Bay Cove Academy is a smoke-free facility. Smoking, Vaping, and E-cigarette usage is not authorized on-site, within the building, or on the school campus. For more information, please refer to the Day School Division Student Vaping and E-Cig Policy.

Bay Cove Academy Policy and Procedures and Emergency Postings
In alignment with the Department of Elementary and Secondary Education, Bay Cove Academy has a Policy and Procedure Manual, a Health Care Manual, and Emergency Procedures for evacuation purposes and phone numbers for immediate contact. The manuals and postings are located in the reception area of the school and are available upon request.

Student Confidentiality and Rights

Bay Cove Academy Annual Notice - The Family Education Rights and Privacy Act Massachusetts Student Records Regulations[1]

The Family Education Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's educational records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting Bay Cove Academy's Director. The information is also located in the Parents Rights manual in reception.

(a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to Bay Cove Academy's Director. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the school Director on an annual basis. Information about these procedures can be obtained from the primary clinician.

(b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the Bay Cove Academy Director, clearly identifying the part of the record they wish to have amended, and why.

(c) The **right to consent to disclose personally** identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with our school and Public Schools and who need access to a record in order to fulfill their duties. Bay Cove Academy also discloses student records without parent/eligible student consent to officials of other private or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.

Bay Cove Academy does not release directory information without consent. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic team members, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student wants to request the release of any of the above information, the parent/eligible student may state that request in writing to Bay Cove Academy's Director. Absent receipt of a written request, the directory information will not be released.

As required by federal law, the School routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to Bay Cove

Academy's Director. Absent receipt of a written objection from the parent or eligible student **[within two weeks from the date of the notice]**, this information will be released without further notice or consent.

(d) The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 40 Maryland Avenue SW, Washington DC.

[1] [Note to school officials: This form has been prepared by Stoneman, Chandler & Miller to assist school districts in providing annual notice as required by the Family Education Rights and Privacy Act ("FERPA") at 20 USC §1232h and the Massachusetts Student Records Regulations at 603 CMR 28.00.]

[2] [Note to school officials: Section 9528 of the Elementary and Secondary Schools Act of 1995 (20 USC §7908), as amended by the No Child Left Behind Act of 2001 and 10 107), requires disclosure of directory information to military recruiters and institutions of higher learning unless the parent/eligible student objects.]

Rights and Responsibilities of Persons Served

These rights and responsibilities extend to the parents/guardians in the case of those persons served in JRI programs who are minors, have legal guardians, or who are unable to understand their rights because of mental, physical or emotional limitations.

Your Rights

1. You have the right to receive services regardless of race, creed, religion, sex, ethnicity, color, sexual orientation, gender identity, cultural heritage, national origin, source of financial support, homelessness, marital status, age, physical or mental disability or degree of disability or other such basis as may be prohibited by law.
2. You have the right to an Individualized Education Plan (IEP), reviewed at least quarterly by your multidisciplinary team. You have the right to have input into the development of your IEP as a member of the Team. You have a right to request a review of your IEP or to request an independent opinion from a consultant at your own cost.
3. You have the right to clear and effective communication about your treatment and rights and responsibilities. Staff will assist you in understanding these communications.
4. You have a right to know the qualifications of your providers and to request a change in provider (including clinical interns, all of whom are directly supervised by licensed providers) if necessary. You have a right to know any risks, side effects, or benefits of services and interventions. You have a right to know what alternative treatments are available to you.
5. You have the right to be informed about transition and discharge planning, and to provide input into these decisions as a Team member.
6. You have the right to refuse treatment.
7. You have a right to informed consent, and to refuse to be part of any study or research that is proposed to you.

8. You have a right to ask questions about these rights by contacting the school's Human Rights Officer or the Director. You have a right to present a concern or complaint of the care you receive, and the right to a response from the school. If you feel your concern or complaint has not been resolved with the school, the Department of Elementary and Secondary Education has a Problem Resolution System which can be reached at www.doe.mass.edu/pqa/prs.
9. You have the right to know the cost to you of services you receive, the source of payment, and any limitations placed on the duration of services.
10. You have the right to be free from mental, physical, sexual and verbal abuse, neglect, excessive force, psychological or emotional abuse, retaliation, humiliation, exploitation, or hazing.

Your Responsibilities

1. You have a right to know what is expected of you while at school with JRI. You are provided with a copy of the school's Handbook and Student Conduct, which describe these responsibilities.
2. You have rights to privacy and confidentiality, which are outlined in the JRI notice of Privacy Practices and the JRI Limits on Confidential Communication.
3. You have a responsibility to give correct and accurate information about your situation and problems, including what you have done in the past to address them. You have a responsibility to tell us if anything changes regarding your health or situation.
4. You have a responsibility to ask for help if you do not understand what we say about your care, rights or responsibilities.

Student Complaint and Grievance Policy Notice

We look forward to working with you to resolve any concerns that may arise!
Bay Cove Academy welcomes feedback and takes complaints seriously; students and guardians are encouraged to activate the complaint process as soon as a concern arises. The school aligns with the JRI policies on complaint investigation and resolution. Complaint forms are available through the Human Rights Officer. The Human Rights Officer, and all staff members, are available to assist parties 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.

Complaints may arise as the result of any situation that creates a concern about the treatment of the person served by JRI programs and services. This includes any situation or action that the person submitting the complaint may consider dangerous, illegal, inhumane, or that violates JRI Rules of Conduct or violates professional ethics.

If you, as a student receiving services from Bay Cove Academy, a program of Justice Resource Institute, or any other interested party, including staff, parents, advocates, or other interested persons, have a complaint or grievance, you are encouraged to first discuss the matter with the staff involved.

It is important to note that complaints will NOT result in retaliation or barriers to services.

Staff will work with the complaining party to resolve the situation. Staff may involve their supervisor if that is helpful. Within three school days, staff will inform the complaining party of what actions, if any, will be taken.

If the complaint is not resolved at this level, or if you choose, you may make a complaint in writing by completing the JRI Complaint Form. Complaint forms can be found in each classroom, or from the Human Rights Officer. You also may make a complaint by speaking to the Human Rights Officer or any other senior program staff.

The Human Rights Officer and all staff are available to assist anyone who needs help filing a complaint. Completed complaint forms may be delivered in a sealed envelope, or given to any staff or supervisor, who will ensure that they are given to the Human Rights Officer, who will then log the complaint and report it to the Director by the next school day.

For non-abuse issues, the Rights Officer (or member of the administrative team) will investigate the situation and take corrective action where necessary within three school days. If the issues require further investigation, it may be referred to the Director, Alex Rogal. The Human Rights Officer will let you know about any decision made. If you are not satisfied with the decision, you can appeal to the program's supervising Division Director, or Superintendent Lindsay Savageau within three days of receiving the response. This appeal will be resolved within ten school days and you will be notified of the decision. You also have the option of consulting with your attorney.

Bay Cove Academy has appointed Alix Madden as the Human Rights Officer. The Human Rights Officer works closely with the Director to ensure that all program policies and practices are in place keeping with the letter and the spirit of the human rights provisions of the state regulations for the Department of Elementary and Secondary Education.

Title IX

The School maintains a policy for reporting and investigating allegations of sex discrimination including sexual harassment that aligns with all Title IX requirements. The School has named the Program Director as the Title IX Coordinator. A copy of the full policy is available upon request, and is provided at intake.

In addition, if you have a concern about the safety and/or quality of care provided at the school, that has not been resolved at the program level, you can contact the JRI Corporate office at the following address: JRI Corporate Offices, 160 Gould Street, Unit 300, Needham, MA 02494-2300 or the JRI Compliance Officer at privacyofficer@JRI.org.

Bullying Prevention and Intervention Plan

Bay Cove Academy expects all members of its community to treat one another with respect at all times, regardless of their differences. Bay Cove 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. Bay Cove Academy is committed to providing a learning environment that develops the whole student in areas of academic, social and emotional growth. This will be achieved in partnership with caregivers/guardians, public

schools, both private and state agencies and the surrounding community. Bay Cove Academy strives to provide students the opportunity to develop their full academic, social and emotional abilities so they may contribute successfully to their communities.

Bay Cove 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. Bay Cove Academy will promptly investigate 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 inflict fear of physical or emotional harm or damage to his/her/their 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. Bay Cove 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/they are being bullied, or sees bullying happening in the school's community, Bay Cove 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 Bay Cove 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, Bay Cove 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

Bay Cove 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. Bay Cove Academy aligns fully with the Massachusetts Anti-Hazing Law and the DESE reporting requirements around such, and maintains the following policy regarding hazing.

Bay Cove 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.

Commonwealth of Massachusetts: Anti-Hazing Law
Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to 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. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

General School Information

Annual Forms

There are certain forms signed at intake that must also be signed annually. These include:

- Student allergy update
- Acknowledgement of the school's health and sexual education curriculum
- Parental and Physical consent to administer medications at Bay Cove for both Over The Counter (OTC), PRN, and Prescription Medications
- Updated medical plans
- Treatment for medical or health emergencies by either Bay Cove Academy staff and/or a local hospital
- Emergency contact information
- Acknowledgement of JRI's Notice of Privacy Practices
- Consent for local transportation by Bay Cove Academy staff
- Consent for internal publication and yearbook consent which includes school identification
- Known location of school's policy and procedure manual

- Acknowledgement of receipt of the school's official Bullying Prevention and Intervention Plan
- Behavior Support Policies
- Receipt of the current school year handbook which includes receipt of:
    - Family Education Rights and Privacy Act (FERPA)
    - Implementation and Protection of Pupil Rights Amendments
    - Rights and Responsibilities of Person's Served
    - Commonwealth of MA - Anti-Hazing Law

At the time of admission, Bay Cove Academy requires a clear photograph of the student's face for their student management system. This photograph may be provided to outside agencies in emergency situations. This photograph will never be used for marketing purposes.

In addition, in alignment with DESE regulations, the school requires verification of an annual physical and dental examination for each student.

Student Conduct

Bay Cove's priority is a safe, respectful, trauma sensitive community, where students can make progress towards graduation and their individual goals. We are committed to meeting student needs and meeting students where they are at. Students and their caregivers have a big role in this community; working together, we make progress.

The School has the following Code in place which outlines the role of every member of the school community - staff, students and caregivers.

Specifically, we expect all members of our community to:

- Treat other community members, the school and property with respect, in person and via online, on site and on school trips.
- Keep school free from drugs/vapes/substances or weapons of any kind
- Focus on positivity, problem solving and making progress
- Share concerns or needs with staff, who will work with you to resolve or meet them.
- Come to school, engage with staff and work towards to individual goals
- Be responsible for yourself and your belongings
- Follow the policies laid out in the Handbook.

There are some things that are not permitted at the School, as they impact safety, other community members, or the ability of the school to focus on programming.

The following may lead to progressive discipline, such as, out of program, suspension or expulsion:

- Threatened or actual harm to, or unsolicited, unwanted contact with any member of the school community

- Theft from or damage to school, staff, or student property
- Possession of drugs/vapes/substances or weapons on campus or school-sponsored off site events. These items will be confiscated and destroyed or, potentially turned over to the police
- Leaving the campus, or off-site trips, without staff permission
- Actions or events that interrupt the learning environment/disrupt the learning of other students
- Actions or events that do not align with the Code of Conduct expectations
- Any behavior that communicates hate regarding: race, religion, sexual orientation/identity,
- (Cyber)bullying, hazing, intimidating, or retaliating against any member of the school community

Emergency Procedures

Bay Cove Academy maintains procedures for emergency evacuation and sheltering in place, and also trains in RUN-HIDE-FIGHT, a protocol to respond to an intruder. Drill procedures are reviewed school-wide at the beginning of each school year, and drills occur on a quarterly basis. Students are expected to follow all relevant procedures during a drill.

In emergency situations, emergency health care may be sought for students who have been injured and require more assistance than the school nurse can provide, or for students who have been judged to be at risk to themselves or others. In these instances, the student's parents are notified and consulted immediately. The school is able to coordinate with the local hospital and the local crisis team, both of whom are able to provide services outside of the realm of Bay Cove Academy.

If an emergency occurs at the school, caregivers/guardians will be contacted through the school's One-Call system.

Active Shooter and Lockdown Response

The safety and security at Bay Cove Academy is of the utmost importance. Bay Cove Academy conducts annual RUN-HIDE-FIGHT training for an active shooter/active threat situation and mock lockdown responses for school staff and students; in addition, the training occurs upon hire for each school staff and upon admission for each student. RUN-HIDE-FIGHT helps school staff and students utilize a proactive approach to decide the best course of action for different situations.

Weapons and Fire Arms

Massachusetts state law and federal law as well as Bay Cove Academy forbids bringing dangerous or illegal weapons to Bay Cove Academy or to Bay Cove 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. Bay Cove 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 Bay Cove Academy or Bay Cove 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 Bay Cove Academy's administration team and law enforcement.

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

Search Procedures

Safety is the top priority at Bay Cove 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, illegal, not permitted at school or not their own.

If a school staff suspects a student is in possession of contraband, potentially harmful items, or illegal substances, the student will be separated from the student community and searched. Caregivers/guardians will be notified at staff's earliest convenience.

If potentially injurious or illegal items are discovered in a student's possession while in the care of Bay Cove 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. Bay Cove Academy maintains the right to indefinitely withhold or dispose of contraband.

Smoking Policy

Bay Cove Academy has a no tolerance policy regarding smoking tobacco and marijuana on campus or during off-campus school events. This policy applies to all students, school staff, and visitors.

If a student is found smoking 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.

E- Cigarettes and Vaping Guidelines and Procedures

- Bay Cove Academy maintains this policy regarding the use of and presence of electronic cigarettes and vaping paraphernalia. This policy is distributed to each student and their parent/guardian at the time of admission to the school and serves as a formal notice to students, parents/guardians of the plan on how the day schools manage electronic cigarettes and vaping materials.

- Bay Cove Academy has a zero-tolerance policy when it comes to the possession and use of E-cigarettes and vaping materials. No student shall be permitted to possess any vaping materials or paraphernalia while in any school building, while on school grounds or property, at any school-sponsored or school–related event, or at any other time that students are under the authority of school personnel.
- All vaping and E-cigarette materials found on school property and/or on students will be destroyed. Students who engage in prohibited behaviors will be referred to a school administrator and consequences will be given in accordance with the student code of conduct. Students will be provided with health information related to the dangers of E-cigarettes and vaping.
- Caregiver/guardians, the school district, and treatment teams will be notified of all violations and actions taken by the school.

Dress Code

In order to promote a healthy learning environment, Bay Cove 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 must not reveal undergarments or private areas.
- Clothing must not be transparent.
- Clothing must cover a student's front, side, and back torso and all undergarments.
- Shoes must be worn at all times in accordance with Massachusetts state law.
- 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. Bay Cove 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 be required to complete classwork in an area that is determined by a school staff until the dress code is met.

Inclement Weather Information

Bay Cove 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 Bay Cove Academy will monitor weather and local closures and delays to help determine if Bay Cove will close. The safety of our staff and students will be the basis for this decision. All inclement weather days will have to be made up and are built into the schedule. If Bay Cove Academy is open and parents/caregivers do not believe it to be safe for the student to travel to school, please inform the school and the absence will be considered excused.

Attendance

It is the responsibility of the caregiver/guardian to notify Bay Cove Academy before 8:30 am 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. Bay Cove Academy will notify the student's sending school district of any excessive absences. Students who do not achieve 60% attendance

in any given term will lose credit for that term. Students who lose credit may be able to arrange for credit recovery if approved by school administration.

Excused Absences

Excused absences do not count toward 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 and/or medical appointments
- 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 by adults who have written permission from the caregiver/guardian.

Transportation

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

To ensure safety, students who arrive by vehicle or cab must remain on their vehicles until staff arrive to greet them. There is no supervision by Bay Cove Academy prior to 8:00. Until 8:00, the drivers are responsible for the safety and well-being of the students they are transporting to school.

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 Bay Cove Academy vehicles. Bay Cove 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 a staff's personal vehicle. School staff may or may not be of the same gender. School staff have discretion to restrict or modify a student's access to transportation provided by Bay Cove Academy.

Bay Cove Academy offers transportation to school-related services such as field trips, work study/internship placements, and to school/collateral meetings. This is a courtesy offered by Bay Cove Academy as part of its treatment services and programs. Seating arrangements will be employed for safety at staff discretion. The JRI Transportation Policy requires that staff operating a vehicle have taken precautions prior to consenting to transport students. All passengers must follow the following rules in order for this service to be offered:

1. Seat belts must be worn at all times.
2. No smoking, eating, or drinking is allowed in the vehicle.
3. Passengers should behave courteously and in no way be distracting the driver.
4. All students must sit and remain in their assigned seats.

Bay Cove Academy recognizes the use of cameras in all school vehicles as an important tool in the safety of all students and staff. Bay Cove Academy uses digital video equipment in all school vehicles. Students or staff identified on video recording who are in violation of Bay Cove Academy's policies and procedures may be subject to disciplinary action. Violations of the law may be referred to law enforcement agencies and the recorded video recordings may be provided to law enforcement agencies. Each Bay Cove Academy vehicle has a notice stating, "This vehicle is equipped with a video monitoring system."

Field Trips and events may include going to local restaurants, events, beaches, etc. in Massachusetts and nearby states. Some of these activities may involve some risk such as swimming, roller skating, snow tubing, amusement rides, and other sports activities, and release JRI, as well as its staff, clinicians, and Board of Trustees from any claims, rights, demands, causes of action suits, liabilities, damages or other obligations of any kind whatsoever, known or unknown, which may arise from the provision of transportation and from responsibility resulting from any accident while on such a trip.

For some specific activities/locations that require a specific consent form to be completed, these will be provided prior to participation in the activity.

<u>Swimming/Water-Related Activities</u>
All students are required to have written consent from a caregiver/guardian to participate in any swimming/water-related activities. This includes the caregiver/guardian to note the student's swimming ability. Students are required to pass a swim test by a school-appointed certified lifeguard. The supervision ratio is subject to change based on each student's age, behavioral needs, medical needs, swimming proficiency, and type of activity.

Any activities that involve a boat will comply with any required federal, state, or local registration, and meet safety standards. All students and staff engaged in boating activities are required to wear personal flotation devices which are Coast Guard-approved.

<u>Student Self-Transportation Procedure</u>
Bay Cove Academy helps prepare students to become skilled and responsible citizens. One way Bay Cove Academy supports that is by allowing students to independently transport themselves to and from school when eligible to do so. This is a privilege that students must earn and the following expectations must be followed at all times:

- Students must be enrolled and have attended Bay Cove Academy for minimally two weeks before transporting themselves to and from school.
- Students must have written permission from the school district to transport themselves to and from school.
- Students must have written permission from their caregiver(s)/guardian(s) if they are under the age of 18 to transport themselves to and from school.
- Students driving themselves to school must submit a copy of their driver's license, car registration, and insurance to Bay Cove Academy staff.
- Students must be in good academic and behavioral standing.
- Students must remain at Bay Cove Academy for the duration of the school day unless an excused dismissal has been agreed upon.
- Students must turn their vehicle keys into Bay Cove Academy staff upon arrival to school.
- Students may not access their vehicle keys or their vehicles during the school day.
- Students may not use their vehicles for any school field trips or vocational opportunities.
- Students may not return to school after they have been dismissed for the day.
- Students may not transport any other Bay Cove Academy students to or from school.
- Students' keys will be withheld if they are presenting with dysregulation and/or unsafe behaviors.

Personal Electronic Device Procedure

Bay Cove 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 devices. The following expectations are in place at Bay Cove Academy:

- Electronic devices (including but not limited to cell phones, iPods, iPads, tablets, MP-3 players, Smartwatches, Bluetooth accessible headphones) must be passed into a Bay Cove Academy staff upon entry into the school building.
- Electronic devices will be secured in a locked cabinet only accessible by Bay Cove Academy staff.
- Students may request to check or utilize their electronic devices throughout the school day by advocating that to staff.
- Access to electronic devices will be permitted at the discretion of Bay Cove Academy staff.
- A designated area for a student to utilize their electronic device will be determined by Bay Cove Academy staff.
- Students must be in a designated area with a Bay Cove Academy staff when utilizing their electronic devices.
- Students are prohibited from utilizing the camera function on their device.
- 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. Bay Cove Academy maintains the right to only return electronic devices to parents/guardians if procedure violations occur.

Internet Access Policy

Bay Cove Academy is committed to making advanced technology and increased learning opportunities available to our students and school employees. Bay Cove Academy believes that internet access can offer a valuable resource for learning and communicating with others. At the same time, Bay Come Academy is aware that material on the internet is uncensored and we can make no guarantees that information found on the internet will be valuable, reliable, or inoffensive. However, Bay Cove Academy firmly believes that, with proper supervision, electronic controls, and compliance with state and federal statutes, the vast amount of information available and the interaction with other people made possible via the internet will be designed in a manner that points students to those resources that have been reviewed and evaluated prior to student use.

Access to the internet within the school is viewed as a privilege, not a right. That access entails responsibility. Bay Cove Academy expects all users of the school's technology resources will do so in a responsible manner and will be considerate of all other users. Students utilizing the internet must have permission by a Bay Cove Academy school employee.

Internet use areas will be treated like class work in that they are the property of the school and, as such, their contents may be viewed at any time by a school employee. Network administrators and Bay Cove Academy employees may view files, communications, and sites visited to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files accessed or stored are private. Bay Cove Academy will not be held liable for any lost, damaged, or unavailable information because of technical or other difficulties.

Student access will also require the signature of a caregiver/guardian. While accidental access to unsuitable internet areas may occur on occasion, repeated or intentionally inappropriate internet use will result in suspension or revocation of that privilege and may result in further disciplinary action.

The following will also apply to internet use within Bay Cove Academy:

1. All users of the internet within Bay Cove Academy are responsible for appropriate behavior on the internet, just as they are when involved in any school activity. General school rules and policies apply to all computer activity and communication.
2. The purpose of internet access at school is to support research and educational goals. The use of the internet must always support those goals.
3. Unless explicit permission is granted, games and chat lines may not be used.
4. Internet users must never:
    - Reveal personal addresses or phone numbers
    - Send or display offensive messages, data, graphics, or pictures
    - Use inappropriate language
    - Use another person's password or account
    - Share an account or password with anyone
    - Violate copyright law by copying or using unauthorized copies of programs/music
    - Access other people's folders, files, or programs without permission
    - Use information without giving proper credit to the author
    - Harass, insult, or attack other internet users

- Use of the internet for any commercial purposes
- Willfully destroy or vandalize other people's work, computers, or computer programs

AI Policy

Generative AI such as ChatGPT is a type of AI that is designed to create content. Like other technology tools, it has the capacity to support student learning. As with most tools, there are potential risks. The purpose of this policy is to outline the JRI Day School's expectation for AI to help ensure safe, responsible and ethical use among all members of the school community.

Defining AI:

> Google describes artificial intelligence (AI) as "a set of technologies that enable computers to perform a variety of advanced functions, including the ability to see, understand and translate spoken and written language, analyze data, make recommendations, and more."

Guiding Principles:

- Academic excellence: The use of AI in the classroom is supported as a collaborative tool when directed by academic staff to assist teaching and learning.
- Cybersecurity & privacy: All terms of service are followed, including age restrictions and where required, guardian consent. Personal information is not used with AI.
- Expectations for ethical use: The JRI Day Schools expect any use of AI to be collaborative, transparent, and appropriately cited.

Visiting Campus

In order to best protect the safety of the students and school staff, Bay Cove 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 or staff during their visit.

Bay Cove 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 or the student's clinician.

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.

Meals and Food

Bay Cove Academy works in conjunction with the Brookline Public School District to provide lunch for students. Brookline Public School District offers a daily nutritious lunch to all students.

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 only permitted with guardian consent, unless over 18.

Bay Cove Academy provides students with an optional, healthy snacks. All personal food and drinks will be available during the student's designated breakfast and lunchtime. Please ensure all dietary needs and allergies are communicated to the school nurse prior to enrollment.

Suspension Policy

Suspensions from Bay Cove 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 prior to their re-entrance to school. A school administrator and/or clinician 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. If a school administrator or clinician deems the meeting to be unsuccessful, the meeting will be adjourned and additional attempts will be made to complete a successful re-entry.

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

Suspensions that exceed 10 consecutive days within a school year, or suspensions that consist of a series of events that constitute a pattern of behavior will be discussed with the support of a full Team meeting. School Districts must be in attendance at this meeting. The meeting will discuss the events and determine if the behavior is a manifestation of the student's disability. Based on the outcomes and team assessments the entire team will determine the intervention, support, or best suitable placement options of the student that will best meet their needs and goals.

Terminations

In the rare instance that a student violates one of the most fundamental elements of the student conduct, primarily physical violence, or bringing weapons and/or drugs on campus, termination could occur. When termination is pursued, Bay Cove Academy follows the policies and guidelines outlined by the Department of Elementary and Secondary Education and works closely with the student's sending school in determining the best course of action.

Bay Cove Academy's main priority is to support the student's vision, goals, and transition process. Bay Cove Academy has provisions for both planned and emergency terminations. Planned terminations provide the opportunity for parents, the district, and Bay Cove Academy to participate in an IEP review meeting which details a clear and specific termination plan for the student that shall be implemented no less than thirty days unless all parties agree to an earlier termination date. Emergency terminations occur when students present a clear and present threat to the health and safety of him/her/themself or others. Notice is provided to all parties and agreed upon by the school district, parents, and the Department of Elementary and Secondary

Education. Bay Cove Academy will not terminate any student before the school district has the opportunity to hold an emergency Team meeting, or to conduct other appropriate planning discussions prior to the student's termination from the school.

Personal Gift Policy
Bay Cove Academy has a No Gift Policy; this includes any type of exchanging or receiving gifts between staff and student(s) and student(s) to student(s).

Nursing Information
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 consultant or a designated school staff member who has been trained in the dispensing, monitoring, and recording of 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.

Annual Examinations, Immunization Records, and Screenings
Caregivers/guardians are asked to submit updated physicals and dental screenings for students to the nurse, as they occur or on an annual basis. Upon admission, DESE requires the school to receive current copies of health exams and screenings (exams must have been conducted within 12 months of the date of admission to the school). These include physical exams, immunization records, dental exams, hearing, vision, and postural exams. For emergency admissions only, receipt of these exams and screenings may be received up to 30 days after the admission date. Annual health exams and screening updates are required to be sent to the school program upon renewal of admission each school year. The school collects immunization records and health screenings in alignment with DESE regulations.

Sickness
Designated, trained staff 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 a student needs to be dismissed from school, designated staff 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 five or more consecutive days with an illness 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.

Following a hospitalization or an extended absence, 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 or clinician will facilitate the re-entry meeting.

During the re-entry meeting, a clinical assessment will be completed, the rules and expectations of the school will be reviewed and a reintegration plan will be developed. If a school administrator or clinician deems the meeting to be unsuccessful, the meeting will be adjourned and additional attempts will be made to complete a successful re-entry.

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

Lithium Battery Ingestion Procedure

In alignment with agency regulations, if a student has ingested a lithium battery, the school has a process on how to respond to this situation. Please see the Lithium Battery Ingestion Procedure for more information.

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 consultant and/or designated staff will contact the parent/guardian and a referral will be made by the school nurse consultant and sent to the student's physician.

Postural Screening

The school nurse consultant will complete annual Postural Screenings. The purpose of this screening is to detect early signs of potential spinal problems in 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 for further screening/diagnosis. Bay Cove Academy does not provide treatment. If nothing unusual is found, the caregiver/guardian will not be contacted.

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

Pediculosis (Head Lice) Screening

Designated staff 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 been shown to spread disease.

Students diagnosed with live head lice will not need to be sent home early. The student can remain in school, be treated at home, and return to school after appropriate treatment has been initiated. The caregiver/guardian will be provided with information on the biology of head lice and methods to eliminate infestation. Students returning to school after treatment for head lice will be examined by designated staff to verify the absence of live lice prior to entering the classroom.

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. Protection of the student's confidentiality and emotional sensitivity is a PRIORITY and discretion will be used.

Educational Services

Academics

Bay Cove Academy provides a curriculum that is aligned with the Common Core Standards and Massachusetts Curriculum Frameworks. Lessons are designed to employ multi-modal instructional strategies and learning activities. Our goal is to make the curriculum engaging through the use of project-based, hands-on learning and interdisciplinary strategies. Students are encouraged to explore their strengths and pursue a feeling of success. The curriculum at Bay Cove Academy is challenging and tailored to support students on their individual learning paths.

Technology

Bay Cove 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.

Bay Cove Academy provides students with an email account to communicate with teachers regarding assignments. Students can 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 utilizes Harpara, an application affiliated with Google that allows for access and supervision of students' accounts. Bay Cove 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.

Graduation Policy

Students may graduate from Bay Cove Academy after they have completed all requirements of Bay Cove Academy, and their sending school district. Diplomas are granted by Bay Cove Academy and/or the sending district.

All students meet regularly throughout their senior year with the Education Director, their clinician, and others to plan for their upcoming graduation.

There are two formal graduation ceremonies per year (as needed) in January and June.

All students may participate in either or both the Bay Cove Academy graduation ceremony and the graduation ceremony of their assigned public school.

Report Cards and Midterm Reports
Students' academic progress is reported at the end of each term every quarter. 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. Students sending school districts and caregivers/guardians will receive a copy of the student's midterm reports and quarterly report cards in the mail. Official transcript requests and concerns or questions about credits should be directed to the sending school district.

Progress Reports
Bay Cove Academy issues quarterly progress reports reflecting students' progress toward their Individualized Education Plan. Students sending school districts and caregivers/guardians will receive a copy of the student's progress reports in the mail.

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.

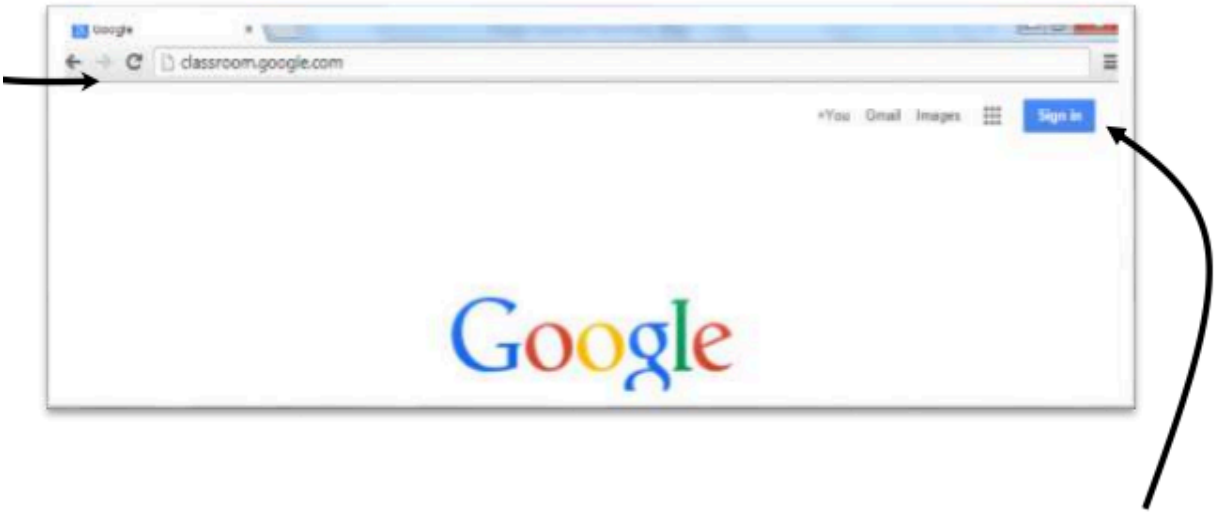
Parent Advisory Council
Bay Cove Academy values and believes in a strong partnership with caregivers/guardians. Administrators and school staff work diligently with caregivers/guardians to improve the education program and to ensure equality and social justice for all students. Meetings are held twice annually. All caregivers/guardians are encouraged to participate.

Honor Roll
Bay Cove Academy recognizes students who have excelled academically throughout each quarter with honor roll recognition. Students who earn all grades of B or better and attendance of 75% or better will be added to the school's honor roll, which will be posted in the school and published in the school's newsletter.

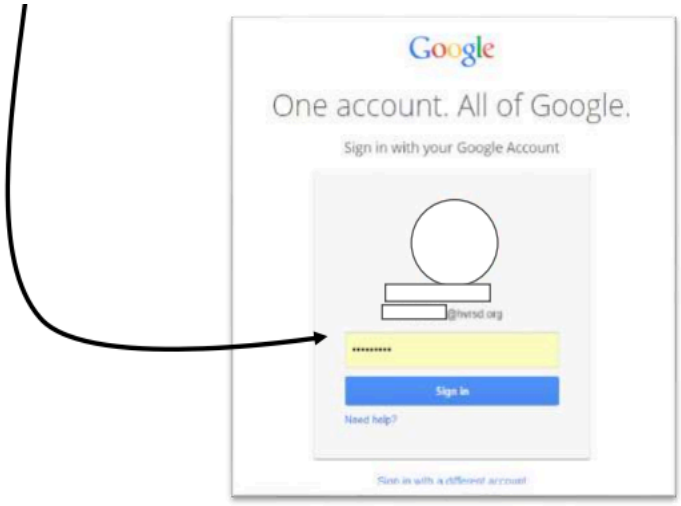
Educational Field Trips
Regularly scheduled field trips that align with the subject matter taught in individual courses are integrated throughout the school year. Students must be demonstrating emotional and behavioral stability to participate in off-campus trips. A final participation decision will be made at the discretion of school administration.

Google Classroom Directions for Caregivers/Guardians

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.

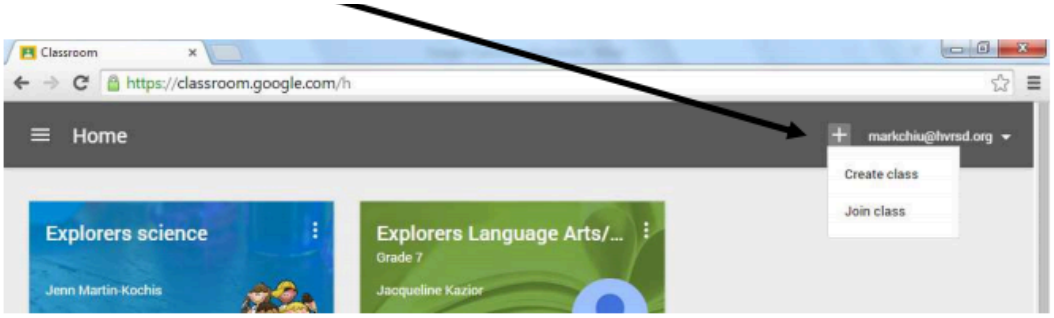


You **must be logged in to your student's jrischools.org account** in order to access any Google classroom. Click "Sign In" in the top right hand corner if you currently are not signed into any google account. If you are on another Gmail account, you will need to sign out of it and log in with your child's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

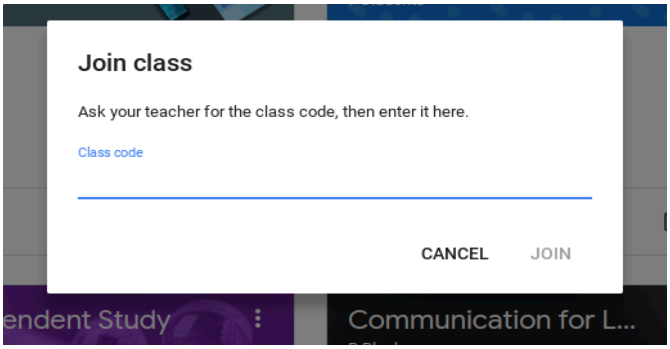


classroom.google.com site, click the "+" in the top right hand side of the screen.

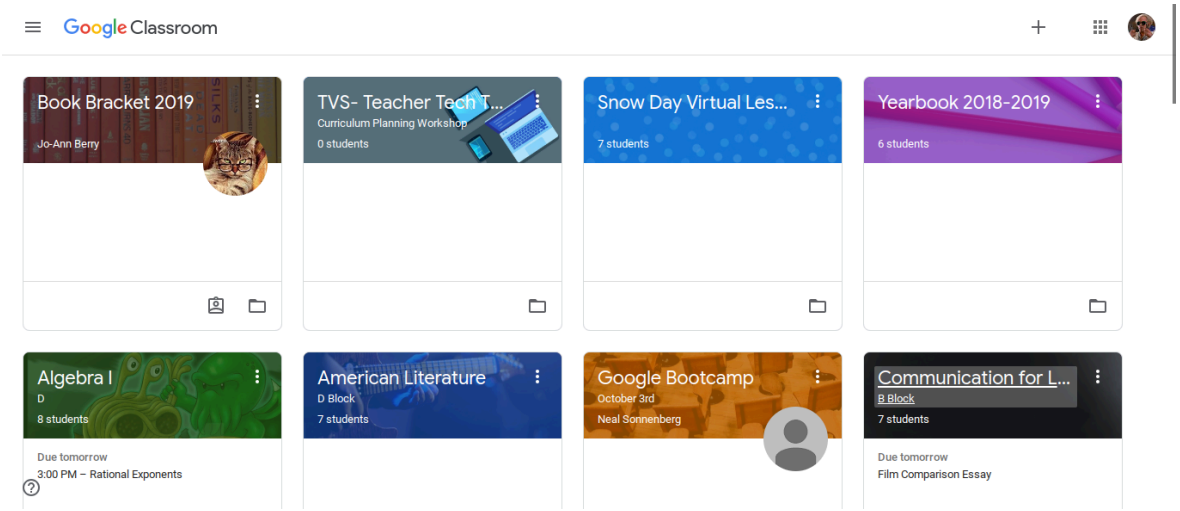
Select "Join Class".



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”.



Gradelink Parent Portal Information

With Gradelink, you can stay updated on your student's academic progress at school and get information on grades and upcoming assignments.

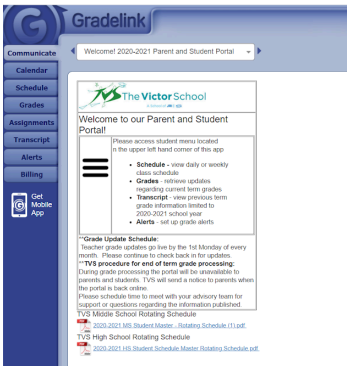
Bay Cove Academy School Code: 2190

<table>
<tr><th>Desktop Computer Access</th><th>Mobile Device Access</th></tr>
<tr><td>https://www.gradelink.com/

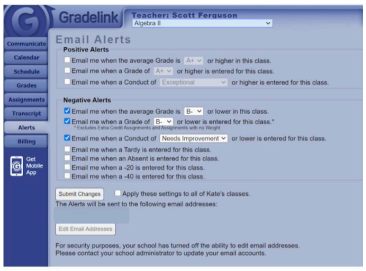
Click on the Login Button on the top of the screen.

LOGIN

You will need the school code, your log in, and your password.
Reach out to kchampine@jri.org if you need this information</td><td><table><tr><td>Available on the App Store
Get it on Google play</td><td>Download the Gradelink App Free!

Scan the QR code or search for 'Gradelink Student' on your device app store.</td></tr></table></td></tr>
<tr><td>

The desktop version offers additional categories:
Communicate - linking to the School News Page
Calendar - links to teacher calendars with assignments,
Assignments - listing assignments assigned to students (*also accessible through the grades tab*)
Billing - this link does not display information</td><td>Student's Master Schedule
Grade **Current Term* - in process grades
Transcript - Previous Term Grades limited to 2020-2021
Billing - No Information Available
Alerts - Parent/Student Choice to set up alerts per class, with specific parameters.</td></tr>
<tr><td>Alerts - Can be created for each individual</td><td>Alerts - Can be created for each individual class.</td></tr>
</table>

class. Simply select the class using the drop-down field and set up the alert parameters of your choice. 	Simply select the class and set up the alert parameters of your choice.

Support Services

Milieu Support Staff

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

Speech and Language

Bay Cove 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 Bay Cove 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. Bay Cove 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 Bay Cove Academy with the exception of tutoring costs if a student requires hospitalization.

Transitional, Vocational, and Gap Year Opportunities

Bay Cove 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 Bay Cove Academy staff.

Bay Cove Academy offers gap year services, in collaboration with the sending school district, for students who require additional services beyond their 12th-grade year. These plans are individualized to each student's unique needs and may include credit recovery, dual enrollment, Hi-Set review and preparation, job exploration and placement, vocational skills certifications and training, and independent living skills. The gap year program is a continuation of students' enrollment and IEP services. Students enrolled are expected to follow the school's code of

conduct, and all policies and procedures. Students enrolled in Bay Cove's gap year programming have full access to educational and therapeutic support, including individual and group counseling, and check-ins, as needed.

Pre-Employment Skills and Career Exploration
Bay Cove 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.

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

Bay Cove 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 Bay Cove Academy.

Independent Life Skills
Bay Cove 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
Bay Cove 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 Bay Cove 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. Students interested in participating in community learning programs should contact the Education Director for approval.

Therapeutic Model and Services

Attachment, Self-Regulation and Competency (ARC)
Bay Cove 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, acknowledging the role of historical experiences and adaptive responses in the current presentation, and of intervening with the surrounding environment to support and facilitate the child's healthy growth and development. Bay Cove 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

Bay Cove Academy utilizes the Therapeutic Support System which combines constant monitoring of students emotional states and continuous skills development. The goals of the Therapeutic Support System is to provide ongoing opportunities for each student to increase awareness, internalize healthy regulation strategies, and achieve independence. Bay Cove 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, Bay Cove Academy utilizes frequent check-ins to assess students' emotional states and their needs in the moment. This wrap-around support allows students to improve communication, gain insight into emotional experiences and thoughts, and enhance social awareness.

At Bay Cove Academy, students are provided with continuous opportunities to explore, develop, and practice healthy regulation skills. The development of skills supports students in achieving independence in emotional regulation techniques. The two skill categories that Bay Cove 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 using 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.

Clinical Room

Bay Cove's clinical room is dedicated to helping students regulate throughout the school day. This space was designed to be a quiet and calming area for students to go to when they are in need of a break or check-in. The room is consistently supervised by clinical staff in order to help facilitate these breaks.

This space is intentionally designed with comfortable seating, low ambient lighting, fidgets, and art supplies to create a calming environment. The purpose of this room is to create a structured, therapeutic environment– it is not intended to be a recreational or hangout space.

The clinical room is also where clinicians facilitate weekly clinical groups on various topics including coping strategies, healthy relationships, sex education, psychoeducation, and trauma-informed conflict resolution.

Clinical Room Expectations!

1. Be respectful – clean up after activities and use appropriate language

2. Be safe – please use tools and equipment as they were intended
3. Be mindful – other students may be using the room at the same time as you, be aware of others
4. Be kind – other students using the room may need space; approach them with understanding and empathy

Therapeutic Touch

Bay Cove Academy adheres to clinical community standards regarding touch. The use of touch is individualized to the treatment needs of each student. Bay Cove Academy utilizes the ARC framework which focuses on building healthy attachments and sensory integration as crucial components to student 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 discussed with staff and reviewed at 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.
- Bay Cove 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 (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.

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.
- Kissing and full-frontal hugging.
- Horseplay or roughhousing.
- Any contact that disrupts or interferes with class time and learning.

Other Forms of Physical Contact

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

Clinical Services

Bay Cove Academy provides therapeutic clinical support 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/their Individualized Education Plan. Bay Cove Academy also accepts masters level clinical interns for their advanced year field placement. Clinical interns are supervised by Bay Cove's clinical team and provide supplemental services to students. Clinicians work with students to develop individualized plans and interventions to further support their goals; the work is focused on skill development, building individual awareness, and crisis prevention and de-escalation as needed.

Clinical services include individual and group work and collateral contacts, and occur during scheduled school days. Clinical staff are reachable via email or school phone during school hours. 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 once a week and are led by clinical staff. 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, prosocial peer engagement, safety, interpersonal communication, and conflict resolution. Clinical groups utilize a variety of modalities including CBT, DBT, ARC and narrative therapy to ensure all students are able to successfully engage in group sessions.

Clinical Coaching Goals

The Clinical Team is focused on the following goals, designed to support student progress and development in conjunction with each student's IEP goals:

1. To provide all students with a supportive school environment where new skills can be practiced safely.
2. To support the continued development of the individualized, positive traits inherent in each student.
3. To promote incorporating self-care and wellness into their daily schedules.
4. To encourage and support the development of tools and resources that students can access on campus and in the larger community.
5. To encourage and support the development of self-advocacy and communication skills within individual students and the community as a whole.

Caregivers/guardians should always feel free to leave a voicemail for their student's clinician. Clinicians check their voicemail and email daily. Clinical team members are generally able to return all correspondence within 24 hours of receipt. Please note that at times clinicians are off-site at training or other meetings.

Additional Supports

The School recognizes the different work hours of families and guardians, and that questions or issues may arise outside of the school day. A Bay Cove program cell phone is provided to families (and, with guardian approval, students) upon intake, and is available in situations that may require support needed specific to reintegration to school, incident minimization, and connecting with community resources. The phone line is generally available between the hours of 7am and 6pm Monday-Friday. When this support is not available, the program cell phone will have a do not disturb message, which indicates the line will not be checked until the following school day. Emergency messages should not be left on this line.

The Program Director or designee covers this line and is available for limited support as outlined above. Guidelines for accessing this support are listed below:

- Guardian approval is required for this number to be shared with students
- This number is provided with approval by the Director and access may be revoked if guidelines are not followed
- Phone/texting support is available when the phone is active; a do not disturb messages indicates this resource is not available and communication will not be checked until the following school day
- In person support and clinical support is available during school hours only
- This support is not available for active emergencies related to safety of self or others. If there is an active emergency in regards to safety, you should call EMS, local crisis, or law enforcement.
- All Bay Cove and JRI policies and expectations must be adhered to during the use of this resource.
- Contact will be documented in Gradelink

Breaks

A student may access and utilize clinical support by asking for a break or "check-in". Breaks can be delivered inside, or outside the classroom. Support staff meet with students to problem-solve in a collaborative manner and make appropriate plans to help the student be more productive in class. Social emotional and mental health needs are accommodated within the classroom setting in coordination with teachers and staff based on a student's need as outlined in their IEP. Support staff will help students identify, learn, and develop healthy strategies for them to attend to their classroom responsibilities.

Behavior Supports, Policies, and Procedures

Bay Cove Academy has a full Student Behavior and Support policy which details our processes regarding crisis management and support. The Department of Elementary and Secondary Education (DESE) regulations require that private day educational programs develop physical restraint policies and procedures in accordance with the requirements of 603 CMR 46.00. These

policies and procedures address appropriate responses to student behavior that may require immediate intervention. Bay Cove Academy's notification of parents' right to receive a copy of the school's Physical Restraint Policy and Procedures is provided within the school's Behavior Support Policies and Procedures.

Annually, these policies are reviewed, provided to all staff, and are available to caregivers/guardians of enrolled students. These policies include methods for preventing student violence, self-injurious behavior, and suicide; a description and explanation of the school's methods used as alternatives to physical restraint; training requirements for staff; reporting requirements and follow-up procedures; a description, including specific timelines, for receiving and investigating complaints regarding behavior support policies; procedures for implementing the behavior support reporting requirements; procedures which include the implementation procedures and making both written and oral notification to parents; a procedure for the use of time out.

These policies also include a statement that meals shall not be withheld as a form of punishment or behavior support and that no student shall be denied or unreasonably delayed a meal for any reason other than medical prescriptions.

Individual student behavior plans, if required per a student's IEP, are maintained in student records.

Alternative to Physical Restraint

Bay Cove Academy remains committed to using restraint only in emergency situations of last resort when needed to protect a student and/or member of the school community from assault or imminent, serious, physical harm. The school uses Building Communities of Care (BCC) as a method of crisis prevention and intervention. BCC mirrors the school's highly preventative approach, and provides a framework for using information about the student's history, diagnosis, family and community systems, strengths, challenges, and developing skills, to create individualized treatment plans and interventions to prevent student dysregulation, including self-injury or violence. In addition to the model's standard tool kit, the model stresses individualization of treatment planning to inform all levels of school staff about parts of the day/tasks that may prove more challenging, so that interventions and supports can be put in place preventatively. The model also highlights areas where the student may be more likely to succeed, so these situations may also be woven into the student's day and week with regularity. All staff are required to complete the BCC training to ensure they proactively implement tools to maintain a therapeutic school environment and can manage possible crisis situations. Additionally, Bay Cove follows all DESE regulations and policies regarding seclusion and restraint. These practices are only used in emergency situations and documentation is available on request.

Bay Cove Academy uses ARC as its primary student support system, combined with high levels of supervision, close coordination with collaterals, and other behavior support responses to prevent and respond to escalation in students.

Training Requirements

Bay Cove Academy provides behavior support training to all school staff within the first month of the school year. The training covers the behavioral support policies and the requirements when such procedures are implemented. For employees hired after the school year begins, behavior support training is provided and completed within one month of their date of hire. Staff is trained on the use and implementation of the behavior support policy at least annually. All staff are required to train in BCC, the school's restraint prevention and response method, annually, and are required to complete this training upon hire and before any direct contact with students.

Reporting Requirements

Bay Cove Academy shares its written behavior support policies during the admissions process, at intake, and then annually to all students, parents/guardians. The school maintains close communication with caregivers/guardians, collateral contacts, agencies involved with the care and/or placement of a student, and the sending school district and ensures they are aware of progress and any areas of concern, including incidents that occur. The JRI Incident Report form is used to communicate incidents that may occur. Bay Cove Academy aligns with all federal and state reporting requirements.

Students work closely with their clinician for support, problem-solving, planning, and processing following any behavioral incident.

The Director and/or designee is responsible for ensuring timely follow-up to all incidents related to restraint or behavior support policies in alignment with related regulations.

Notification

Caregivers/guardians are notified of incidents on the same day as the occurrence via phone, with follow-up communication provided in writing/electronically within three (3) school days. Bay Cove Academy aligns with all federal and state reporting requirements. The sending school district and any agencies involved with the care or placement of the student are also notified within the same timeframes. The DESE is notified immediately for relevant incidents (see 4.5 Immediate Notification for more details).

The Director and/or designee is responsible for ensuring timely follow up to all incidents related to restraint or the behavior support policies in alignment with related regulations.

Addendum A

The Family Education Rights and Privacy Act Massachusetts Student Records Regulations

The Family Education Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's educational records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the Bay Cove Academy Director.

(a) The right to access the student's education records. Parents or eligible students should submit their request for access to the Bay Cove Academy Director. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the school Director on an annual basis. Information about these procedures can be obtained from the primary clinician.

(b) The right to request amendment of the student's education records. Parents or eligible students should direct their request to The Bay Cove Academy Director, clearly identifying the part of the record they wish to have amended, and why.

(c) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with our school and Public Schools and who need access to a record in order to fulfill their duties. Bay Cove Academy also discloses student records without parent/eligible student consent to officials of other private or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials. Bay Cove Academy does not release directory information without consent. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic team members, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student wants to request the release of any of the above information, the parent/ eligible student may state that request in writing to The Bay Cove Academy Director. Absent receipt of a written request, the directory information will not be released. As required by federal law, the School routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to The Bay Cove Academy Director. Absent receipt of a written objection from the parent or eligible student [within two weeks from the date of the notice], this information will be released without further notice or consent.

(d) The right to file a complaint concerning alleged failures by the District to comply with the

regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes an<l°regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 40 Maryland Avenue SW, Washington DC.

1/[Note to school officials: This form has been prepared by Stoneman, Chandler & Miller to assist school districts in providing annual notice as required by the Family Education Rights and Privacy Act ("FERPA") at 20 USC §1232h and the Massachusetts Student Records Regulations at 603 CMR 28.00.]
'/ [Note to school officials: Section 9528 of the Elementary and Secondary Schools Act of 1995 (20 USC §7908), as amended by the No Child Left Behind Act of 2001 and IO I 07), requires disclosure of directory information to military recruiters and institutions of higher learning unless the parent/eligible student objects.]

Addendum B

Implementation of Protection of Pupil Rights Amendment 1

Bay Cove Academy adheres to the Protection of Pupil Rights Amendment (PPRA), 2 a federal law that affords parents of elementary and secondary eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include but are not limited to, the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas {"protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or
screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or
to, students or educational institutions.)

• Inspect, upon request and before administration or use -

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Bay Cove Academy has adopted these policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Bay Cove Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Bay Cove Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Bay Cove Academy will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Addendum C

Justice Resource Institute
Rights and Responsibilities of Persons Served - Bay Cove Academy

These rights and responsibilities extend to the parents/guardians in the case of those persons served in JRI programs who are minors, have legal guardians, or who are unable to understand their rights because of mental, physical or emotional limitations.

Your Rights

1.You have the right to receive services regardless of race, creed, religion, sex, ethnicity, color, sexual orientation, gender identity, cultural heritage, national origin, source of financial support, homelessness, marital status, age, physical or mental disability or degree of disability or other such basis as may be prohibited by law.
2. You have the right to an Individualized Education Plan (IEP), reviewed at least quarterly by your multidisciplinary team. You have the right to have input into the development of your IEP as a member of the Team. You have a right to request a review of your IEP or to request an independent opinion from a consultant at your own cost.
3. You have the right to clear and effective communication about your treatment and rights and responsibilities. Staff will assist you in understanding these communications.
4. You have a right to know the qualifications of your providers and to request a change in provider (including clinical interns, all of whom are directly supervised by licensed providers) if necessary. You have a right to know any risks, side effects, or benefits of services and interventions. You have a right to know what alternative treatments are available to you.
5. You have the right to be informed about transition and discharge planning, and to provide input into these decisions as a Team member.
6. You have the right to refuse treatment.
7. You have a right to informed consent, and to refuse to be part of any study or research that is proposed to you.
8. You have a right to ask questions about these rights by contacting the school's Human Rights Officer or the Program Director. You have a right to present a concern or complaint of the care you receive, and the right to a response from the school. If you feel your concern or complaint has not been resolved with the school, the Department of Elementary and Secondary Education has a Problem Resolution System which can be reached at www.doe.mass.edu/pqa/prs .
9. You have the right to know the cost to you of services you receive, the source of payment, and any limitations placed on the duration of services.
10. You have the right to be free from mental, physical, sexual and verbal abuse, neglect, excessive force, psychological or emotional abuse, retaliation, humiliation, exploitation, or hazing.

Your Responsibilities

1. You have a right to know what is expected of you while at school with JRI. You are provided with a copy of the school's Handbook and Code of Conduct, which describe these responsibilities.
2. You have rights to privacy and confidentiality, which are outlined in the JRI notice of Privacy Practices and the JRI Limits on Confidential Communication.
3. You have a responsibility to give correct and accurate information about your situation and problems, including what you have done in the past to address them. You have a responsibility to tell us if anything changes regarding your health or situation.
4. You have a responsibility to ask for help if you do not understand what we say about your care, rights or responsibilities.

Addendum D

Anti-Hazing Law

Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to 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. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups,teams and organizations; report

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such

group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

Addendum E

Policies and Procedures for Student Behavior and Support

General Guidelines

Bay Cove Academy has developed and implemented written behavior support policy and procedures consistent with updated (2016) regulations under 603 CMR 46.00. These policies and procedures address appropriate responses to student behavior that may require immediate intervention.

Annually, these policies are reviewed, provided to all staff, and are available to parents/guardians of enrolled students. These policies include methods for preventing student violence, self injurious behavior and suicide; a description and explanation of the school's methods used as alternatives to physical restraint; training requirements for staff; reporting requirements and follow up procedures; a description, including specific timelines, for receiving and investigating complaints regarding behavior support policies; procedures for implementing the behavior support reporting requirements; procedures which include the implementation procedures and making both written and oral notification to parents; a procedure for the use of time out.

These policies also include a statement that meals shall not be withheld as a form of punishment or behavior support, and that no student shall be denied or unreasonably delayed a meal for any reason other than medical prescriptions.

Individual student behavior plans, if required via IEP, are maintained in student records.

Procedures

A. Methods for preventing student violence, self-injurious behaviors and suicide
The school provides a therapeutic milieu rich with clinical support and sensory tools, as well as high levels of supervision to prevent and respond to escalation in students. The school employs several methods to prevent student violence, self-injurious behavior, and suicide, as well as to de-escalate potentially dangerous behavior occurring among groups of students or with individual students.

a. During the intake process and ongoing during the course of enrollment, the school assesses students for risk factors including violence, self-injurious behaviors, and suicidality. Assessment is completed via discussion with student and parents/guardians, collaboration with collateral team members and the sending school district, and review ofrelated testing and documents. The school maintains regular communication with parents/guardians, collateral team members and the sending school to support ongoing assessment of these areas. Individualized planning is implemented as indicated.
b. Through observation of behavior and interactions at school, team discussions, and solicited feedback from parents and community care providers, the Bay Cove Academy team is continuously informed and aware of stressors, interpersonal and family issues, mental health concerns, medication issues, and other situations that might increase the risk for harm.
c. The school uses a curriculum called Building Communities of Care (BCC), which is a collaborative approach to support individuals by creating environments and systems that promote well-being and positive outcomes, particularly for those who have experienced trauma.

It involves fostering strong relationships, providing resources, and ensuring that individuals feel safe, supported, and empowered within their communities. BCC is uniquely designed to provide a clear, systems-based approach to therapeutic work and crisis intervention, while still allowing for a great deal of individualization on the program and client levels.
d. In alignment with the preventative, skill building philosophy employed by the school, number of traditional behavioral techniques are not employed. The school does not use point/level systems or rewards/token economy systems. Food will not be withheld as a form of punishment or behavior support. No student shall be denied or unreasonably delayed a meal for any reason other than a medical prescription.
e. Students identified as being at risk for self-injurious behavior, suicide, or violence are immediately connected with their on-campus clinician for further planning, which could include use of tools individualized to their situation, one-on-one supervision, non-physical escort to and during classes and other activities, safety contracts, use of PRN in alignment with orders from their outpatient psychiatrist, emergency meetings with outpatient team supports, or psychiatric screenings as appropriate with respect to level of risk, student history, and individual treatment needs noted in IEP and treatment plan.
f. The school works to be highly preventative in supporting, addressing, and preventing situations that could be potentially escalating for individuals or groups of students. Potential high risk times (such as holidays and anniversaries, exam periods) are identified for the group as well as for individual students and individual plans are made in conjunction with students, families, and outpatient teams. Similarly, changes in routine (including field trips or off campus activities) are previewed for students with expectations reviewed and preventative plans made as needed.
g. All staff are trained in JRI's Suicide Prevention and Awareness and Psychological First Aid trainings upon hire and annually. These training provide additional protocols and guidelines for preventing and responding to risk behaviors in students.
h. The school's Handbook itemizes a number of options students may access to promote emotional regulation and to prevent situations that could escalate to the point of emergency restraint needing to be employed. Examples of these supports include taking space, using regulation skills, one-on-one staff support and coaching, regular team meetings, regular family meetings, and regular communication with outpatient providers. The Handbook also notes:

- The type and range of restrictions a staff member can impose for behavior that is unacceptable, including suspension and termination.
- The use of "taking space" (Bay Cove Academy does not use separation but has processes forsupporting a student when she/he/they is having difficulty engaging in group or school activities);
  And
- The form of restraint used in an emergency, the behavioral interventions used as alternatives to restraint, and the controls on abuse should a restraint occur (603 CMR 46.00) (more detailed information found in 9.4 of the school's DESE manual); and• Any denial or restrictions of on campus programs services.

B. Description of the school's alternative to physical restraint

Bay Cove Academy remains committed to using restraint only in emergency situations of last resort when needed to protect a student and/or member of the school community from assault or imminent, serious, physical harm. The school uses Building Communities of Care (BCC) as a method of crisis prevention and intervention. BCC mirrors the school's highly preventative approach, and provides a framework for using information about the student's history, diagnosis, family and community systems, strengths, challenges, and developing skills, to create individualized treatment plans and interventions to prevent student dysregulation, including self-injury or violence. In addition to the model's standard tool kit, the model stresses

individualization of treatment planning to inform all levels of school staff about parts of the day/tasks that may prove more challenging, so that interventions and supports can be put in place preventatively. The model also highlights areas where the student may be more likely to succeed, so these situations may also be woven into the student's day and week with regularity. All staff are required to complete the BCC training to ensure they proactively implement tools to maintain a therapeutic school environment and can manage possible crisis situations.

C. Description of the school's training requirements for staff

The school provides behavior support training to all school staff within the first month of the school year. The training covers the behavioral support policies and the requirements when such procedures are implemented. For employees hired after the school year begins, behavior support training is provided and completed within one month of their date of hire. Staff is trained on the use and implementation of the behavior support policy at least annually. All staff are required to train in BCC, the school's restraint prevention and response method, annually, and are required to complete this training upon hire and before any direct contact with students.

D, Description of the school's reporting requirements and follow up procedures

The school shares its written behavior support policies during the admissions process, at intake and then annually to all students, parents/guardians. The school maintains close communication with parents/guardians, collateral contacts, agencies involved with the care and/or placement of a student, and the sending school district and ensures they are aware of ongoing progress and any areas of concern, including incidents that occur. The JRI Incident Report form is used to communicate incidents that may occur. The school aligns with all federal and state reporting requirements.

Students work closely with their clinician for support, problem solving, planning and processing following any behavioral incident. Students are offered complaint forms as part of this debriefing process.

The Director or designee is responsible for ensuring timely follow up to all incidents related to restraint or the behavior support policies in alignment with related regulations.

E. Description, including timelines, of the school's procedure for receiving and investigating complaints regarding behavior support policies

Bay Cove Academy welcomes feedback and takes complaints seriously; students and parents are encouraged in the complaint process should a concern arise. The school aligns with the JRI policies on complaint investigation and resolution.

Complaint forms are available on the Rights board available to students and from the Human Rights Officer. The Human Rights Officer as well as any staff member is available to assist anyone with completing the Complaint and Grievance Form. Staff are also expected to file the 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 business days; the Human Rights Officer may enlist support from another Admin 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.

F. Description of the procedures to be followed for implementing the behavior support reporting requirements

The school maintains regular communication with parents via a number of methods. Staff keep families informed of progress and any areas of concern specific to their student regularly. Parents/guardians and students are notified of the behavior support systems and related policies at intake and again annually. The Director is available to meet with parents to address any questions or concerns, and is responsible for ensuring these procedures and communications are followed.

G. Description of the program's procedure for making both oral and written notification to a parent

Parents/guardians are notified of incidents on the same day as the occurrence via phone, with follow up communication provided in writing/electronically within three (3) school days. The school aligns with all federal and state reporting requirements. The sending school district and any agencies involved with the care or placement of the student are also notified within the same timeframes. The DESE is notified immediately for relevant incidents (see 4.5 Immediate Notification for more details).

The Director or designee is responsible for ensuring timely follow up to all incidents related to restraint or the behavior support policies in alignment with related regulations.

H. Procedure for the use of Time Out

Bay Cove Academy does not utilize Time Out as a behavior support strategy. Students are able to take space and ask for support within the school, which is individualized to student needs. Students who engage in time away from the learning environment for any reason are continuously monitored and offered support; time away from learning is documented and addressed in alignment with procedures outlined in Policy 9. la.

I. Additional policy implementations

• Individual Student Behavior Plans, if required via IEP, are maintained in student records.
• Food will not be withheld as a form of punishment or behavioral intervention. No student shall be denied or unreasonably delayed a meal for any reason other than a medical prescription.

Addendum G
Day School Division E-Cigarettes and Vaping

General Guidelines and Procedures

A) The JRI Therapeutic Day Schools maintain this policy regarding the use of and presence of electronic cigarettes and vaping paraphernalia. This policy is distributed to each student and their parent/guardian at the time of admission to the school and serves as a formal notice to students, parents/guardians of the plan on how the day schools manage electronic cigarettes and vaping materials.

B) The therapeutic day schools of JRI have a zero-tolerance policy when it comes to the possession and use of E-cigarettes and vaping materials. No student shall be permitted to possess any vaping materials or paraphernalia while in any school building, while on school grounds or property, at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

C) All vaping and E-cigarette materials found on school property and/or on students will be destroyed, with no exception. Students who engage in prohibited behaviors will be referred to a school administrator and consequences will be given in accordance with the student code of conduct. Students will be provided with health information related to the dangers of E-cigarettes and vaping.

D) Parents/guardians, the school district and treatment teams will be notified of all violations and actions taken by the school.

Addendum H
Day School Division

Lithium Battery Ingestion

A) The JRI Therapeutic Day Schools maintain this policy regarding the ingestion of lithium batteries. This policy is distributed to each student and their parent/guardian at the time of admission to the school and serves as a formal notice to students, parents/guardians of the plan on how the day schools manage lithium battery ingestion.

B) If a student swallows any type of battery or places any type of battery in the ear or nose, the National Battery Ingestion Hotline will be called at 800-498-8666 immediately. Lithium and button batteries need immediate medical attention due to the safety risk involved.

C) If any student swallows a lithium or button battery or the battery type is unknown, the student will be transported immediately to the closest emergency room for further assessment, regardless of the presence of symptoms.

D) Student will not be allowed food or drink until an x-ray is completed to confirm the location of the battery. Do not induce vomiting.

E) If the ingested object is obstructing the student's airway, CPR should be initiated per protocol by trained staff members until the airway is clear or EMS arrives.

F) Parents/guardians will be notified immediately.