

Waypoint Academy
5500 Curtis Blvd.
Otis ANGB, MA 02542



Laurence M. Carroll, M.Ed.
Program Director
508-564-5099 x 16
Fax 508.564-5263
L.Carroll@capecodcollaborative.org

WAYPOINT ACADEMY

STUDENT HANDBOOK

DEAR _____,

WELCOME TO YOUR NEW SCHOOL. AS A TEAM OF PROFESSIONALS, IT IS OUR MISSION TO PROVIDE YOU WITH A SAFE, RESPECTFUL AND CARING PLACE TO LEARN AND TO PREPARE YOU TO RETURN TO YOUR LOCAL SCHOOL WHEN APPROPRIATE. IT IS OUR PLAN TO GUIDE AND SUPPORT YOU TO SET AND REACH YOUR OWN GOALS AND TO SUCCEED HERE.

AS YOU BEGIN YOUR TRANSITION HERE, YOU MAY HAVE SOME QUESTIONS, CONFUSION AND SOME FEARS. TALK TO FACULTY AND DO YOUR BEST TO THINK OF THIS TIME AS A "FRESH START" AND A TIME TO TAKE SOME POSITIVE STEPS TOWARD YOUR GOALS. PLEASE TAKE SOME TIME TO REVIEW YOUR STUDENT HANDBOOK AND ADDRESS ANY QUESTIONS AND/OR CONCERNS WITH FACULTY. AS YOU CAN SEE, WE HAVE A LOT OF STRUCTURE AND RULES HERE. WHILE SOME OF THESE RULES MAY NOT MAKE SENSE TO YOU, THEY ALL HAVE A REASON AND ARE IMPORTANT IN MAKING OUR SCHOOL A SAFE PLACE OF LEARNING... AND EVEN SOME FUN.

WELCOME
AND
BEST WISHES FROM
THE FACULTY AT WAYPOINT ACADEMY

I HAVE REVIEWED THIS HANDBOOK WITH FACULTY AND AGREE TO FOLLOW ITS GUIDELINES TO THE BEST OF MY ABILITY.

SIGNED: _____

WITNESS: _____

DATE: _____

5500 Curtis Blvd. Otis ANGB, MA 02542
Phone: (508) 564-5099 FAX: (508) 564-5263

Cape Cod Collaborative
Waypoint Academy
STUDENT HANDBOOK

TABLE OF CONTENTS

Code of Conduct

Introduction to the Point System
Introduction to the Level System
Introduction to the Token Economy

Respect for Others
Respect for Property
General Rules

Dress Code
Bus
Homeroom
Point Sheet Expectations
Social Development Period
Lunch
Bathrooms/Water
“COOL DOWNS” (Self time-outs)
Staff time-outs
Physical Education
Dismissal
Special Activities
Homework
Sick Policy

Level Privileges and Explanations

No student shall be excluded from admission on account of race, color, gender, gender identity, religion, national origin, sexual orientation, or disability.

***Note:** All of the rules and expectations contained in the handbook are subject to interpretation by teachers, faculty, and administrators based upon the intent of the rule.*

CODE OF CONDUCT

The code of conduct for the Cape Cod Collaborative Waypoint Academy is formulated on the basis of two general principles, **SAFETY and RESPECT**. Safety is first and foremost. All students will be expected to conduct themselves in a manner that does not present an unsafe situation that may cause harm to themselves or others. The possession or use of weapons, explosives, or incendiary devices is forbidden and will not be tolerated. Possession of such materials will result in termination from the program and possible expulsion from the referring school district; this consequence is based on the Education Reform Act of 1993. Seriously aggressive physical acting out behavior that presents imminent danger or harm to self or others will result in immediate suspension and probable termination from the program. Possession of any controlled substance, illegal drugs, alcohol, prescription medication etc. will also result in immediate suspension, filing of criminal charges, and termination from the program pending a hearing with the LEA. Any action or incident that violates the Massachusetts Criminal Code for crimes against a person or personal property will be reported to the police and criminal charges will be filed.

Respect for people and property will be modeled by all faculty of the Waypoint Academy, and is expected of all students. The Cape Cod Collaborative/Waypoint Academy provides an opportunity for learning and growth for our students and positive reinforcement will be used to promote further understanding of this important practice and value. Tolerance and acceptance of differences will be modeled and taught by all faculty. The program will strive to broaden, when necessary, every student's understanding and acceptance of human differences, including but not limited to ethnic origin, religion, sex, handicapping conditions, sexual orientation, age, and cultural practices. It is understood that children may often say or do something offensive or insensitive to another's difference. Sometimes the reasons lay beyond the student's understanding, and therefore, **Waypoint Academy will make every effort to educate the student in understanding the importance of respect for self and others. However, in the event that there is obvious and ongoing: intolerance, persecution, discrimination, bullying or harassment due to another's differences, the offending student will be disciplined by suspension until a hearing/conference can be scheduled to determine a proper course of action to eliminate any further incidents and preserve the dignity of the victim(s).**

THE POSITIVE BEHAVIOR SHAPING SYSTEM

Students have the opportunity to earn points throughout the school day. In each class (including each Homeroom Period or Social Development Period) a student may earn up to ten points. Points are earned in five different categories: Observing School Rules (OSR), Effort, Completion of Task (COT), Attitude, and Respect. In order to keep track of the points earned, students must carry a "Daily Progress Sheet" with them to each class. Faculty will record points on the "Daily Progress Sheet" and students should expect faculty to explain why and how they received or failed to earn points. The results of the point system are important in four ways:

1. Points earned show a student's progress and pave the way for achieving personal, social and educational goals.
2. Daily Progress Sheets are school documents that become a part of a student's record
3. Points determine eligibility for students to advance in Level (and thus to earn more Level Privileges)
4. Points are the basis for earning "tokens" which may be spent in the school store

The Positive Behavior Shaping System is set up to acknowledge and reward students for "positive" behavior. As trust is developed and students earn points consistently, they are promoted on the level

system. Level promotions imply an increasing sense of responsibility and students are granted more privileges. Status on the level system is also used as a measure of overall progress and can be used as one indicator of readiness to transition out of the program.

INTRODUCTION TO THE TOKEN ECONOMY

Our school's token economy provides a tangible reward system for positive behavior. Students may use their tokens to purchase items at the school store. Students may earn tokens, which are recorded in a token account in their homerooms, on a daily basis. While we encourage students to save (budget) their tokens, they may be spent daily as long as students plan ahead. (Students must fill out a token economy check during homeroom for purchases they will receive during the next homeroom period.). Students are expected to spend their tokens by the end of the current school year, as they cannot carry a balance over into the following year.

RULES AND EXPECTATIONS - RESPECT FOR OTHERS

1. Derogatory comments or behavior toward any race, sex, color, creed, or religion will result in failure to earn points or a "0" for the day at faculty discretion. The incident will be documented and parents/guardians and school officials will be notified. Cultural sensitivity lessons/assignments may be assigned. If persistent in nature, students may be suspended until a hearing/conference is held.
2. Any threat, bullying, or harassment of another person (student or faculty) will result in automatic "0" for the day, possible suspension and notification to parent/guardian. Please note that threats, bullying and harassment can take many forms (direct, indirect, etc.) and any/all forms of such will be dealt with swiftly and seriously, to include the possibility of legal action.
3. Inappropriate topics of conversation are unacceptable in school. For example, discussing past or present violence, past or present drug issues, gossip/teasing, personal situations, etc. will result in failure to earn points for OSR. Points earned for attitude and respect are to be determined by faculty.
4. All students must respect personal/physical boundaries. If a student is demonstrating close personal contact ("PC"), one reminder will be given for the student to refrain from touching. Refusal to adhere to the personal contact policy will result in failure to earn points. Habitual non-compliance may result in earning an immediate "(0)" for the day, and/or level demotion. Parents and school officials may be notified.
5. Sexualized behaviors/verbalizations are not acceptable in school at any time. Physical contact may be considered sexualizing and inappropriate. Individual instances will be assessed by faculty and addressed accordingly. Such actions may result in failure to earn points for the day. Sexual misconduct will result in parental involvement and possibly suspension or legal action.
6. Assaultive behavior will not be tolerated. Consequences will be serious and will include, but not be limited to: failure to earn points, level demotion, loss of special activity privileges and possible criminal charges. The school will notify parents and the referring school district. A conference/hearing may be scheduled for repeated instances of assaultive behavior.

RESPECT FOR PROPERTY

1. Students are not to touch other people's property without permission from faculty.
2. At the discretion of faculty, one prompt may be given to remind students that the following are not acceptable and may result in failure to earn points:
 - a. Feet on any furniture
 - b. Tipping chairs on rear legs

- c. Sitting behind faculty desks
 - d. Sitting on desks
3. Destruction of property includes, but is not limited to:
 - a. Graffiti, writing on the walls, doors or desks
 - b. Writing in books/tearing pages from books
 - c. Hitting and striking walls or doors in any way
 - d. Deliberate acts to break, damage, or alter school and/or personal property of others
 4. Incidents of property destruction will earn a student a zero for the day. Such incidents are expected to be followed by restitution (fixing/making amends). Restitution is made through a community service contract, which specifies the necessary responsibilities to resolve the matter. School-based privileges will be suspended until the community service contract has been fulfilled.

General School Rules and Expectations

1. *Students are expected to attend school every day.* Students refusing to attend school fail to earn points for the day and are required to make up any work that they missed.
2. *Students are expected to complete all assignments on time.* Refusing to do work results in a “0” for OSR, Completion of Task (COT) and Effort. Points not earned for Respect and Attitude are at the discretion of faculty.
3. *Any work that is a product of your own best effort will receive due credit.* Full effort is expected of all students at all times – lack of effort will result in a failure to earn points. Any student caught cheating will earn a “0” for the day, earn “0” points for the assignment and will repeat the assignment. The student’s guardian may be notified.
4. *Students are expected to be alert in order to learn.* Students sleeping during a class or repeatedly having their head down on a desk earn a “0” for the class. Sleeping/head down in class can be considered disruptive and may result in a staff time-out, at faculty discretion. Student will be required to make up work they missed.
5. *Students are expected to follow all faculty directions.* Not following directions results in a failure to earn points for respect and attitude, with the remaining points left to the discretion of the faculty member involved.
6. *Students are expected to be at school on time and to arrive to each period on time.* Students who are late for school due to their error/misbehaviors fail to earn points until they arrive and attend class. Tardiness for any class results (minimally) in a “0” for school rules.
7. *Students are expected to be prepared for class:* Students are responsible for coming to every class with a proper writing utensil and their notebook/work binder. Failure to do so is an automatic “0” for Observing School Rules (OSR). Pens/pencils should be purchased during morning homeroom.
8. *Language Policy:* While we respect cultural differences, English is the primary language of this school. All students are expected to speak English and refusal to do so will result in “0” points for OSR, attitude, and respect.
9. *Students are expected to speak appropriately and with respect.* Students who swear, rap/sing or “rhyme” words will fail to earn full OSR points. Students will fail to earn points in other categories at faculty discretion.
10. *Students are expected to remain in the classroom until the end of the period.* Leaving a room without faculty permission is an automatic staff time out and failure to earn points.
11. *Students are expected to be under faculty supervision at all times.* Anyone deliberately evading faculty supervision will earn a zero for the day.

12. *Gum chewing/Snacks*: Gum chewing is not permitted at anytime. Snacks may be eaten during homeroom, Social Development Period and lunch, but must be turned in to the homeroom teacher. Failure to do so will result in “0” points for OSR until it is turned in.
13. *Cell phones, Cameras, CD’s, Audiotapes, Videotapes, Tape Recorders, Players, all electronic devices must be turned in to homeroom teachers in the morning* : Cameras may only be used under the supervision of a faculty member for class projects. For students on Level 3 and under, all such items must be turned in to the homeroom teacher in the morning. Failure to do so will result in a “0” for OSR points, up to the time the possessions are turned in to a faculty member. Additional infractions of this policy may result in the item being confiscated and returned to a parent or guardian, not the student.
14. *Playing Cards*: Playing cards are not allowed in school and will be confiscated. Not turning them in results in not earning OSR points.
15. *Notes and letters*: Reading and/or writing notes and letters results in a “0” for OSR points and failure to earn 1 point for attitude and 1 point for respect. All other points will be at the discretion of faculty. Notes will be confiscated and turned in to the administrative office.
16. *Unauthorized phone call*: Any student attempting to make an unauthorized phone call will receive a “0” for the day.
17. *Self-marking*: Students are not allowed to write/inscribe on themselves or their clothing. Students who do will fail to earn OSR points and will be required to wash it off.
18. *Speaking to counselors*: In order for a student to speak with his/her counselor (other than at a scheduled time), the student must ask a faculty member who will see if the counselor is available. Generally, these unscheduled meetings will take place during the last five minutes of class.
19. *Open Containers*: Containers must be commercially sealed. Drinks, soda bottles, etc. must be unopened when they come into the building or they may be confiscated.
20. *Gang Culture*: Any materials or activities related to gang culture are unacceptable in school and will be dealt with accordingly.

Habitual Non-compliance: Students who repeatedly choose not to meet rules and expectations may earn a “0” for the day.

In accordance with the school safety policy and the Code of Conduct, the following items are strictly prohibited and will be confiscated:

1. *Liquid White-out, Glue, Rubber Cement*
2. *Aerosol Cans*
3. *Cigarettes/Tobacco paraphernalia*
4. *Any Weapon*
5. *Drugs/Alcohol/Alcohol-based products*
6. *Any item or substance deemed a **potential** safety hazard to students or faculty, as determined by faculty.*

NOTE: In order to provide a safe and secure school environment, and in accordance with the school safety policy, random searches may be conducted at any time.

DRESS CODE

Attire or accessories worn at the Cape Cod Collaborative/Waypoint Academy must not pose a safety issue or be a distraction to the learning environment. If necessary, students may be required to change their

clothing.

1. Pants must be worn on the waistline with belts buckled at all times. Undergarments should never be visible. Students who continue to break this rule will receive “0” points for the day and may be sent home to change at faculty discretion.
2. Inappropriate words or pictures on clothing are not permitted. Shirts that are deemed inappropriate by faculty must be turned inside out or changed. Failure to do so may result in the failure to earn OSR and respect points, staff time-out and parent notification.
3. Appropriate winter clothing must be worn during the winter months in order to participate in any outdoor activities
4. The following are not permitted:

a. Hats/hoods	h. Inappropriate pictures	o. Spiked/Studded
b. Bandannas (<i>confiscation</i>)	i. Hair picks/combs in hair	accessories
c. Half shirts/belly shirts	j. “Do-rags”	p. Pajamas
d. Short shorts/short skirts	k. Jackets/coats (in class)	q. Slippers
e. Sleeveless shirts	l. Sunglasses	
f. See-through clothing	m. Rips above the knee	
g. Inappropriate words	n. Cell Phones	

TRANSPORTATION RULES

Bus transportation is considered an extension of the school day. Conduct on the bus may be reflected in a student’s points and levels at the discretion of faculty. Any discipline report from the bus will result in a minimal failure to earn 10 points for the day with additional or recurring incidents resulting in additional consequences. All behavior on a bus should be appropriate bearing safety in mind at all times.

1. Any student sitting in a school transportation vehicle must wear a seat belt (as instructed by the manufacturer such as lap belt, shoulder harness) at all times.
2. If any student is sitting in a seat that does not have a working seatbelt, that student may not remain in that seat and must go to a seat that has a working seatbelt.
3. The bus/van must come to a complete stop before removing seatbelts and exiting.
4. Eating or drinking in the bus/van must follow the policy/guidelines of the transportation company.
5. The driver decides any seating arrangements.
6. All passengers must face forward during the bus ride.

****Students are not allowed to drive their personal vehicles to school at any time.**

HOMEROOM

Students are expected to report directly to their assigned homeroom in the morning. Homeroom is a “*time-on learning*” activity focusing on social development and organizational skills. As long as the conversation is suitable for school, students may chat as they enter homeroom, fill out their “Daily Progress Sheet” and complete their “journal” entries. In order to earn all homeroom points, students are expected to:

1. Properly fill out their Daily Progress Sheet
2. Update their Journal.
 - a. Journals are complete if the student has written five or more sentences.
 - b. If students are legitimately late and are unable to adequately complete their journals, their points are “on-hold” and they may earn full credit for finishing their journals during the

morning Social Development Period.

3. Alert faculty about token requests, lunch orders and Social Development Period requests as necessary.

DAILY PROGRESS SHEET (“POINT SHEET”) RESPONSIBILITIES

Daily Progress Sheets are permanent school documents and should be treated with respect. All students are expected to take personal responsibility for their Daily Progress Sheet.

1. Students must legibly fill out their point sheet in homeroom using blue or black ink. All information must be accurate and students must write in their goals as approved by faculty.
2. The Point Sheet must be brought to each class and must be given to a faculty member at the beginning of class.
 - a. If a student forgets to bring their Point Sheet, or if the Point Sheet is lost during the course of the day, the student cannot earn points that day.
 - b. If the student finds their missing Point Sheet within 24 hours, they may apply to receive points for the day the sheet was missing.
3. Students are expected to not tamper with their Point Sheet; doing so will result in a student not receiving points for that day. Tampering includes, but is not limited to:
 - a. Attempting to change points
 - b. Altering or defacing the point sheet in any way deemed unsuitable by faculty
4. Students may fold their point sheet in a suitable manner but must unfold the point sheet when handing it to faculty.

AGENDA BOOKS AND BINDERS

1. Students are provided with an agenda book on their first day of the program. Agendas/binders are provided for two reasons: first, to develop and strengthen organizational skills with regard to classwork and homework; second, to create a sense of personal responsibility to remember and maintain their agenda books and binders.
2. Students are expected to get each assignment in their agenda book initialed by a faculty member. If a student is out of class or absent, it is their responsibility to write in their assignments and get them initialed at a later time. Students refusing to write in their homework or have it initialed cannot earn their Observing School Rules points.
3. Students are expected to bring their agenda book home every night. However, if students have no homework over the weekend, they may leave their agenda and binder in school on Friday afternoon.
4. Students are expected to bring their agenda book/binder to school each day. Students who **forget** their agenda book will be assigned a minus ten (-10) from their point total. Students who **forget** their binder will be assigned a minus fifteen (-15) for the day. This results in a possible loss of 25 points from the day’s total. **HOWEVER**, if students successfully complete an “Agenda Replacement Page” for that day, **AND EARN 90% OR MORE OF THEIR DAILY POINTS** they **earn back ten (10) points**. *This allows for a possible 85% points for the day, despite the error of a missing agenda and binder.*
5. Students are expected to maintain their Binders and Agendas in a consistent, organized and respectful fashion. Papers are to be neatly organized by class and free of stray marks and

inappropriate writing and/or drawing. Pictures and appropriate “décor” is allowable, at faculty discretion (e.g., no unacceptable graffiti, vulgarities, drug references, etc. and no student phone numbers).

6. Students are expected to write their assignments in pen in their agenda books.
7. As noted above, if a student does not have their agenda book, they are expected to complete an agenda replacement page. If an agenda book is missing for more than five school days, students will be required to purchase a replacement agenda book and reimburse the school \$8.50.
8. Students are encouraged to self-monitor and record their grades in the “Record of Achievement” section of their agenda books and to use this system to organize other aspects of their lives (job interview, work, evening plans, etc.)

SOCIAL DEVELOPMENT PERIOD (SDP)

Social Development and Lunch are considered periods of time during the day when students can focus specifically on goals and objectives within their IEP that promote skill development in the areas of interpersonal relationships, social behavior, communication, organization, and self help/independence.

1. Students will be expected to hand in their Daily Progress Sheets as normal during Social Development Period.
2. Students who earned no points during the period before SDP may lose SDP privileges and be required to stay in a “cool-down” area during SDP at faculty discretion.
3. If a student is assigned a staff time-out during SDP they will fail to earn SDP points for that day.

During SDP, students on Levels III, IV and V have the option of going to the gym provided there are faculty available to monitor. Students who choose to use the gym must stay there for the entire SDP.

LUNCH

Students eat lunch in homerooms; all students are expected to clean up after themselves at the end of lunch.

1. Any student earning no points the period before lunch will be asked to eat lunch separately from his or her homeroom.
2. Any student given a staff time-out within ten minutes of lunch will be required to eat lunch separately from his or her homeroom.
3. Please Note: microwave and refrigerator use during lunch is an earned privilege.

BATHROOMS AND WATER REQUESTS

Students on levels I, II and III must be escorted to the bathroom by faculty. Faculty will check the bathroom before and after the student uses the facility.

1. Only one student is allowed in the bathroom at a time.
2. It is important to learn time management skills, improve time on learning of all students and limit distractions to the classroom. Therefore, bathroom and water requests will be honored during the last five minutes of class and when deemed necessary by faculty.

“COOL DOWNS” (SELF TIME-OUTS)

“Self time-outs” are a privilege granted to students with the goal of assisting them in coping with stressful situations and demands. “Selves” may be requested by the student and are granted at the discretion of faculty

1. Each student is allowed two “Selves” each day, but a student may only use one “Self” per period. If a student should use more than two “Selves” in a day, the additional “Selves” will become “staffs”.
2. The door to the time out may remain open during a “Self” time-out with faculty permission
3. The student must maintain appropriate behavior while in the “Self”, for example: no kicking, slamming doors or punching walls while in the time out room
4. Students must turn in pens or pencils to faculty before entering the time out room. Any student who refuses to turn in their pen/pencil will earn a “Staff” time-out for non-compliance.
5. Students are not allowed to speak with other students during time-outs
6. Students on Level 4 and 5 have the responsibility of returning to class on their own
7. If any of the above expectations for self are not met, the “Self” will turn into a “Staff” directed time-out. If unacceptable behavior persists, at faculty discretion, a student’s privilege to use a self may be revoked.

“COOL DOWNS” (STAFF TIME-OUTS)

“Staffs” are assigned at the discretion of faculty members with the goal of promoting a safe, respectful and, positive learning environment. “Staffs” are used by faculty to assist students in learning coping skills.

1. The “staff” T.O. begins once the student has demonstrated safe, calm and respectful behavior and the student has turned all pens/pencils.
2. The student will not be able to begin their time out until all pens/pencils and other items deemed inappropriate for a therapeutic separation room are turned over to a faculty member. The student will not be able to process until he/she complies with this rule.
3. Once the “staff” has started, the student may not speak with anyone until they have demonstrated safe, calm, and respectful behavior for five (5) minutes.
4. **Kicking, slamming, punching walls and all other unsafe behaviors will not be allowed.** Students are **responsible for and accountable for their behavior** while in a time-out.
5. Students in time out are held responsible for any writing on the walls before they leave the room.
6. Students are not allowed to speak with other students during time outs
7. The student’s daily point total will be reduced by one point for each time he/she earns a staff time-out.
8. If the staff extends through the majority of next class, it will count as a separate staff and the student will fail to earn points for that class.
9. **Any student who exceeds 3 staffs in one day will earn “0” points for that day.**
10. The student must **“process”/talk** through the issue with the faculty member who gave the staff **BEFORE** the student is allowed to leave the area.
11. **The faculty will decide when the student is ready to return to class. This will be based on the outcome of the processing/“preventive planning” and the student’s attitude and willingness to accept some responsibility for their actions.**

PHYSICAL EDUCATION/GYM USE

1. All students must wear appropriate clothing and shoes to participate in gym activities.
2. Shoes that leave scuffmarks are not allowed.
3. Participation in Physical Education is mandatory. Excuses will only be accepted if written by a doctor, if the student receives permission from their counselor, or a confirmed note from a parent.
4. Excused students must complete a written assignment in order to earn points for that gym period.
5. Unexcused students refusing to participate will complete assigned written work. The student will be able to earn no more than 5 points per period.
6. Students must participate in the entire gym class in order to earn points.
7. Students must remain in sight of a faculty member at all times. Any student who deliberately leaves faculty eyesight will earn a "0" for the day.
8. Gum is not allowed at gym and no prompts will be given. Infractions of this rule will result in not earning OSR points for the day and a zero for the gym class.
9. No food or beverages are allowed into the gym.
10. No valuables should be taken to the gym; faculty is not responsible for any lost or stolen items.
11. Any student who is "unprepared" for Gym class will be expected to complete a written assignment with the opportunity to earn no more than "1's" for that period. IF the student earns an 85% or better on the packet he/she will have earned a "B" as a grade for that class.
12. No lending or borrowing of any personal items during gym (between students).
13. No see-through clothing is allowed at any time regardless if it is worn at gym (i.e.. white see-through gym pants, etc.).
14. Students must be responsible for their own possessions (sneakers, tee shirt, etc.) and bring them for gym when scheduled.
15. Leaving the gym for water is not allowed. Students are given water immediately following physical education class and/or when faculty deems it necessary.

DISMISSAL

At the end of the day students must return to their homeroom and sit quietly in their seats. All students must be seated before any students are eligible to receive water, go anywhere (bathroom, locker, etc.) or be dismissed.

1. A faculty member will dismiss the students from their homeroom class when all point sheets are collected and their transportation has arrived.
2. All students must leave through the assigned door.
3. Students who are disruptive in any way during dismissal **will fail to earn ALL 10 of their afternoon homeroom points.** At the discretion of faculty, they may be required to begin the next morning in a staff time out to resolve the issue.

SPECIAL ACTIVITIES:

Students who earn/achieve all special activity goals (determined by faculty for each activity) will earn the privilege of participating in any scheduled special activities. Students who do not earn the activity are expected to complete assignments at the discretion of the faculty members. Such assignments are to be completed during the activity period.

1. All school rules apply to behavior during any activity or van/bus ride with Waypoint Academy

faculty regardless of the time or location.

2. Any behavior that would result in a staff time out at any activity or any public place is a “0” for the day and loss of the privilege of the next special activity.
3. Any behavior that would earn a staff time out in school will earn a 0 for the day if it occurs on a bus. Loss of the next special activity privilege is at the faculty’s discretion.

HOMEWORK POLICY

Homework is the responsibility of each student and should be completed as assigned.

1. Incomplete or missing homework assignments result in a loss of four points (-4) at the end of the day for each assignment for all students. If the student completes the assignment at a later date, it is up to the teacher’s discretion what the grade for the assignment should be.

SICK POLICY

1. If a student stays out of class due to illness, faculty will notify that student’s counselor and they will determine the student’s ability to earn points for the period.
2. If a student remains out of class due to a complaint of illness, that student will not be eligible to go outside for SDP.

CREDIT AND GRADING POLICY

Cape Cod Collaborative/Waypoint Academy awards credit for all academic and school related work based on the Massachusetts Department of Education “time on learning” requirements.

Elementary school students participate in a minimum of 900 hours of regularly scheduled structured learning activities over a 180-day school calendar annually.

Secondary school students participate in a minimum of 990 hours of regularly scheduled structured learning activities over a 180-day school calendar annually.

Structured learning activities are regularly scheduled instruction, learning or assessments within the curriculum of core subjects and other subjects as defined in 603 CMR 27.02 Learning time includes direct study (activities directly related to a program of studies, with a teacher available to assist students), independent study (a rigorous, individually designed program under the direction of a teacher, assigned a grade or credit), technology-assisted learning, presentations by persons other than teachers, school to work programs, and statewide student assessments.

Credit for structured learning is determined on a course-by-course basis and the amount of time spent in instructional activities for each of the courses, for example:

Core curriculum courses, i.e. English, mathematics, science, social studies, etc require 37.5 hours each quarter and 150 hours for a full year of credit. All other courses that require 150 hours are also equal to 1.0 full credit annually, and/or .25 credit for each quarter.

Electives, independent study, art, physical education, and other structured learning activities are credited on the same hourly criteria: Full credit, 150 hrs. annually, 37.5 quarterly; one-half credit 75 hrs annually, 18.75 quarterly; one-quarter credit 37.5 annually, 9.375 quarterly.

Skill Development in areas of Milieu/Social/ Emotional/Organizational development is a critical aspect of the AEP; an individualized plan is developed for students based on their identified needs. The plan is developed from a collection of standards drawn from the Massachusetts Curriculum Frameworks and/or the students Individual Education Plan. Each student's learning/skill development plan receives 28.5 hours of directed study quarterly (114 hours annually) and teacher supported assistance throughout the entire school day. Progress is recorded on the student's daily record and reflected in the point and level system. Students receive .25 credit quarterly and 1.0 for a full school calendar year.

Incomplete Grades will be assigned to student's that fail to meet the required course work for any and all subjects. They will be allowed a period of time in which to make up the required course work and meet the instructional standards for receiving a course grade and the corresponding credit.

The Cape Cod Collaborative Waypoint Academy
POSITIVE BEHAVIOR SHAPING SYSTEM

Student Application for Promotion

Students must officially apply in order to be considered for promotion from one level to the next. Students must complete the application form independently, but if necessary, may request assistance from their teachers and counselors. The completed forms must be submitted to a counselor no later than Tuesday by dismissal time in order to be considered for review at faculty meeting. Students will be responsible for identifying three (3) behaviors that they feel need improvement. Students will write their proposed new goals on the application, which will serve as their contract and commitment to work on improving in these identified areas. All faculty will review the application for promotion and a decision will be based on:

- A. Maintaining the percentage of points needed to move up to the next level
- B. Meeting the goals identified by the student.
- C. Level 5 requires, in addition to A and B:
 - 1. An interview with the school director
 - 2. An “A-B” grade average
 - 3. 2 letters of reference – one from a teacher and one from a parent or guardian.

Students may meet with their school counselors on the following day, to discuss the results of their application for promotion. In the event that a promotion is denied, the homeroom teacher or counselor will meet with the student to: review the application, provide feedback to support the decision and discuss strategies to assist the student to earn the promotion.

**All students who earn 90% and above on their “Daily Progress Sheets” for the days Monday through Thursday earn the privilege of being allowed to “order out” lunch on Friday (using their own money)

ASSESSMENT LEVEL

Students will be put on assessment level at faculty discretion, due to serious behavioral problems, habitual noncompliance or concerns related to potential self-harm.

Privileges: None. Supervision is maximum.

Responsibilities: Point Sheet heading to be filled out completely. Lunch and Social Development Period will be spent supervised in a separate area. Students will be expected to follow their Individualized Education Plan (IEP) and all the General Expectations and Code of Conduct for the school.

LEVEL 1

Students upon entrance to the program are granted Level I status.

Privileges:

- Eligible for Social Development Period and lunch period with the group.
- Any student earning 100% weekly point percentage receives twenty (20) bonus tokens.

Responsibilities:

- Uphold Level 1 Goals:
 1. Learn student expectations
 2. Establish trust and respect for peers and staff
 3. Try my best
- Fill out point sheet properly, including room schedule.
- Attend school every day.
- Participate appropriately in all activities.

To move from Level 1 to Level 2 the student must:

- Earn 80% of all possible points each day for five (5) consecutive days.

LEVEL 2

After completion of the application for promotion and having received faculty approval, students promoted to Level 2 have earned the following:

Privileges:

- Entitled to all Level 1 privileges.
- Percentage of tokens earned increases

Responsibilities:

- All Level 1 Responsibilities.
- To uphold the behavior contract designed on the application form by actively working to improve the three targeted behaviors.
- Students must earn 80% of their points for the week to maintain Level 2.

To move from Level 2 to Level 3 the student must:

- Make progress towards achieving the three Goals identified on their previous application form.
- Earn 85% of all possible points each day for ten (10) consecutive days.
- Identify three new Goals to be worked on in Level 3.

LEVEL 3

After completion of the application for promotion and having received faculty approval, students promoted to Level 3 have earned the following:

Privileges:

- Entitled to all the privileges of Levels 1 and 2.
- Percentage of tokens earned increases
- With permission from faculty, Student may eat lunch once per week with the faculty member of their choice.
- Students may use free time for computer games or independent study.
- Students may carry a backpack or purse.
- Students are eligible to apply for Student Council membership

Responsibilities:

- All Level 1 and 2 Responsibilities.
- To uphold the behavior contract designed on the application form by actively working to improve the three (3) targeted behaviors.
- Students must earn 85% of points for the week to maintain Level 3.
- Abuse of privileges is an automatic level drop.

To move from Level 3 to Level 4 the student must:

- Make progress towards achieving the three Goals identified on their previous application form.
- Earn 90% of all possible points each day for ten (10) consecutive days.
- Identify three new Goals to be worked on in Level 4.

LEVEL 4

After completion of the application for promotion and having received faculty approval, students promoted to Level 4 have earned the following:

Privileges:

- Student is entitled to all privileges of Levels 1-3.
- Students may pass in the hallways without a faculty member.
- Students may assist teachers and/or administrators with activities that contribute to the daily operations of the school or classroom.
- Students may request to eat lunch in another homeroom once per week with the permission of all faculty involved.
- During Thursday lunch, students may have a special lunch snack.
- Students have access to the microwave and refrigerator
- Bathroom use does not require a faculty escort
- Personal electronics (with the exception of phones) may be used during Social Development Period (SDP).
- Students may use the Internet or play computer games during SDP.

Responsibilities:

- To uphold the behavior contract designed on the application form by actively working to improve the three (3) targeted behaviors.
- Students must earn 90% of points for the week in order to maintain level.
- All Level 1 to 3 Responsibilities.
- Abuse of privileges is an automatic level drop.
- Two (2) staff time outs in a day will result in automatic level drop.
- A computer violation results in an automatic level drop

To move from Level 4 to Level 5 the student must:

- Make progress towards achieving the three goals identified on their previous application form.
- Earn 95% of all possible points each day for fifteen (15) consecutive days.
- Maintain a B average in all classes.
- Provide two letters of reference, one from a faculty member, one from an adult outside of school.
- Interview with the school director.

LEVEL 5

Once the Special Application Process has been completed and approved by Waypoint Academy faculty, students on Level 5 have earned the following:

Privileges:

- All privileges of Levels I through IV.
- During SDP the student is allowed to go outside, without a faculty member, as long as the student stays within the SDP area.
- Choice of lunch from local restaurant once per week. (within a 7 dollar budget)
- Student may be eligible to work part-time in the office assisting the administrative staff.
- Student is not required to carry a point sheet.

Responsibilities:

- Responsibility to uphold the behavior contract designed on the application form by actively working to improve the three (3) targeted behaviors.
- Students must earn 95% of points for the week to maintain this level.
- Abuse of privileges is an automatic level drop.
- Staff time out may result in level drop pending the review of an administrator.
- A computer violation results in an automatic level drop