



Parent Handbook Waypoint Academy 2013-2014

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Waypoint Academy
5500 Curtis Blvd. Joint Base Cape Cod, MA 02542
Phone: 508.564.5099
Fax: 508.564.5263
Paul C. Hilton, Executive Director 508-420-6950

Waypoint Academy Administration	508-564-5099
Larry Carroll, Director	x 16
Esther Owen, Admin Assistant	x 15
Matt Kravitz, Clinical Coordinator	x 17
Brian Eacobacci, Clinical Case Worker	x 34
Melanie Bouchard, Clinical Case Worker	x 22
Jay Fennelly, Behavior Specialist	x 25
Melissa Goldstein, Program Coordinator	x 24
Nancy Anjo, Assistant Program Coordinator	x 38
Kirsten Sieger, School Nurse	x 20

The Waypoint Academy will be closed on the following days:

July 4, 2013	Independence Day
August 3 & September 2	Labor Day Weekend
September 20, 2013	Early Release/Teachers In-Service
October 11, 2013	Teacher In-Service
October 14, 2013	Columbus Day
November 8, 2013	Early Release/Teachers In-Service
November 11, 2013	Veteran's Day
November 27, 28, 29, 2013	Thanksgiving Break
December 23-31, 2013	Winter Break
January 1, 2014	Closed
January 17, 2014	Teacher's In-Service
January 20, 2014	Martin Luther King Day
February 17-21, 2014	February Break
March 14, 2014	Teacher's In-Service
April 11, 2014	Early Release/Teachers In-Service
April 21-25, 2014	Spring Break
May 23, 2014	½ Day Early Release
May 26, 2014	Memorial Day

- No student shall be excluded from admission on account of race, color, gender, religion, national origin, sexual orientation, gender identity or disability. The following grievance procedure will be observed:
 - Students/parents/guardians will bring the matter to the attention of Larry Carroll, the Program Director.
 - If the matter is not resolved within seven (7) days, the student/parent/guardian may appeal in writing to the Executive Director, Paul Hilton.
 - If, at the end of fourteen (14) days after appealing to the Executive Director the matter remains unsolved, the student/parent/guardian may appeal the grievance to the Board of Directors within three (3) work days after the date of the Collaborative Director's reply. This shall be done by sending a written request to the Board, via the Collaborative Director, for a hearing. The Board of Directors shall hold such hearing at a special meeting called for that purpose or at its next regularly scheduled Board meeting. Whether such hearing is held in open or executive session shall be controlled by the provisions of Chapter 39 of the Massachusetts General Laws (i.e., the Open Meeting Law). The Board of Directors' decision relative to the grievance shall be final and shall be rendered within twenty (20) business days of the hearing.
 - If the matter remains unresolved, the complaint may be referred to the United States Department of Education, Office for Civil Rights, Boston, MA.

**Cape Cod Collaborative
Transportation Office**

508-420-6950

Patricia Pawloski, Transportation Manager

Dispatch

508-420-6950 x 18 & 19

**Answering machine is available and checked
when the office closed**

PLEASE NOTE

**The actual starting/leaving time for
each student may vary with
his/her transportation schedule.**

I. Student Health Guidelines

A. Medications and Procedures

Should your child require either, it is necessary that you follow these guidelines:

1. It is important that the school is aware of any major medical history of our students. Therefore, parents/guardians are annually responsible for making sure that their student's medical records are provided to the school nurse upon entrance.
2. School/state regulations require that any medications (both prescription and non-prescription i.e. Tylenol or Ibuprophen) given during the school day, be authorized by **BOTH** parent and physician. If you wish your child to receive medications during school hours, please fill out the appropriate form and return it to school. We must have the form **BEFORE** we can administer medication in a school setting.
3. All Doctor's orders and student information packets are to be renewed yearly. **This information must be completed by the beginning of each new school year.**
4. If your child receives daily medication, please see that it is sent in a properly labeled and child-proof pharmacy bottle. Have your pharmacist prepare a bottle especially for use at school.
5. Should your child require a short-term antibiotic, please write a note giving the nurse permission to dispense. The pharmacy label can serve as the doctor's order. This is only to be done with medications that are of short duration. You may bring this in daily, and we will return it to you at the end of the school day.
6. You may wish to have a Tylenol order on file for your child (fever, discomfort). This also requires authorization. You must supply a small unopened bottle, to be labeled and stored, for the classroom.

B. Transportation of Medication.

All medications needed by students during the school day MUST be brought in to the school by the parent. This is a school and State policy. Medications may not be sent with the student. Monitors or drivers are not allowed to transport medication.

Please plan accordingly should your child require medication during the school day.

The School nurse will accept and store the medication. The School nurse will notify the parent when the medication is running low.

C. Student Illness

If your child is ill, please keep him/her home until they are recovered. It is often difficult for a child to learn when they are not feeling well. Children who come to school ill, or become ill while in school, will be sent home. The classroom nurse, teacher and administration, if necessary, will make this decision jointly. Our goal is to keep your child's classroom a healthy, learning environment.

Parents are responsible for providing transportation in the case of illness. If not possible, we ask that you designate another responsible person who can take responsibility for your child.

When your child is absent from school, please telephone **BOTH** the program **AND** the appropriate transportation personnel. **IF YOUR CHILD IS TRANSPORTED BY CAPE COD COLLABORATIVE, PLEASE CONTACT PATTI PAWLOSKI, MANAGER, AT (508) 420-6950 (answering machine available when office closed).** If that is not convenient, please contact the Waypoint Academy office at 564-5099 to leave a taped message. If the classroom does not hear from you, we will call to confirm all absences.

If your child is absent, you will receive follow-up telephone calls from the counselor and/or program nurse to inquire about the student's current status. Although daily attendance is desirable for all students, illness does occur which may make it **INADVISABLE** for the student to attend school. Should your child miss school due to illness for 5 or more consecutive days, you will be asked to provide a note from your physician clearing the student to return. The following parameters can be used as a guideline:

FEVER: As a rule, a student with a fever of **100 or over** should remain home. **Twenty-four (24) hours after** the fever has broken, the student can return to school.

Cold: If the student feels well enough and does not have a fever, a child with cold symptoms can go to school, particularly after the first day or two of the cold.

VOMITING/DIARRHEA: A student who has been vomiting or had diarrhea within the last 24 hours should remain home.

EAR INFECTION: There is no need to keep the student, who is being treated, home **UNLESS** the student has fever and/or ear pain.

OTHER: Until appropriate treatment has been received, no student should attend with Impetigo, Conjunctivitis (Pink Eye), Pediculosis (Lice), Pinworms, and unusual rashes. Contact the nurse or teacher if you have a question.

IN ADDITION: If you have medicated your child in the morning (Tylenol, Dimetapp, etc.), please let the teacher/nurse know this by telephone. This will avoid the possibility of "double-dosing" and allows the nurse to make a more accurate assessment of your child's health.

PLEASE REMEMBER: Any information regarding your child should be communicated by telephone, **NOT THROUGH THE BUS DRIVER OR MONITOR.**

D. MEDICAL FOLLOW-UP AND RETURN AFTER HOSPITALIZATION

Many of our children are followed on an on-going basis by physicians and/or comprehensive medical/diagnostic facilities. With your permission, we would like to establish communication with the people at these facilities. Included in a packet you received, was an optional form entitled **AUTHORIZATION TO RELEASE/REQUEST INFORMATION**.

If you have not completed this form, please be advised that it really would be helpful to the Collaborative staff if you do so.

May we suggest...

- You let us know in advance of appointments if you would like us to communicate our information about your child to the persons involved in the medical/therapy evaluation.
- You request reports (and sign a release form at the time of request) and a copy be sent to us upon completion of the work with your child.

E. Return to School Following Hospitalization.

Parents/guardians ***MUST*** have a physician's written statement that a child is ready to return to school. Included in the physician's written statement, or attached, should be information concerning any changes in the child's medical procedures, therapy prescriptions, medicine dosages, etc.

Parents should contact their child's home school district Director of Special Education/Pupil Personnel Director's office to inform he/she that the student shall be returning to school, provide the district with a copy of the physician's written statement, and to discuss, if necessary, any changes in the students educational program because of his/her medical condition. The parent should then contact the child's teacher to provide he/she with a copy of the physician's written statement and to discuss, if necessary, any changes in the student's educational program.

PLEASE NOTE: All changes in a student's educational program **MUST** be done through and approved by the student's home district.

Collaborative Transportation

Please contact Patti Pawloski, Transportation Manager, or, Transportation Dispatch, at **(508) 420-6950** with any questions concerning **Collaborative** transportation. If you have questions about a school district's transportation, you will need to call the district.

Direct communication regarding your child's program should not be made through the bus driver or monitor. Please call your child's teacher directly or leave a message at the Collaborative office.

Transportation Bus Information

Please be advised that Collaborative school bus vehicles are equipped with audio and visual recording devices to monitor the behavior of the students. The recording devices are turned on during the vehicles operation.

CHILD NOT GOING TO SCHOOL: Transportation Call

When your child is absent from school, ***please telephone the program and the appropriate transportation personnel.*** If Cape Cod Collaborative transports your child, please contact Patti Pawloski, Transportation Manager, at **(508) 420-6950** between 6:00 A.M. and 9:00 A.M.

Telephone Calls to Programs

Telephone calls to the teachers/staff are welcome. Unless it is an emergency, please call ½ hour before or after the program has ended for the day. If you call during the normal operating hours of the program and it is not an emergency, the teacher, or other staff you wish to speak to, may not be able to come to the telephone at that time but will return your call as soon as the daily routine of the program permits her/him to do so.

School Visits

School visits by parents are welcome on a periodic basis. If you would like to observe your child in school, please contact your child's teacher by telephone or through the communication book at least 24 hours in advance to be sure that your planned visit is convenient for all involved. You may also ask the teacher for the therapeutic delivery times for your child in order to meet with a particular therapist.

1/2 Days/In-service Days

The Collaborative calendar in the **Parent's Handbook** lists those ½ Days and/or In-service Days that were approved. ***If there are any additional 1/2 days or changes in the calendars,*** we will contact you as soon as possible with the information. Dismissal on 1/2 days will be at 10:30.

Please ensure someone is home to meet your child from the school vehicles on these ½ days.

End of School Year

Please be advised the enclosed school calendar identifies a date in June that is the **TENTATIVE LAST DAY**. In May the district's school committee will approve a "last day" based on days to be made up due to school closings, i.e. making up snow days.

Daily Point Sheets

Daily point sheets are a vital means of communication between home and school. Parents need to include pertinent health and medical information regarding child's health and education. Also, any questions, concerns, appointments should be included. Teachers will also report the above.

Parent Concerns

If a parent is unhappy with a child's teacher, therapists, etc., **he/she should try to work out the difficulty with the staff person by setting up a meeting or a telephone call.** If this is not successful, the parent should contact Larry Carroll, Waypoint Academy Director at (508) 564-5099 x16. Collaborative Transportation concerns should be addressed to **Patti Avilla, Transportation Manager**, at **(508) 420-6950**. If a school district is transporting your child, please contact the district's transportation manager/liaison.

Bullying

The Cape Cod Collaborative has a Bullying Prevention and Intervention Plan approved through the DESE (December 2010). The full plan is available on our website, www.capecodcollaborative.org. A copy of the bullying policy is included with your student's intake packet.

Questions or concerns related to bullying should immediately be brought to the attention of the Program Director or clinical staff.

Preservation and Protection of Children's Lives in CCC Programs

Teachers/nurses of the Cape Cod Collaborative shall provide whatever means are available to them to preserve and protect a child's life in the event of a crisis.

In the event of an emergency, proper notification procedures shall be observed. This requires that each Collaborative teacher/nurse have available an emergency procedure established for his/her classroom that should include names, telephone numbers and other pertinent information concerning those who are to be contacted.

A copy of this procedure is filed with the Collaborative's Executive Director.

Due to the medical needs of students, some programs may require the involvement and input from a local rescue squad. The program nurse shall closely coordinate specific arrangements for their involvement.

Parent Advisory Council (PAC):

The Parent Advisory Council meets throughout the school year to work with administration in support of school events and activities. The Parent Advisory Council is run by the clinical staff. They can be contacted at 508-564-5099.

Parent Conferences

You can contact the school counselor or program director at any time to set up a conference to discuss your child's education program/medical needs.

Program Students-Care Outside of the Classroom

It is the policy of Cape Cod Collaborative's Board of Directors, in order to ensure the objectivity of teachers and staff members toward the students in their programs, and thereby to maintain the effectiveness of the Collaborative programs, that no teacher or staff member will provide care during the school year outside of the Collaborative program for students who are enrolled in that teacher's or staff member's Collaborative program.

Lunch Program:

Students may bring their own lunch and beverage or may order a school lunch. Lunches can be paid daily or weekly. They can be paid with either cash or a check/money order made payable to The Cape Cod Collaborative. The school lunch program is handled by Barnstable Public Schools. Students may apply for Free or Reduced School Lunches. Eligibility is determined by the Barnstable Public Schools in accordance with all regulations.

Food and Drink Policy

If lunch is to be sent, unopened containers are preferable. If not possible, properly sealed and labeled containers are acceptable.

If a child requires special dietary instructions, extra food or drink, parents must provide information in writing and supply needed items.

Snow Days/Emergency School Closing:

There is no school for students at the CCC Waypoint Academy when school is cancelled for the town of Bourne. If your home school district does not have school due to inclement weather, your child will not have school. Listen for cancellations for your town and/or the town of Bourne on the local radio and TV stations. We will utilize an All Call System to notify parents of a school closing as well.

If, for any reason, an unplanned, early release from school is necessary, please know that we shall make every effort to inform parents/parents designee by telephone before students are released. Please be sure that we have up to date phone and/or cell phone numbers.

**CAPE COD COLLABORATIVE
INFECTION CONTROL POLICY
SCHOOL YEAR 2013 2014**

INFECTION CONTROL

Purpose: This information is intended to educate and guide the staff of the Cape Cod Collaborative in infection control.

Goal: To protect students and staff from exposure and transmission of infectious diseases.

Method: Presentation of Universal Precautions as an approach to infection control where all human blood and human body fluids are treated as if known to be infected. They are all “universal” because they refer to steps that need to be taken in ALL cases, not only when a staff member or student is known to be a carrier.

Exposure Risk: You are at risk of potential occupation exposure if, in your job, you can reasonably anticipate skin, eye, mucous membrane or parental contact with blood or other potentially infectious materials (i.e., sputum, feces, vomitus, urine, saliva).

Information And Training: The Infection Control policy of the Cape Cod Collaborative will be updated on a yearly basis and shared with each employee. A reference person on staff will be made available for questions and consult.

Hepatitis B Vaccination: It is recommended that all employees receive a Hepatitis B Vaccine. You should consult with your doctor regarding this issue. The Collaborative office can give you more information.

HANDWASHING

Proper hand washing is crucial in preventing staff and students from the transmission of infectious diseases. At times, running water may not be available. Transportation and classroom staff are provided with cans of foaming antiseptic cleanser. This is to be used when hand washing is not immediately feasible. Remember to follow up with proper hand washing as soon as possible.

Wash hands before and after contact with students, after touching objects that are contaminated, after cleaning up spills, after glove removal, before taking breaks and at the end of the workday.

Wash hands using soap and water. Rub hands vigorously together for at least ten seconds. Rinse thoroughly under running water. Dry hands with paper towels. Turn off faucet with dry paper towel and discard.

Remember, hand washing is your first and best line of defense!
Foamed Alcohol Health Care Personnel Hand-wash containers are in each vehicle for use by the driver and monitor.

PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT (PPE) is another means of reducing the risk of infectious diseases. It is recommended that the employee utilize this equipment in a consistent manner. PPE is recommended for use in the classroom: disposable gloves for all, eye protection in the form of goggles where indicated and the use of disposable underpads (i.e. Chux).

Gloves should be worn when potential body fluid contact is anticipated. These instances include contact with blood, mucous membranes, non-intact skin, feces, urine, and respiratory secretions. Wear gloves when diapering, cleansing, bandage changers, when providing mouth care, and when doing suctioning and trach care. You will also want to wear gloves if you have open sores on your hands when you are cleaning up the environment. Dispose of gloves after each use. Do not reuse. Wash hands after wearing gloves.

CLEAN UP OF SPILLS

Potentially infectious spills should be cleaned up immediately. This will decontaminate the area. Using gloves mop up spills with paper towels and discard. Cleanse the surface with a fresh solution of bleach and water.

Everyday Solution:	1 tbsp. Bleach/1gallon of water
Potty-Chairs:	1 tbsp. Bleach/1quart of water
Blood, vomitus and excretion spills:	1 part bleach/10 parts water

LAUNDRY

- Avoid using items that require laundering.
- Any soiled items should be placed in a plastic bag and sent home for laundering.
- If laundry is to be washed, it should be transported in a plastic bag and washed in hot water (at least 160 degrees) using ordinary laundry detergent.

DISPOSAL OF WASTE

All disposable items, contaminated with body fluids should be discarded into plastic bags, tightly closed, bagged a second time, and finally disposed of. Use gloves when emptying trash.

Needles and other sharps should be properly disposed of in the sharp container in your host school's nurse's office. Do not recap your needles, instead, place in a safe, covered container for transport to the nurse's office.

ACCIDENTAL EXPOSURE

Accidental exposure to infectious material can and does occur. In this instance, the following is recommended:

- Wash the area immediately with soap and water
- If the exposure is in the eye or mouth, flush the area generously with water
- Document the incident in detail on an incident form and send it to the office
- Contact your private physician for follow up.
-

PREGNANT WOMEN

Pregnant employees are not at a higher risk for contracting infectious disease than other employees are. However, the transmission of certain diseases can have an adverse outcome on the child. The conscientious use of Universal Precautions greatly reduces the risk of transmission.

ADDITIONAL TIPS

1. Do not use cloth towels for drying food contact surfaces.
2. Keep sponges in bleach solution between uses.
3. Label toothbrushes and personal items.
4. Do not use a common basin for washing (ADL's).
5. Touch silverware by handles only.

SUMMARY: The aforementioned measures are intended to decrease the risk of exposure to care providers and students. These approaches are based on the concept of Universal precautions. It requires that all personnel consider every person, all blood and most body fluids to be a potential carrier of infectious disease.

WHAT'S CATCHING

<u>Condition</u>	<u>Peak Season</u>	<u>How Transmitted</u>	<u>Symptoms</u>	<u>Treatment</u>	<u>Days Ill</u>
Lice	Sept.-Nov.	Direct contact, such as sharing combs or hats.	Itching & scratching head, behind ears, neck; possible swollen gland in neck or under arm	Special medicated shampoo: nit removal with special comb. Daily nit check for 10 days.	None once treated
Conjunctivitis	Anytime	Hand-to-eye.	Itching, burning eyes; pus discharge; eye whites turn pink or red; eye lining red.	Antibiotic drops if bacterial infection; warm compresses	3-5
Colds	Jan.-March	Hand-to-mucus membrane contact; breathing airborne, virus-containing droplets.	Sneezing; runny nose; fever; chills; cough.	Fluids; humidifier; Acetaminophen: over-the-counter symptom relievers.	7-10
Impetigo	Spring-Summer	Germs enter skin through cut or scrape.	Red skin; fluid-filled blisters that burst & crust over.	Antibiotic pill or cream.	5
Strep Throat	Winter	Breathing bacteria-containing droplets.	Fever; sore throat; headache; swollen lymph nodes.	Antibiotics; acetaminophen: fluids.	Sick until 24 Hrs. after starting antibiotics
Bronchitis	Winter	Complication of a cold Or flu.	Dry, hacking cough then productive cough; low fever.	Humidifier: acetaminophen; fluids; cough medicine	7-10
Stomach Virus	Winter	Hand-to-mucus Membrane; sharing utensils.	Vomiting; diarrhea.	Fluids; no solids.	1-2
Influenza	Dec.-March	Airborne droplets.	Chills; fever; body aches; headaches.	Bed rest; fluids; acetaminophen; humidifier.	3-7
Measles	Anytime	Airborne droplets.	Fever; cold-like symptoms; sore eyes; characteristic rash.	Acetaminophen; fluids	7
Chicken Pox	Spring	Airborne droplets; fluid Blisters.	Low fever; rash; blisters; Scabs; malaise.	Calamine for itching; acetaminophen; acyclovir.	7
Fifth Disease	Late Winter-Summer	Airborne droplets; close contact.	"Slapped Cheek" rash; lacy rash on body; mild fever.	Bed rest; fluids; acetaminophen.	10

19. Special Education Administrative Board

District

Representative

Barnstable	Jane Jezard, Director of Special Education, 508-862-4993
Bourne	Christina Stuart, Director of Pupil Personnel, 508-759-0673
Cape Cod Tech	Kate Clemens, Director of Special Education, 508-432-4500 x 260
Dennis/Yarmouth	Judy Dion, Director of Pupil Personnel, 508-398-7625
Falmouth	TBD Administrator of Special Education, 508-548-0151 extension 111
Martha's Vineyard Reg. HS	TBD Pupil Personnel Services 508-693-2007
Mashpee	Michele Brady, Administrator of Special Education, 508-539-3600 x 1504
Monomoy	Joan Goggin, Director of Student Services, 508-945-5132
Nantucket	Nancy Miller Director of Special Education, 508-228-7285 x 1355
Nauset	Ann Carreti, Director of Special Education, 508-225-8800 x 200
Provincetown	Dr. Beth Singer, Director of Special Education 508-487-5025
Sandwich	Matthew Bridges, Director of Special Education 508-888-1054 x4
Truro	Yvonne O'Connor, Director of Special Education, 508-487-1558 x214
Upper Cape Cod RTS	Mark Dufresne Director of Pupil Personnel 759-7711
Wareham	TBD, Director of Student Services 291-3541

NOTES