

# Waypoint Academy Alternative Education Program

## MIDDLE SCHOOL STUDENT HANDBOOK

2018-2019  
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## **ATTENDANCE**

1. Students are expected to attend school every day. Excused absences for medical issues, doctor/dentist appointments are expected in either written or verbal communication from parent/guardian within 48 hours of the absence. (508-564-5099 x1224 or x1238)
2. Students are expected to gather missed work for the day(s) they are not present.
3. Students missing 3 days or more in a row are expected to bring in a doctor's note to excuse their absence.
4. More than 10 absences in a quarter will affect a student's overall grade in all classes.
5. Students refusing to attend school or not able to attend school due to a bus suspension receive a "0" for the day.

## **TARDINESS**

1. Students who are late due to refusal or non-compliance will receive "0's" until they arrive and attend class.

## **BATHROOMS**

1. Students on Levels 1, 2, 3, and 4 must be escorted to the bathroom by faculty. Faculty will check the bathroom before and after the students use the facility.
2. Only one person is allowed in the bathroom at a time.
3. Bathroom use follows all US Department of Civil Rights, (OCR), and US Department of Justice, (DOC), in implementing Title IX regulations prohibiting discrimination based on a student's gender identity, including discrimination based on a student transgender identity.

## **GENERAL RULES**

1. Leaving a room without permission may result in receiving a "0" for the day.
2. Failure to follow directions will result in not earning point(s) for observing classroom expectations, with the remaining points left to the discretion of the faculty.
3. Late to class results in one verbal prompt, but if it happens continuously it is a point deduction for classroom expectations.
4. Any student touching ANY phone, intercom system or fire alarm will receive a "0" for the day.
5. Students should not sit in teacher's chairs without permission nor should students sit on desktops.
6. In order for a student to speak to their counselor at other than a scheduled time, that student must ask a teacher first. Aside from emergencies, meeting with counselors should be done during breaks or the last five minutes of the class with permission from that class teacher.
7. Students are responsible for coming to every class with the proper writing utensil. Failure to do so makes students not eligible to earn all of their points. Pens/pencils should be purchased during morning homeroom.

8. Students should come to class prepared with all necessary items. Leaving the class to retrieve a needed item will result in the failure to earn school rule points that period.
9. Students should not carry liquid white out, permanent markers, scissors, or other items that could be used to inflict harm to self or others.
10. Aerosol cans are not permitted.
11. Smoking, tobacco products, or paraphernalia are prohibited on school grounds. They will be confiscated, as they are not permitted on school property at any time. Students will fail to earn points until the material is turned in to a faculty member.
12. Despite our respect for cultural differences, due to the potential for swearing etc. in foreign languages, English is the primary language at Waypoint Academy. All students are expected to speak English, refusal to do so will result in not being eligible to earn all of his/her points. (Consideration will be made for ELL students.)
13. Lending or borrowing of personal property is not allowed and will result in failure to earn points.
14. Gum chewing is against school rules unless otherwise noted by faculty.
15. Swearing or inappropriate rhyming of words and/or singing is against school rules, this will result in a failure to earn point(s) for school rules and respect on the point sheet.
16. Sharing of lunch/food is only allowed in HR with the permission of HR teacher.
17. Students are expected to walk, not run in the hallway.
18. Students earning a bus write up from the transportation company will earn a minus 10 for the bus write up. Some infractions may lead to automatic bus suspensions or additional consequences.
19. Students drawing any pictures deemed inappropriate (i.e., gang related, violent in nature) will first fail to earn school rules, effort and respect point. Continued behavior may result in a "0" for the day.
20. Use of any electronics to violate any person's confidential rights (taking pictures, etc.) will result in a "0" for the day and possible confiscation of the device.
21. Students are expected to work on any owed work during free times (i.e. last five minutes of class, break times or homeroom time).
22. Students using language referencing sexual acts will earn a "0" for the day.
23. Electronics devices such as cell phones and IPODs are not allowed to be carried in school. Students must turn in all electronics to faculty during homeroom time. Students are asked to label their personal electronics with their full names. Habitual refusal to turn in electronics will result in items being confiscated and held until a parent/guardian is able to retrieve the item.
24. Students are required to bring both their binder and agenda home each day.
25. Refusing to do work results in a "0" for observing classroom expectations and effort. Points not earned in respect are at the discretion of faculty.
26. 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 family will be notified.
27. Sleeping/refusal of a class results in a "0" for the class and can also be considered a faculty directed de-escalation with a -1 on the daily point sheet.
28. Levels 4 and under - all electronics (i.e. cameras, iPod, tablets, mp3 players, cell phones, CDs, PSP, Game boys, etc.) must be turned in to the homeroom teacher in the morning. Failure to do so will result in a point deduction up to the time the possessions are turned in to a faculty member. Level 5 and higher may use these items during break, lunch period, field trips and HR.

29. Sharing of any materials, either earned on a level as a privilege (i.e. Snacks, etc.) or materials bought with their tokens will result in an automatic level drop.
30. Habitual non-compliance to any rule will result in a “0” for the day with the discretion of administration.
31. Writing on skin (self-tattooing) is considered unsafe behavior. Students will be asked to wash off any marks made. If the behavior continues, the behavior could earn a “0” for the day.

## **BREAKS**

1. Indoor breaks during inclement weather are held in a designated classroom with the option of using the gymnasium.
2. No student is allowed out of the break area unless given permission by faculty and monitored by that faculty member.
3. Student’s may choose to complete missed/owed schoolwork for the duration of break and/or lunch period and earn points.
4. Students in danger of failing a class may be asked to stay in for break to make up a portion of the owed work.
5. Students who refuse to complete owed work during break are expected to remain in the work room or therapeutic space room and not do earn break points.
6. Students who are medically excused from PE may not be allowed to participate in some of the sports activities that occur during break.
7. Students who have earned less than half of their points during the class periods before break will not earn break.
8. Misuse of any sporting equipment (i.e. throwing balls at someone, etc.) during breaks will result in the loss of the equipment use for a period of time as determined by faculty.

## **BREAKFAST, SNACK & LUNCH**

1. All students are expected to order lunch during morning homeroom. If choosing to bring in their own lunch, students are encouraged to follow the healthy initiative followed by Waypoint Academy (i.e. avoid soda, candy).
2. Students are allowed to take part in our breakfast program, which includes a variety of cereal and/or granola bar, juice, milk and yogurt.
3. Students are allowed to eat a healthy snack during break time. Students interested in ordering snacks for break-time and/or lunch are asked to do so during morning homeroom. Students interested in ordering snacks for the end of the day are asked to do so during lunch. Students are allowed to purchase no more than 2 items and 1 drink per day with tokens.
4. Students are allotted designated time to eat breakfast, lunch and snack. Students are expected to eat during those designated times.
5. Students are also asked to not bring in open containers of any kind. Water bottles and/or juice boxes are welcome but need to be sealed and opened in front of a faculty member. An open container will be confiscated and emptied by faculty.

## **HOMEWORK POLICY**

1. Homework is the responsibility of each student and should be completed daily.
2. Incomplete homework assignments result in not being eligible to earn all potential points. If failure to complete homework assignments is deemed habitual by faculty, student may fail to earn more points.
3. Missed homework assignments that occur in any one class, will count against the student's eligibility for the activity on the following Friday (see Friday Activity). The time spent out of the activity is to be used to complete outstanding work, and the failure to complete the work results in the failure to earn points.
4. If the student completes the work at a later date, it is up to that teacher's discretion what the grade for that assignment should be.
5. Homework assignments made up to earn the Friday activity/movie will not be accepted past the start of that class on Thursday. Work must still be submitted for the student to earn credit for the assignment.

## **DRESS CODE**

Attire or accessories must not be a distraction to the learning environment or a safety issue at the school. If necessary, the student will be required to change their clothing.

1. Half shirts and mesh shirts are not allowed and all shirts must meet the top of the pants.
2. See-through clothing is not allowed.
3. Tank tops of any kind are against school rules. Sleeveless shirts with appropriate arm holes are permitted at faculty discretion.
4. Shorts and skirts must be appropriate for the school setting as determined by faculty.
5. Hats and hoods are not to be worn in the building unless otherwise allowed by faculty.
6. Inappropriate words or pictures (i.e. gang related, offensive language or pictures to race, religion and/or culture) on any clothing are not permitted. Shirts that are deemed inappropriate by faculty are to be turned inside out or changed. Failure to do so will result in student being asked to leave the classroom.
7. Pants must be worn in a manner that undergarments are not visible. Students who continue to violate this rule will receive "0" points for the day and could be sent home.
8. Bandannas, coats and pajamas are not allowed to be worn in school.
9. Hair picks or combs worn in school are not allowed.
10. Any clothing worn with rips above the knee level is not allowed.
11. Lending or borrowing of any clothing is not allowed without the permission of a faculty member.
12. Jewelry and accessories that are not permitted in school are, but are not limited to the following: dog collars, spiked necklaces/bracelets/belts, and wallet chains.

## **EVALUATION SHEET RULES**

1. Evaluation sheets are the responsibility of the student.

2. It is the student's responsibility to fill out their evaluation sheet correctly. If an error is found on an evaluation sheet after the student has turned it in, students will not earn points for observing classroom expectations (OCE), effort, focus and following directions for the second half of the homeroom period.
3. Missing point sheets result in a "0" for the day. The student is given one (1) day to find the missing sheet otherwise the student receives no points for the day the sheet was missing.
4. Students who tamper with the evaluation sheet will earn a "0" for the day unless the student is willing to erase the marks and in doing so it does not damage the evaluation sheet in any way.
5. If a student rips the evaluation sheet and throws it away it will result in a "0" for the day. If the student tapes the sheet back together and hands it to the classroom teacher he/she can erase the "0" and earn points for the rest of the day.
6. Evaluation sheets must be turned in to the teacher at the beginning of each class. Sheets turned in late or not at all will result in a deduction in classroom expectation points.
7. Teachers and teaching assistants will note on the evaluation sheet when a student leaves a classroom and for what purpose:
  - Faculty directed De-escalation
  - Self De-escalation
  - Medication (cough drops, nurse visits, etc.)
  - Restrooms
  - Water
8. The student must write their level goals on their point sheet. All Level 1&2 students will write Level 1&2 goals.
9. Students will provide all the correct information on their evaluation sheet (i.e. Schedule, first and last name, level, etc.).
10. Goals approved by faculty are to be written on the evaluation sheet legibly.
11. Evaluation sheets must be filled out with the blue or black ink.
12. If a student drops a level, they are required to fill out their point using the goals that correlate with their current level (i.e. student was on Level 4 and dropped to Level 3, must write down their goals from when they were on level 3).

## **DISMISSAL**

1. Students will return to their homeroom class at the end of the day and are expected to follow the classroom rules, daily classroom tasks, and gather their school supplies while they wait for their bus to arrive.
2. Students are expected to sit quietly in their seat before they will be dismissed.
3. School Counselor or teacher will dismiss the students from their homeroom class when all point sheets are collected and their transportation vehicle has arrived.
4. All students must leave through the assigned door.
5. Students being disruptive when dismissed will result in the loss of some afternoon homeroom points, and, at the discretion of faculty may begin the next morning in a faculty directed de-escalation.
6. Students are not allowed to leave school with open containers of beverages or snacks, as these items are not permitted to be eaten/drunk on the vehicle.

## **COMMUNITY ACTIVITIES, FIELD TRIPS, & BUS RULES**

\*Anytime a student is riding on a school vehicle they are expected to follow ALL of the rules explained to them by their driver. Failure to do so may result in the loss of transportation.

1. All school rules apply to behavior during any activity or BUS ride with Waypoint faculty regardless of the time or location.
2. Any behavior that would result in a faculty de-escalation in school will result in a “0” for the day when in the community and on privileged trips.
3. Level 3 and higher students may use headphones and IPod, tablets, MP3 players, handheld games on field trip van/bus rides. Students may use these themselves and not share with other students. If a student is on level 5 or above, they are permitted to use their phone for games and music only. Any student using their device for another application will result in a “0 “ for the day.
4. Any student sitting on the bus must wear a seat belt (as instructed by the manufacturer such as lap belt, shoulder harness) at all times.
5. Students are expected to follow all rules set by the bus driver (and bus monitor when applicable).
6. Seatbelts will be checked by faculty when entering the bus and at the end of the ride.
7. 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.
8. The vehicle must come to a complete stop before removing seatbelts and exiting the vehicle.
9. There is no eating or drinking on the bus unless students are permitted to do so by faculty under special circumstances.
10. Any behavior that would earn a faculty de-escalation in school will earn a 0 for the day on the bus. Loss of the next trip is at the faculty’s discretion.
11. Male and females students may not sit in the same row/seat on the bus.
12. All passengers must face forward during the bus ride.
13. Students earning a faculty directed de-escalation during special events at school may lose the privilege of attending the next event. At faculty discretion, students may be asked to complete an assignment to earn the next event.

## **PHYSICAL EDUCATION/GYM USE**

1. All students must have appropriate sneakers and clothing to participate in gym activities.
2. Tank tops are not allowed and T-shirts are available to wear from Waypoint if necessary.
- 3 Sneakers that leave black scuffmarks are not allowed.
4. Participation in PE is mandatory. Excuses will only be accepted if written by a doctor, or if the student receives permission from their counselor, school nurse or a confirmed note/phone call from a guardian.
5. Excused students must complete an assignment in order to earn points/grade for that gym period. Unexcused students refusing to participate will complete assigned written work. That student will earn points based on behavior, effort, following directions, respect and focusing on task. If the student puts forth effort in these areas, they may rejoin the following PE class.

6. Students must participate in the entire gym class.
7. Students must remain in sight of a faculty member at all times. Any student who deliberately leaves faculty's eyesight will earn a "0" for the day.
8. No food or beverages are allowed in the gym.
9. Valuables should not be taken into the gym; Waypoint faculty is not responsible for any lost or stolen items.
10. Behavior that earns numerous faculty de-escalations during gym class can result in an alternate gym activity.
11. Students must be responsible for their own possessions, sneakers, tee shirt, etc. and bring them for gym when scheduled.
12. Students may get water during class with teacher discretion; however, water bottles are allowed in the gym at faculty discretion.

## **CODE OF CONDUCT**

The code of conduct for the Waypoint Academy Alternative Education Program 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 cannot be tolerated. Possession of such materials will result in termination from the program and possible expulsion from the referring LEA's system; 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 local police and a criminal charge filed.

Respect for people and property will be modeled by all faculty of the AEP, and expected of all students. This is an opportunity for learning and growth for many of 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 employees. 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. Because many times the reasons lay beyond the child's understanding, The AEP 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 or harassment due to another's difference, the 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).



## ***RESPECT FOR PEOPLE***

1. Any inappropriate personal contact that is to be considered sexualized and/or aggressive behavior will result in a zero for the day on the point sheet.
2. If a student is demonstrating close personal contact, one prompt will be given for the student to refrain from touching. Refusal to adhere to the personal contact policy could result in point deduction. Habitual non-compliance will result in earning an immediate “(0)” for the day. Parents and school officials may be notified.
3. Inappropriate topics of conversation such as: past or present violence, home issues, past or present drug issues, name calling, personal conditions, teasing will result in point deduction for observing classroom expectations. Points for following directions and respect are to be determined by faculty.
4. Derogatory comments toward any race, sex, color, creed, or religion will result in an inability to earn point, or a “0” for the day at faculty discretion. The incident will be documented and parents and school officials notified. If persistent in nature, suspension until a hearing/conference is held. Students are required to complete a cultural sensitivity activity as a result of gaining a better understanding each other’s differences.
5. Any continual verbal or physical harassment or intimidation is considered bullying and will result in an inability to earn points, and may result in a faculty directed de-escalation. At faculty discretion, bullying may also result in a “0” for the day.

## **THREATS**

1. Any threat against another person (student or faculty) will result in automatic “0” for the day, notification to parent and school and possible suspension by the school administrators.

## **ASSAULTS, PROPERTY DESTRUCTIONS & ATTEMPTED RUN**

1. ANY of the above behaviors will earn: a “0” for the day, Level drop, loss of community trips, and possible criminal charges. Notification will be made to parents and school officials.

## ***RESPECT FOR PROPERTY***

*\*All points are at the discretion of the school faculty.*

*\* \*Students should not touch other people’s property without permission from faculty*

1. Students are asked not to tip chairs, place their feet on the furniture, and not to sit on desks. Any such behaviors may result in a student not earning school rule points.
2. Destruction of property includes: graffiti, writing in books, tearing pages from books, writing on the walls, doors and desks, hitting and striking walls or doors in any way, deliberate acts to break, damage, or alter school and personal property of others will earn a “0” for the day.
3. Graffiti is the responsibility of the student to clean.
4. Students in de-escalation are held responsible for any writing on the walls before they leave the room.
5. Any student who refuses to turn in their pen/pencil or other personal belongings at the start of

a de-escalation period will not be able to begin their de-escalation time until the items are given to a faculty member.

6. Students are not to use any doors that are connecting two classrooms unless permission is given by faculty.
7. Students who take things from others that do not belong to them, without permission will earn a “zero” for the day.

## **SELF-DIRECTED THERAPEUTIC SPACE**

1. Two (2) self-therapeutic space lasting ten minutes each are allowed per student per day. A student may only use one (1) self therapeutic space during a class period. If a student should use more than two (2) self therapeutic space in a day or more than one (therapeutic space ) in a class period, the additional therapeutic space will become a faculty directed therapeutic space. The loss of “1” point for each additional therapeutic space will be taken from the student’s total at the end of the day.
2. A self therapeutic space is no longer than 10 minutes. If the student remains in therapeutic space for longer than 10 minutes, they will be given a faculty therapeutic space and the above stated rule #1 will result.
3. A self therapeutic space may only be taken with the permission of the faculty member(s) and must be asked for in an appropriate manner.
4. The student must maintain appropriate behavior while in the self therapeutic space.
5. Students must turn in pens or pencils and other belongings to faculty before entering the therapeutic space room.
6. Students should not speak with other students during therapeutic space time.
7. Faculty members will indicate the self therapeutic space on the student’s point sheet, the time the student took the self, and the therapeutic space room number.
8. Unsafe behavior (e.g. kicking, slamming doors, or punching walls) while in the therapeutic space room could cause the self directed space to turn into a faculty directed therapeutic space.
9. When appropriate, students are encouraged to use various coping strategies (e.g. ball, chalkboard, thera-bands, chewing straws, drawing/writing etc.) while in therapeutic space area.
10. At discretion of faculty, self-directed space can be taken in the classroom or other areas deemed appropriate by faculty.

## **FACULTY DIRECTED THERAPEUTIC SPACE**

1. Students must remain in the therapeutic support room (away from the door frame) during faculty directed separation.
2. Faculty members (excluding counselors) should not speak with a student in therapeutic space until the student has demonstrated calm, settled, and appropriate behavior for three (3) minutes.
3. The student must process with the faculty member who requested the therapeutic space BEFORE the student is allowed to leave the room. If that faculty member is unavailable, the

student's counselor will process with the student.

4. The faculty will decide when the student is ready to return to class. This will be based on the outcome of the processing and the students' disposition.
5. One point is deducted from the student's total points for each time a faculty directed space is earned.
6. Appropriate and safe behaviors are expected from students. No kicking or punching walls please. Safety comes first!
7. Any student who exceeds 3 faculty directed de-escalations in one day will earn "0" points for that day.
8. If a student is demonstrating difficulty in processing with a teacher, the student's counselor may intervene and act as a mediator to facilitate the processing of the incident.
9. If a student remains in faculty directed therapeutic space for successive periods they will earn a new faculty directed de-escalation for each 45 minute time period.
10. At faculty discretion, a faculty directed space can be taken in a classroom or other space deemed appropriate by faculty.

## **SICK POLICY**

1. If a student remains in a de-escalation room due to an illness (or if the student claims to be ill) the period before a break, that student will not be able to attend break.
2. If a student stays out of class due to an illness the teacher or teaching assistant will notify the student's counselor and determination will be made if a student shall be excused for that class period.

## **FRIDAY ACTIVITY**

1. Students who earn 75% of their points for the week (personal and daily, Friday through Thursday) will earn the privilege of participating in the Friday afternoon activity.
2. Those students who earn the Friday privilege should not sleep during the activity. Students are allowed to read, draw and color during the activity.
3. Students who do not earn the activity will be given assignments at the discretion of the faculty members. Such assignments are to be completed during the activity period.
4. When available, Level 3 students and higher may have the option to participate in the "Level 3 and up Room" for computer, game, and other activities with their peers.
5. When participating in the "Level 3 and up Room" students are expected to participate in activities with other students. The purpose of the "Level 3 and up Room" is to promote appropriate socialization with peers.
6. Students earning a faculty directed therapeutic separation during Friday activity could lose privilege of joining the activity the following Friday.
7. 3 Missed assignments that occur in any one class, will count against the student's eligibility for the activity on Friday afternoon (both homework and classwork). The time spent out of the activity is to be used to complete outstanding work, and the failure to complete the work results in the failure to earn points.

## COMPUTER RULES

1. Students should not have food or drink near the computers.
2. Students must have permission from a teacher before using a computer.
3. Students are allowed to use appropriate web-site list ONLY – these lists are printed in each classroom and list which sites are educational and which are not. Any additions to the web-site list must be discussed at faculty meeting and approved by faculty.
4. Students are not to play games with violence, guns, or gambling.
5. Students that have outstanding homework assignments will not earn the use of the computers during free time in homeroom periods. Students are asked to use their “free time” to make up any missed work and seek assistance from their teachers if necessary.
6. Level 1 and 2 students have the privilege of using the computer for educational games.
7. Levels 3 and higher have the privilege of using the computer for non-educational games.
8. Students who do not follow the above rules will have the following consequences:
  - 1<sup>st</sup> Offense = 2 Day Suspension of computer privileges
  - 2<sup>nd</sup> Offense = 5 Day Suspension of computer privileges
  - 3<sup>rd</sup> Offense = Loss of computer privileges for 45 school days\*\*

*\*This will be enforced as much as possible, however, if an IEP states (or if a teacher has an assignment) that a child is required to use the keyboard/word processing portion of a computer, a student will not be suspended from doing so.*

*\*At the discretion of teachers, students may watch a peer play games if they have lost the privilege to play themselves.*

## STUDENT APPLICATION FOR PROMOTION

- 1) Students must complete the application form and may request assistance from their teachers and/or counselor. The completed form must be submitted to their counselor by the end of the day on Tuesday in order to be considered for review by faculty. Once a student’s application is submitted, they are considered on probation for that level until a faculty decision is made. Once an application is submitted, students are entitled to both the privileges of that level and are required to maintain the level responsibilities.
- 2) Students will be responsible in identifying three (3) behaviors that they feel need improvement. Students will record the behaviors on the application, which will serve as their contract and commitment to work on improving the identified behaviors.
- 3) All faculty members review the application for promotion. Faculty will base their decision 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 6 requires in addition to A and B, a meeting with the school administrator
- 4) In the event that a promotion is denied, the homeroom teacher and counselor will meet with the student to review the application, provide feedback to support the decision, and work out a strategy to assist the student to earn the promotion.

# Waypoint Academy Alternative Educational Program

## MIDDLE SCHOOL LEVEL SYSTEM

### ***LEVEL 1***

All students upon entry into the program are granted Level 1 status.

- Privileges:**
- ~ Eligible for break and lunch period with their group
  - ~ Students who earn 100% for the week (without any absences) will receive 40 token points.
  - ~ Able to use the computer for educational games.
  - ~ Students who earn 75% average for the week (of both personal and total daily points) have earned the additional privilege of attending the Friday activity.
- Responsibilities:**
- ~ Attend school every day.
  - ~ Students are to fill out an evaluation sheet correctly everyday.
  - ~ Students are expected to follow all school/bus rules.

To move from Level 1 to Level 2:

**Students must earn a 79% (of both personal and total daily points) for 2 days in a row and will automatically be granted Level 2 status by their homeroom teachers.**

### ***LEVEL 2***

After granted Level 2 status, students promoted will have the following:

- Privileges:**
- ~ Entitled to all the privileges of Level 1.
  - ~ Students are able to use the computer for educational games.
- Responsibilities:**
- ~ Student is expected to uphold all Level 1 goals.
  - ~ Student is expected to participate appropriately in all school activities.
  - ~ Students must maintain a 79% weekly average to remain on Level 2 (of both personal and total daily points).

To move from Level 2 to Level 3:

**Students must earn an 82% for 5 days in a row (of both personal and total daily points) and complete a Promotion Application. Both their counselor and homeroom teachers can assist the student in completing the application, and the application is due by the end of the day on Tuesdays.**

### ***LEVEL 3***

After successfully earning Level 3, students have the following:

- Privileges:**
- ~ Entitlement to all the privileges of Level 1 and 2.
  - ~ Students who maintain Level 3 through the end of the week will earn 30 bonus token points on Friday morning.
  - ~ Able to use the computer for non-educational games during homeroom, indoor breaks, and lunch period.
  - ~ Students have the choice to remain out of the Friday's activity to report to the Level 3 and up room (when available) to participate in appropriate socialization games with peers.
- Responsibilities:**
- ~ Student is required to uphold all responsibilities from Levels 1 through 3.
  - ~ Student is expected to uphold the behavior contract designed on the application form by actively working to improve those targeted behaviors.
  - ~ Students must maintain an 82% weekly average to remain on Level 3 (of both personal and total daily points).
  - ~ If a student earns a zero for the day, it will result in an automatic level drop (including probationary levels).

To move from Level 3 to Level 4:

Students must earn an 88% for 10 days out of 12 days (of both personal and total daily points) while on Level 3 as well as complete a Promotion Application. This application is due by the end of the day on Tuesdays.

### ***LEVEL 4***

After successfully acquiring faculty approval, students promoted to Level 4 have the following:

- Privileges:**
- ~ Entitlement to all the privileges from Levels 1 through 3.
  - ~ Students who maintain Level 4 through the end of the week will earn 40 bonus token points on Friday morning.
  - ~ Students are eligible to eat lunch in a different homeroom once a week IF they have requested to do so during homeroom on that day and they've asked both HR teachers.
  - ~ Students may help choose the Friday's movie by submitting a title to their homeroom teacher.
  - ~ Students will be eligible to order out for lunch on Fridays, up to \$ 4.00.
  - ~ Able to use the computer for non-educational games during homeroom, indoor breaks, and lunch period.
- Responsibilities:**
- ~ Students are required to uphold all the responsibilities of Levels 1 through 4.

- ~ Abuse of any privilege on this level will result in an automatic level drop.
- ~ Students must maintain an 88% weekly average to remain on Level 4 (of both personal and total daily points).

To move from Level 4 to Level 5:

Students must earn a 91% for 15 days out of 17 days while on Level 4 status (of both personal and total daily points). Students must also complete a Promotion Application. This application is due by the end of the day on Tuesdays.

### ***LEVEL 5***

After successfully earning faculty approval, students promoted to Level 5 have the following:

**Privileges:**

- ~ Entitlement to all the privileges from Levels 1 through 4.
- ~ Students who maintain Level 5 through the end of the week will earn 50 bonus token points on Friday morning.
- ~ Students may assist teachers with activities that contribute to the daily operations of the classroom and program.
- ~ Students are eligible to eat lunch in a different homeroom twice a week.
- ~ Students may use CD player, IPOD or portable game systems (this does not include cell phones) during study periods and break times.
- ~ Students may use a hall pass when leaving a classroom when granted by their teacher.
- ~ Students will be eligible to order out for lunch on Fridays, up to \$ 6.00.
- ~ Able to use the computer for non-educational games during homeroom, indoor breaks, and lunch period.
- ~ Able to use microwave or refrigerator
- ~ Students can choose whether they bring their binder home.

**Responsibilities:**

- ~ Students are required to uphold all responsibilities of Levels 1 through 5.
- ~ Two faculty de-escalations earned at any point while on Level 5 will result in an automatic level drop.
- ~ Students must maintain a 91% weekly average to remain on Level 5 (of both personal and total daily points).
- ~ Students must maintain a B average in all classes.

To move from Level 5 to Level 6:

Students must earn a 97% for 20 out of 22 days while on Level 5 (of both personal and total daily points) and:

- Complete a Promotion Application with new goals.
- Maintain a B average in all classes.

- Two (2) letters of recommendation – (1) from one-school personnel and (1) from an adult outside of school.
- Interview with the Director.

### ***LEVEL 6***

After successfully earning faculty approval, students promoted to Level 6 have the following:

**Privileges:**

- ~ Student is entitled to all the privileges of Levels 1 through 5.
- ~ Students who maintain Level 6 through the end of the week will earn 60 bonus token points on Friday morning.
- ~ Students are eligible to eat lunch in a different homeroom three times a week.
- ~ Students will be eligible to order out for lunch on Fridays, up to \$ 7.00.
- ~Students may use a hall pass when leaving a classroom when granted by their teacher.
- ~ Able to use the computer for non-educational games during homeroom, indoor breaks, and lunch period.
- ~ Able to use microwave or refrigerator
- ~ Students are not required to turn in an evaluation sheet to each class, but should carry a filled out evaluation sheet on them at all times. Students are required to turn in their evaluation sheet at the beginning of 6<sup>th</sup> period. Failure to do so could result in not earning all points for that period.
- ~ One faculty de-escalation earned at any point while on Level 6 will result in an automatic level drop.
- ~Students may choose whether to bring their binder home.

**Responsibilities:**

- ~ Students are required to uphold all responsibilities of Levels 1 through 5.
- ~ One faculty de-escalation will result in a level drop.
- ~ Students must maintain a 97% weekly average to remain on Level 6 (of both personal and total daily points).