

**Waypoint Academy**  
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**Cape Cod Collaborative**  
**Waypoint Academy**

**STUDENT HANDBOOK**  
**2018 - 2019**

DEAR \_\_\_\_\_,

WELCOME TO OUR 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. 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 THE TIME TO REVIEW YOUR STUDENT HANDBOOK AND REVIEW YOUR QUESTIONS AND 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: \_\_\_\_\_

**Revised June, 2018**

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# STUDENT HANDBOOK

2018 - 2019

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***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.*

(Revised 6/4/18)

## 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 local police and a criminal charge filed.

Respect for people and property will be modeled by all faculty of Waypoint Academy, and is expected of all students. Waypoint Academy 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 student's understanding, **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 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).**

## 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 daily points. Points are earned in different categories: Observing Classroom Expectations (OCE), Effort, Attitude/Respect, and "*Personal Goal*," specific to each student's individual need(s). In order to keep track of the points earned, students carry a Daily Evaluation Sheet with them to each class. Faculty will record points on the Daily Evaluation 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 Evaluation Sheets are school documents that become a part of a student's record
3. Points determine eligibility for students to advance in Level 1 (and thus to earn more Level Privileges)
4. Points are the basis for earning "tokens" which may be spent in the school store

At the beginning of the academic school year there is a seven day probationary period for all returning students. Returning students that were on Levels 1 and 2 from the previous academic year will retain that level during the probationary period. Students on Levels 3 or higher will retain Level 3 (with the exception of the backpack privilege) during the probationary period and will then return to their

respective level after the seven days as long as they maintain the minimum point average required for that level (Level 4- 90%, Level 5- 95%).

Students that are transitioning from the middle school to the high school program at the beginning of the academic year will start on Level 1. Transitions at any other point during the school year will be at the discretion of faculty.

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). 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, gender identity, sexual orientation, 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 against another person (student or faculty) will result in automatic “0” for the day, possible suspension and notification to parent/guardian. Please note that threats can take many forms (direct, indirect, etc.) and any/all forms of threats 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 OCE. 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.

7. If a student should earn a “0” for the day they are still eligible to earn tokens for the token economy but scores will not be applied to level changes or negate other consequences.

### **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. 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.
4. 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

### **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 OCE and Effort. Points not earned for Attitude/Respect 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 will be notified.
4. *Students are expected to be alert in order to learn.* Students attempting to sleep during a class or repeatedly having their head down on a desk earn a “0” for the class. Sleeping/head down is not acceptable student behavior and is equivalent to a faculty directed therapeutic support break. The 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 Attitude/Respect, 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 Classroom Expectations (OCE). 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 OCE and Attitude/Respect. (Consideration will be made for ELL students.)
9. *Students are expected to speak appropriately and with respect.* Students who swear, rap/sing or “rhyme” words will fail to earn full OCE 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 faculty directed therapeutic support break 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. *Students are expected to put their best effort into any standardized testing and be respectful and considerate of others participating in standardized testing.* Any student who earns a faculty directed therapeutic support break during such times will earn a “zero for the day.”

**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:

13. *Liquid White-out, Glue, Rubber Cement*
14. *Aerosol Cans (excluding personal hygiene items)*
15. *Cigarettes/Tobacco paraphernalia/Electronic(or Vapor) cigarettes*
16. *Any Weapon or combustible materials*
17. *Drugs/Alcohol/Alcohol-based products*
18. *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 for all students. Occasionally identified students may be required to be searched daily to ensure school and student safety.**

Miscellaneous General Rules:

19. *Gum chewing/Snacks:* Gum chewing is not permitted at any time. 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 OCE until it is turned in.
20. *Electronics, Games, Cell Phones, Cameras, Recording devices, Tablets, iPods, MP3 players, etc.* may only be used under the supervision of a faculty member for class projects or supervised recreation. For all students such items must be turned in to the homeroom teacher in the morning. Failure to do so will result in a “0” for OCE points, up to the time the possessions are turned in to a faculty member per the electronic policy. **If electronic devices are being used by students without faculty permission they can be confiscated** and a parent/guardian will be notified. Habitual “forgetting” to pass phones, electronics, etc. will follow the same policy as refusing. Determination is at the discretion of the Director or the Counselor.
21. *Notes and letters:* Reading and/or writing notes and letters to/from other student’s results in a “0” for OCE points and failure to earn 2 points for Attitude/Respect. All other points will be at the discretion of faculty. Notes will be confiscated and turned in to the administrative office.
22. *Unauthorized phone call/messaging:* Any student attempting to make an unauthorized phone call/messaging will receive a “0” for the day.

23. *Self-marking*: Students are not allowed to write/inscribe on themselves or their clothing. Students who do will fail to earn OCE points and will be required to wash it off.
24. *Speaking to counselors*: In order for a student to speak to 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.**
25. *Open Containers*: Containers brought into the building must be commercially sealed. All drinks, soda bottles, water bottles, etc. must be unopened when they come into the building or they may be confiscated. Any open drink containers will be required to be emptied.
26. *Gang Culture*: Any materials or activities related to gang culture are unacceptable in school and will be dealt with accordingly.

### **DRESS CODE**

Attire or accessories worn at 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 loss of OCE and Attitude/Respect points, a faculty directed therapeutic support break 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	g. Inappropriate words	l. Rips/holes above knee
b. Bandanas ( <i>confiscation</i> )	h. Inappropriate	m. Spiked/Studded
c. Half shirts/belly shirts	pics/references	accessories
d. Short shorts/short skirts	i. Hair picks/combs in hair	n. Pajamas
e. *Tank tops	j. Jackets/coats (in class)	o. Slippers
f. See-through clothing	k. Sunglasses	

**\* Sleeveless Shirts May be Worn at the Discretion of the Faculty**

### **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 minimal loss of 10 points for the day. 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 that have a valid driver’s license and wish to drive to school may do so by following the “Student Parking Rules and Regulations” procedures in the Waypoint**



## Academy Parent Handbook

### 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. In order to earn all homeroom points, students are expected to:

1. Properly fill out their Daily Evaluation Sheet
2. Complete journals
3. Alert faculty about token requests, lunch orders and Social Development Period requests as necessary.

### DAILY EVALUATION SHEET (“POINT SHEET”) RESPONSIBILITIES

Daily Evaluation Sheets are permanent school documents and should be treated with respect. All students are expected to take personal responsibility for their Daily Evaluation 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 Evaluation 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 Evaluation Sheet, or if the Evaluation Sheet is lost during the course of the day, the student cannot earn points that day and may be required to fill out a new one
  - b. If the student finds their missing Evaluation 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 Evaluation Sheets; 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 Evaluation Sheet in any way deemed unsuitable by faculty
4. Students may fold their Evaluation Sheet in a suitable manner but must unfold it 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 Classroom Expectation 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 in 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 78 or more of their daily points, they earn back 10 points. 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.

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" are 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.

Agendas and Binders (cont.)

7. Students are encouraged to self-monitor and record their daily scores in their agenda. Students who record their score for the entire month are awarded a "special treat," at the beginning of the next month. Students may participate in the choice of treat they earn.

### **Social Development Period (SDP)**

1. Students will be expected to hand in their Daily Evaluation 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 "therapeutic support" area during SDP.
3. If a student is assigned a faculty directed therapeutic support break during SDP they will fail to earn SDP points for that day.

During SDP when possible, students on Levels III, IV and V have the option of going to the Community Room or Gym provided there are faculty available to monitor. Students who choose to use the Community Room or 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. At faculty discretion, any student earning no points the period before lunch will be asked to eat lunch in the therapeutic support area.
2. Any student remaining in a faculty directed therapeutic support break within ten minutes of lunch will be required to eat lunch separately from their 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. Bathrooms and water requests will be permitted during the last five minutes of class. Bathroom use outside of this timeframe will result in point loss.
3. Students may use the bathroom at any time during homeroom and social development periods.

4. 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.

## **“THERAPEUTIC BREAKS”**

### **Self-Initiated Support Breaks**

“Self-Initiated Therapeutic Support Breaks,” (Selfs) are a privilege granted to students with the goal of assisting them in coping with stressful situations and demands. “Selfs” may be requested by the student by filling out a “self-slip” and are granted at the discretion of faculty

1. Each student is allowed up to two “Selfs” each day, but a student may only use one “Self” per period. If a student should use more than two “Selfs” in a day, the additional “Selfs” will become “Staffs”.
2. The student must maintain appropriate behavior while in the “Self”, for example: no kicking, slamming or punching walls while in the support break room.  
Therapeutic Breaks (cont.)
3. 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” for non-compliance.
4. Students are not allowed to speak with other students during support breaks.
5. Students on Level 4 and 5 have the responsibility of requesting a “Self” therapeutic support break from a faculty member.
6. Students on Level 4 and 5 also have the responsibility of informing the faculty member of the designated location of their “Self” and are only allowed to be in that area.
7. Students on Level 4 and 5 have the responsibility of returning to class on their own.
8. If any of the above expectations for self are not met, the “Self” will turn into a “Staff” directed support break. If unacceptable behavior persists, at faculty discretion, a student's privilege to use a “Self” may be revoked.

### **Faculty Directed Support Breaks**

“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” support break begins once the student is beyond the line on the floor of the assigned support break room. If the student does not remain behind the line, the “staff” will begin again.
2. The student will not be able to begin their “support break” until all pens/pencils and/or any and all personal items are turned over to a faculty member. The student will not be able to process until he/she complies with this rule. Under certain circumstances, students may be given special permission from a counselor to retain stress relieving items while in a faculty directed therapeutic support break.
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 doors, punching walls and all other unsafe behaviors will not be allowed.** Students are **responsible for and accountable for their behavior** while in a support break.
5. Students in “support breaks” are held responsible for any writing or graffiti they may have placed on the walls before they leave the room.
6. Students are not allowed to speak with other students during “support breaks”.

7. The student's daily evaluation sheet total will be reduced by five points for each time he/she earns a faculty directed support break.
8. If the faculty directed support break extends through the entire next class, it will count as a separate incident 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 directed 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 and participate in the class upon their return. Students will not be permitted "selfs" upon immediately returning from a "staff".**

### 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 for students enrolled in the class. Excuses will only be accepted if written by a doctor, 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.

**UNEXCUSED STUDENTS REFUSING TO PARTICIPATE WILL COMPLETE ASSIGNED WRITTEN WORK. THAT STUDENT WILL BE ABLE TO EARN NO MORE THAN 5 POINTS PER PERIOD.**

5. Students must participate in the entire PE class in order to earn points.
6. No food or beverages are allowed into the gym.
7. Any student who is "unprepared" for PE class will be expected to complete a written assignment with the opportunity to earn no more than "2's" for that period.
8. Leaving the gym is not allowed without faculty permission.

### 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 distributed 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 of their afternoon homeroom points.** At the discretion of faculty, they may be required to begin the next morning in a faculty directed therapeutic support break to resolve the issue.

### SPECIAL ACTIVITIES

Students who meet special activity expectations (determined by faculty for each activity) will earn the privilege of participating in 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 and transportation rules apply to behavior during any activity or van/bus ride with Collaborative faculty regardless of the time or location.
2. Any behavior that results in a faculty directed support break at the activity is a “0” for the day and loss of the privilege of participating in the next special activity.
3. *Only level 4 students and above are allowed to take their electronics on field trips for music purposes only.* Violation of this rule will result in an automatic level drop. If a student chooses to utilize this privilege they are responsible for their electronic device(s) at all times.

### **HOMEWORK POLICY**

Homework is the responsibility of each student and should be completed as assigned. It is the teacher’s option to assign or not assign homework based on the instructional objectives of the class and the instructional needs of their students. Homework assignments will be purposeful and differentiated to meet the needs of all students. Homework will never be assigned as a form of punishment.

Homework Expectations:

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.
2. If the student completes the assignment at a later date, it is at the teacher’s discretion what the grade for the assignment should be.

#### **Student Responsibilities:**

Correctly write down assigned homework in student agenda  
Complete your own homework to the best of your ability  
Complete homework within a timely manner (designated timeframe)

#### **Teacher Responsibilities:**

Sign student agendas consistently when homework is assigned

### **SICK POLICY**

1. If a student stays out of class due to illness, faculty will notify that student’s counselor and they will determine if the student will fail to earn points for the period.
2. If a student remains out of class due to a complaint of illness, that student will not participate in any other activities outside of class for the remainder of the day.

### **CREDIT AND GRADING POLICY**

Cape Cod Collaborative/Waypoint Academy awards credit for all academic and school related work based on **the Massachusetts Department of Elementary and Secondary 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 at Waypoint Academy; 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.

### **HIGH SCHOOL MCAS TESTING**

Schedule for 2018-2019\* (\*May change as directed by DESE)

Retest ELA	November 8, 13, 14
Retest Math	November 15, 16
Biology	February 6, 7
Retest ELA	March 4, 5, 6
Retest Math	March 7, 8
Grade 10 ELA	March 26, 27
Grade 10 Math	May 21, 22
Biology	June 4, 5

### **HAZING POLICY**

Waypoint Academy will strictly adhere to the Massachusetts General Laws related to Hazing. Participation in any form is prohibited along with any activities or incidents related to the occurrence or the appearance of activities that could be construed as Hazing.

The program will adhere to all MGL Chapter 269 requirements for the reporting and documentation of any and all occurrences or suspected occurrences of Hazing activities, including investigating, reporting and documenting those events reported as or suspected of being hazing.

The protocol for such investigations, reporting's, and documentation will follow the same procedures that are outlined in the Alternative Education Program Policy and Parent Handbook for Bullying or Harassment.

A copy of the law:

**Massachusetts General Laws Chapter 269**

**Section 17** Hazing; organizing or participating; hazing defined

**Section 18** Failure to report hazing

**Section 19** Report; issuance to students and student groups, teams and organizations

Is provided as an addendum to the Cape Cod Collaborative/Waypoint Academy Parent Handbook.

(November, 2012 to present)

## **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 faculty member. Upon review the student may receive a provisional level status until a final approval is made at the faculty meeting.

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. Displaying growth and progression on personal goals
- 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.

### **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:* Evaluation Sheet filled out completely. Lunch and Social Development Period will be spent supervised in a separate area. Students will be expected to follow the general expectations, Code of Conduct and meet the daily requirements of 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:*

1. Follow Classroom Expectations
  2. Establish trust and respect for peers and faculty
  3. Strive for academic success
- Fill out evaluation sheet properly
  - 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
- Can participate in Student Council
- Allowed to listen to music on the computer during homeroom.

### *Responsibilities:*

- All Level 1 responsibilities.
- To actively work to improve the 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 goals identified on their application form.
- Earn 85% of all possible points each day for ten (10) consecutive days.

## 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.
- Eligible to spend Social Development Period in the Community Room or gym
- Students may use free time for computer games or independent study.
- Students may carry a backpack or purse.
- May carry a water bottle throughout the day.
- Students may order a coffee or tea during homeroom time with a signed permission slip from a parent or guardian.
- Eat lunch with faculty of their choice weekly

### *Responsibilities:*

- All Level 1 and 2 responsibilities.
- Continue working to improve the targeted behaviors.
- Students must earn 85% of points for the week to maintain Level 3.

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

- Make progress towards achieving the goals identified on their application form.
- Earn 90% of all possible points each day for ten (10) consecutive days.

## 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 and use a bathroom 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.
- Students may listen to music in the community room, as long as it is not disruptive to others
- During Thursday lunch, students may have a special lunch snack.
- Students have access to the microwave and refrigerator
- Personal electronics (iPods, MP3 players, handheld gaming systems, etc.) may be used during Social Development Period (SDP). (Use of the devices camera or WiFi is not permitted)
- Students may use the Internet or play computer games during SDP.
- Option to buy lunch from a local restaurant on Fridays

### *Responsibilities:*

- Actively working to improve the 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) faculty directed therapeutic support break in a day may result in automatic level drop pending the review of an administrator.
- 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 goals identified on their 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 AEP 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 designated area.
- Choice of lunch from local restaurants once per week. (within a predetermined price range)
- Student may be eligible to work part-time in the office assisting the administrative staff.
- Student may not be required to carry an Evaluation Sheet.

### *Responsibilities:*

- Actively working to improve the targeted behaviors.
- Students must earn 95% of points for the week to maintain this level.
- Abuse of privileges is an automatic level drop.
- Faculty directed therapeutic support breaks may result in level drop pending the review of an administrator.
- A computer violation results in an automatic level drop