



Parent and Student Handbook

School Year
2018-2019

Parent and Student Handbook

Table of Contents

	Page
Overview of Willow Hill School	1
Mission Statement	1
About Willow Hill School	1
Policy of Non-Discrimination	1
Parent and School Commitment, Communication and Involvement	2
Parents Working with the School	2
Faculty and Staff Working with Parents	2
Opportunities for Parents to Share Concerns	3
Procedures for Communication	3
Complaints	4
Willow Hill Parent Association (WHPA)	5
Students at Willow Hill School	5
Opportunities for Students	5
New Student Orientation	6
New Parent Orientation	6
Our Academic Program	7
<u>Programs</u>	7
Tutorial Program and Academic Support	8
Learning Beyond the Classroom	9
Advisor/Advisee Program	10
School Awards	10
Graduation Requirements	11
Participation of Publicly Funded Students in MCAS	11
Grading	13
Daily Grade	14
Homework	14
Reports to Parents	15
Lunch	16
Attendance	16
School Cancellation	16
Field Trips	16
Summercomes	16
Policies and Procedures	17
Student Transportation and Transportation Safety	17
Permission to Drive and Maintain a Car on Campus	18
Obtaining Parental Consent	18
Notification of Transfer of Rights	19
Student Records	19
Access of Third Parties	20
Amendment of Records	21
Destruction of Records	21
Rights of Non-Custodial Parents	21
Student's Rights, Code of Conduct, Discipline, Behavior Management	23
Student Protections	23
Student Rights and Responsibilities	23
Articles not Permitted in School and/or After School Activities	24
Academic and Social Behaviors	25
Plagiarism	25
Classroom Behavior	25
Public Display of Affection	25
Electronic Devices	26
Cell Phones	26
Use of Telephones	26
Clothing	26
Food/Drink	27
Tobacco Use	27
Drugs and Alcohol	27
Weapons/Assault	27
Theft	28

Vandalism	28
Fighting	28
Bullying Prevention and Intervention Plan	29
Procedure to Follow	30
Procedure for Filing a Written Complaint or Grievance	31
Appeals	32
Search and Seizure	32
Reporting a Possible Crime to the Police	32
Anti-Hazing Policy	33
Acceptable Use Policy/Technology Code of Conduct	35
Technology	35
Responsibilities	36
Behavior Management System	37
“Take 5” (Time Out)	37
Discipline Memo	37
Consequences	38
Suspensions	38
Termination of Enrollment	40
Physical Restraint	41
Policies and Procedures Related to Health, Safety and Medical Concerns	43
Asbestos	43
Emergency Preparedness	43
Fire Emergencies	43
Medical Emergency	43
Mildly Ill Students	43
Preventative Health Care	44
Receipt of Medical Treatment – Religious Beliefs	44
Toxic Substances	44
HIV	44
Hepatitis Exposure Control	45
Infection Control/Communicable Diseases	46
Policy for the Administration of Medication	46
Medication Orders/Parental Consent	46
Medication Administration Plan	47
Self Administration Plan	48
Handling, Storage and Disposal of Medications	48
Prevention	49
Medication Administration – Error	49
Medication Administration on Field Trips	49
Epinephrine Administration	49
Documentation and Record Keeping	50
Administration of Antipsychotic Medications	50
Reporting Child Abuse and Neglect	52
Discipline Memo	53
Daily Schedule	54
Sample Student Schedules	55
Middle School High School Daily Grade Sheets	57-59
Annual School Calendar	61

Overview of Willow Hill School

Mission Statement

Willow Hill School provides a supportive educational program for middle and high school students who are capable of advancing along a strong academic curriculum but have experienced frustration in earlier school settings. At Willow Hill, students come to understand and appreciate their personal learning styles and develop the skills and habits that enable them to succeed as lifelong learners and responsible members of their communities.

About Willow Hill School

Willow Hill School offers secondary level students with learning challenges the opportunity to acquire academic and social skills needed to shape their own futures. Ensuring that our students fulfill their potential is our priority. We are dedicated to attainment of academic excellence and a wide range of personal talents. Willow Hill School is a small, welcoming environment that encourages students to take risks, explore new interests and attitudes and learn to understand their own distinct learning styles. We are committed to promoting an attitude of concern for others as well as respect for the views and beliefs of others.

We are proud of our beautiful facilities, our students, teachers and the friends who continue to support our efforts. From humble beginnings in 1970, Willow Hill School has evolved into a thriving coeducational school. Willow Hill School is a non-profit, independent day school accredited by *The New England Association of Schools and Colleges (NEASC)* and approved by the *Massachusetts Department of Elementary and Secondary Education (DESE)* under special education law to provide comprehensive services to students.

Policy of Non-Discrimination

All programs, activities and employment opportunities provide equal access to services, facilities, activities and benefits regardless of race, color, sex, gender identity, religion, national origin and/or citizenship, sexual orientation and/or disability. Willow Hill School is committed to providing a safe and secure learning and working environment for students and employees without exception.

This Policy of Equal Access includes the entire student admissions process, admission to courses of study, career and educational guidance, and the privilege of participating in extra-curricular activities.

Reference: 603 CMR 26.00: Access to Equal Educational Opportunity; M.G.L. c. 76, § 5.

Parent and School Commitment, Communication, and Involvement

Students who are most successful at Willow Hill School have decided to make specific changes in their lives. Successful students invariably have parents who recognize the need for this change as well. We believe parents and an effective school work together to create and sustain successful partnerships. The principles of good practice, adapted from the National Association of Independent Schools (NAIS), describe the roles and responsibilities of parents and the School.

At Willow Hill, we stress open and honest communication. We expect parents and students to participate fully in this process, and we encourage listening and problem solving.

Parents, Working With the School Will:

- Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- Become familiar with and support the School's policies and procedures.
- Provide a home environment that supports the development of positive learning attitudes and habits.
- Involve themselves in the life of the School.
- Seek and value the School's perspective on the student.
- Seek information directly from the School, consulting with those best able to address the concerns.
- Share with the School any religious, cultural, medical, or personal information that the School may need to serve the student best.

Faculty and Staff Working With Parents Will:

- Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- Clearly and fully present its philosophy, program, and practices to parents during the admission process and encourage dialogue that clarifies parental expectations and aspirations for the student.
- Seek and value the parents' perspective on the student.
- Be accessible to parents and model candid and open dialogue.
- Keep parents well informed through systematic reports, conferences, publications, and informal conversations.
- Define clearly how it involves parents when considering major decisions that affect the School community.
- Offer and support a variety of parent education opportunities.
- Suggest effective ways for parents to support the educational process.

Opportunities for Parents to Share Concerns

Opportunities for parents to share concerns or ask questions may include:

- Emailing or calling a teacher directly regarding a specific concern or question about a class.
- Contacting your child's advisor regarding program concerns and/or personal adjustment.
- Contacting an Administrative Assistant for information.
- Contacting an Administrator if concerns are not addressed by a teacher and/or advisor.
- Contacting the Head of School.

If you have particular questions or concerns, call us as soon as you can. We have internal mechanisms for sharing information quickly and privately with faculty. Please understand that faculty at Willow Hill School cannot leave class to receive telephone calls, nor do they take class time to respond to emails. However, they will return your call or email, as soon as possible. We request that they not be called at home. The following information should aid in communicating effectively.

Parents are asked to understand that the sharing of information about a student's daily performance is determined by Willow Hill staff. The only exception to this is if the sharing of information will affect the health or safety of a student. We believe that students, as they mature and become independent, have a life in the School that is respected and maintained.

Procedures for Communication: Who to contact when.....

Contact your child's teacher when...

You have questions about your child's grade or assignments.

You have a question about an incident that occurred in class.

You have a question about field trip permission slips.

You want to request homework assignments for your child who has been absent from school.

Contact your child's Advisor when...

You have a question about overall performance.

Your child has reported difficulty with a teacher's subject and the teacher has not called.

Contact the School Nurse when...

Your child has a medication change.

You have a question about health records.

Your child has a medical condition that requires an adjustment in school procedures.

Call the School Counselor when...

You have a question about social skills development.
You have a question about a specific incident that included your child.
You would like the School to contact your child's therapist.
You have questions about college placement.
You have questions about post-secondary scholarships.

Call the Librarian when...

You have questions about PSATs, SATs, or ACT testing.

Call the Director of Education when...

You have questions about an attendance matter.
You have school policy questions.
You would like to schedule a meeting.
You have questions about TEAM meetings, IEPs, Quarterly Progress Reports or placement.

Call the Mason Building Administrative Assistant when...

You need to report an absence.
You have any transportation changes.
You have questions about a meeting schedule.
You have questions about mailing of IEPs or Quarterly Progress Reports.
You have questions about mailing of report cards.

Call the Weeton Building Administrative Assistant when...

You have a change of address, employment place or any contact information.
You are reporting an absence if the Mason Building Administrative Assistant is not available.

Call the Chief Finance Officer when...

You have questions related to financial obligations.
You have questions about contracts.
You have questions about the facilities.

Call the Head of School when...

You need additional assistance regarding a particular situation.
You have a suggestion that may improve the School.
You have a question about school policy.
You do not know who else to call.

Concerns

Formal concerns must be submitted in writing to the Head of School. The Head of School will respond in a reasonable time either in writing or by phone. All attempts will be made to work cooperatively with parents to resolve difficulties. The following options may occur:

- Parent meeting with Head of School and relevant members of the faculty and staff as well as student.
- Fact finding and written response.
- Final Meeting.

All matters will be treated in confidence unless the content of the complaint suggests violation of school policies and procedures or law. The Chair of the Board of Trustees represents the full Board of Trustees if any matter of dispute reaches that level.

Willow Hill Parents Association (WHPA)

The goal of the Willow Hill Parents Association (WHPA) is to promote and strengthen the Willow Hill School community through active participation in the life of the School. The WHPA strives to serve as an important link between Willow Hill School families and the School administration. We believe that a dynamic parents' association enhances the Willow Hill School experience for everyone involved!

All parents of students at Willow Hill School are members in good standing. The WHPA offers opportunities for parents to share a cup of coffee and discuss a variety of topics such as recreational choices for their children, summer programs, post-secondary services and college planning. WHPA, in collaboration with administration, has sponsored family recreation events. The schedule of meetings is distributed each September. Current information is available on the School's website.

Students at Willow Hill School

The primary goal of Willow Hill School is to provide a personalized educational environment in which students can maximize their potential for academic, personal and social growth. Our goal is to enable students to become responsible members of this community and effective contributing members of a larger society. Willow Hill School provides an environment where individuals can realize their potential for academic, personal, creative, and social growth. Mutual respect among faculty and students is fundamental. Students are encouraged to develop responsibility, clear goals and expectations, patterns of independent thinking, and sensitivity to and concern for others. Through a combination of challenges and support, students learn to take academic and personal risks and also learn to care for the setting in which they study. By making choices and exploring alternatives, students gain in self-knowledge, creative problem-solving skills, and commitment.

The faculty helps students to identify areas of strength and areas for growth. Learning is an active experience where students work at an individualized pace toward objectives they have helped define. By gaining control over their own learning, each student will acquire a better understanding of the impact they may have later as an achieving, caring, responsible adult.

Opportunities for Students

There are several opportunities for students to share their concerns. Some of these are:

- Requesting to speak to their teacher, advisor, school counselor or Director of Education,
- Meeting with the Head of School.

New Student Orientation

New students are expected to participate in an orientation program scheduled during the week before school opens. The purpose of the orientation is to assist in the transition to the School. During the orientation, students:

- Meet their Advisor,
- Review the rules and expectations for behavior,
- Review academic expectations and meet faculty,
- Tour the buildings on campus,
- Review schedules and discuss the programs, clubs and opportunities available,
- Meet other new students and have the opportunity to ask questions.

New Parent Orientation

While new students are involved in the orientation program, new parents meet with the Head of School, members of the administration and representatives from the Willow Hill Parents Association (WHPA). The purpose of the orientation is to review relevant policies and procedures related to all aspects of school life, meet the faculty, staff, and returning parents to address questions. The New Parent Orientation is an opportunity for parents to meet other new parents and share their questions and concerns in a welcoming environment. Please refer to the enclosed calendar for the date in August.

The leadership of WHPA extends a welcome to new parents. Upon acceptance and enrollment to Willow Hill School, the Head of School forwards the names and phone numbers of the new parents to the WHPA president(s) for contact. The purpose of the call is to extend the opportunity to assist in transition and share their experiences with the hope that the contact will ease parents' concerns.

Our Academic Program

At Willow Hill School we recognize that each student has their own unique needs, abilities, goals and way of learning. Willow Hill School offers a comprehensive middle and high school curriculum aligned to the Massachusetts Curriculum Frameworks. The course catalog offers college preparatory and advance placement courses. The instructional approach is multisensory and designed to address the learning style of each student. Attention to organizational strategies, time management, study skills, social pragmatics and self-advocacy are integrated into the curriculum and instruction. To graduate, a student must successfully complete a course of study leading to 100 credits distributed over several curriculum areas including:

Programs

English Composition: Composition courses focus on the development of effective research and writing skills. Our students are exposed to a variety of writing forms. Learning a system of brainstorming, writing, editing and revising work is key to their success. Grammar and spelling are reinforced throughout their assignments. Graphic organizers, selected software programs and technology are incorporated into daily work and assignments. Students are instructed and assessed in accordance with their skill level.

Literature: The focus of the Literature courses is to expose students to a variety of genres representing authors from around the world. Understanding elements of fiction, non-fiction, theatre and poetry, by evaluating, analyzing and making connections is the major emphasis. Comprehension and reading fluency are also targeted areas of skill development, if appropriate.

Mathematics: Math courses focus on number sense, computation, problem solving, and reasoning skills. Courses have included Algebra I and II, Geometry, Calculus, Statistics and Financial Literacy.

Social Studies: In accordance with the Massachusetts Curriculum Frameworks, concepts of history, geography, economics, civics and government are integral parts of the curriculum. Middle school students study geography, ancient civilizations and world history. Courses that concentrate on different periods of World History and U.S. History are available for high school students. Based on student interest and needs, AP History courses are offered. Teachers incorporate map study, field trips, research and technology to promote interdisciplinary study and broaden perspective.

Science: Teachers combine textbook assignments, observation, and lab experiences to promote understanding of scientific principles. Courses have included Biology, Physical Science, Chemistry, Physics, Anatomy, Physiology, and Ecology. Inquiry and problem solving techniques stimulate curiosity and motivation.

Technology: Technology is a vital part of the daily life at School. In addition to two state-of-the-art technology labs, each classroom is equipped with computers for all students. Word processing and a variety of other applications are taught in daily classes. Technology is used as a research tool to support social studies and science. It is also a method to enhance the language arts program and a vehicle for artistic expression and creativity. Assistive technology programs are available to support learning.

Physical Education: The physical education program encourages a healthy respect for physical fitness, recreation and cooperation through a variety of individual and group activities designed to tap students' natural energies. Students participate in one period of physical education each week. Physical education provides adapted techniques as needed.

Project FEAT: Project FEAT is an adventure based, outdoor program designed to promote self-awareness, self-confidence, independence, problem solving skills and an appreciation of the need to be a contributing member of a group. Project FEAT activities include canoeing, backpacking, camping, rock climbing, rappelling, mountain biking, team-building experiences, trips to restaurants and museums and exploration of urban and suburban resources. Activities are designed to match the age and developmental levels of our students. With the support and understanding of their teachers, students are encouraged to take risks and explore new areas of interests.

Theatre/Music: The curriculum focuses on the art form as a means of communication and expression. All students are encouraged to participate regardless of experience or skill level. Students learn to work together in a non-competitive environment designed to promote creativity and risk-taking while building self-confidence.

Visual Arts: Willow Hill School believes that non-verbal expression is as important as verbal and written communication to students' growth and development. Therefore, a strong visual arts component is integrated into the academic program. Appreciation of artistic style and history is an integral component of the program. The art studio provides students opportunities to work in a variety of media including drawing, printmaking, sculpture, weaving and ceramics. The woodworking shop, equipped with hand and power tools, offers students opportunities to design, plan and construct projects. The curriculum addresses the capabilities of each student and is intended to improve his or her technical skills regardless of ability level.

Tutorial, Study Skills and Academic Support Program

Willow Hill School's Tutorial, Study Skills and Academic Support Program provides a comfortable setting that enables teachers to nurture, and at the same time, to challenge our students. The Tutorial, Study Skills and Academic Support Program is fully integrated into the educational program at Willow Hill School. The primary goal is for students to become independent learners who understand their own learning styles and who can advocate successfully for their educational needs. At Willow Hill School, we believe that students' awareness of their own learning styles is the first step in nurturing students' potential and breaking the cycle of frustration associated with school and learning. Our teachers skillfully blend classroom goals with academic support services. The program provides an additional level of support for students who have learning challenges which interfere with their ability to succeed in school. Classes focus on developing reading, writing and math skills, as well as strategies to enhance the development of executive functioning skills. In addition to small group instruction, skills and strategies are integrated into the classroom curriculum, and embedded across subject and content areas. Small tutorial and study skills groups allow teachers to address individual needs and to create a safe learning environment in which students are able to develop and practice new skills and strategies.

Learning Beyond the Classroom

We strongly embrace the belief that learning occurs in many different settings beyond the traditional classroom. Willow Hill offers programs that introduce students to a variety of exciting, stimulating and enriching experiences.

Athletics: Students are encouraged to participate in inter-scholastic sports. Four sports are offered: Soccer, Basketball, Track and Ultimate Frisbee. Parents are expected to pay a small fee for uniforms. Teams meet during their season from 3:00 pm – 4:30 pm on Mondays, Tuesdays, Wednesdays and Thursdays. All students who sign up for a team will be able to participate.

Clubs: Mondays through Thursdays, students can choose to stay after school and participate in clubs supervised by teachers. The following are typical of the opportunities offered to all students: Woodworking Club, Homework Club, and other clubs that meet current student interests.

School Play: Each year, students may participate in the school plays. All students can be involved in activities such as: acting, set design, costume design, and lighting and sound.

School Trips: Junior and Senior High School students are given the privilege to travel to Washington, D.C. or New York City to culminate their study of American History and Government. The destination and dates are determined each year by the faculty. Additionally, students have participated in school sponsored camping trips throughout the year.

Social and Emotional Support: Support for students' social and emotional development is inherent in the Mission Statement that provides for the structure and daily practices of the School. In addition to the behavior management system, Social Skills/Transitional Planning, Project FEAT and field trips, the School provides each student with an Advisor.

Social Skills/Transitional Planning: Middle school students are exposed to a variety of activities that teach social skills, social pragmatics, independence and problem solving strategies. High School students explore their interests, aptitudes, post-secondary choices and career awareness. Assistance is provided to students involved in the college search and application process. Willow Hill School does not provide a structured pre-vocational or vocational program.

The School Counselor is available to meet with students individually or in groups to facilitate resolution of difficulties or to problem solve. The School Counselor also acts as the liaison to a student's private therapist (if applicable) as well as serving as a support and consultant to teachers on issues related to behavior management. Expected behaviors are posted in each classroom to support consistency.

Opportunities to build a social network and improve social interaction skills include: The Harvest Dance, Fall Festival, Holiday Gathering, Hearts in March Dance, Spring Fling Dance for High School Students and off campus trips. Each year the Willow Hill Parents Association (WHPA) has organized social activities based on student interests.

Advisor/Advisee Program

The Advisor/Advisee Program provides many opportunities for students to build a supportive relationship with an individual teacher. Advisees meet in a small group with their Advisor for one period each Friday. Individual times are scheduled as needed. The typical ratio is 1:4. Parents are asked to collaborate on identifying a mutually convenient style and frequency of communication.

School Awards

We believe that school wide recognition of student accomplishment is vital to building confidence and pride. Students are formally recognized each month for their success and at *Summercomes*, the end of the year celebration and graduation, with attendance required by all students. Awards represent all aspects of the curriculum and athletics.

End of Year Awards Assembly:

This assembly recognizes outstanding achievement in Art, Acting, Technical Theatre, Athletics, and Project FEAT.

The Willow Hill School Monthly Awards

Each month, at *All School Lunch*, three middle school students and three high school students are recognized for their accomplishments during the month. These awards are:

The Willow Award, The Hill Award, and The School Award.

- *The Willow Award* recipients demonstrate: Citizenship, Mentoring, Teamwork, School Spirit and Respect for Property.
- *The Hill Award* recipients demonstrate: Self Advocacy, Empathy, Kindness, Taking Healthy Risks, and Character.
- *The School Award* recipients demonstrate: Grades (nothing lower than a B), Attendance, Organization, Homework Excellence and Taking Initiative.

To receive the award, students must be nominated in three of the five sub-categories under each recognition category. Any faculty or staff member of Willow Hill School may nominate students in any of categories. Students are presented with *Certificates of Recognition*. Pictures of the recipients are displayed on the bulletin board in the Mason Building and in the yearbook.

Graduation Requirements

A student will be recommended for graduation when he or she has demonstrated competence in the major areas of study; and has completed a minimum of 100 credits.

Credits are distributed as follows:

English: 4 years, Composition & Literature	24 credits
Math: 4 years	12 credits
Social Studies: 4 years*	12 credits
Science: 4 years	12 credits
Physical Education/Project FEAT: 4 years	8 credits
The Arts - 4 years	12 credits
Technology/Electives	8 credits
Transitional Planning	12 credits

*Successful completion of a U.S. History course is required for graduation.

Participation of Publicly Funded Students in State Assessment (MCAS)

The policy of the Willow Hill School is to support the responsible public school in properly identifying the form of assessment that is appropriate for each publicly funded student and then taking all measures to ensure that each student has optimum opportunities for success. **It is understood that all publicly funded students will participate in MCAS. All recommendations will be an integral part of the TEAM Meeting and the resulting IEP. Privately funded students (100%) are not eligible to participate in the MCAS program per the Massachusetts Department of Elementary and Secondary Education.**

Therefore, Willow Hill School, in compliance with 603 CMR 28.09, has developed procedures to ensure that all publicly funded students participate in all MCAS testing selected for their grades. Students with significant disabilities who are unable to take the MCAS, even with accommodations, will participate in the Alternate MCAS. The identification of assessment form, development of the schedule, staff training, parent preparation and administration of all parts of the assessment are the collaborative efforts of the Director of Education, Director of Instructional Services and the Head of School. Willow Hill School meets its obligation to ensure participation and success through implementation of the following:

- The curriculum across all grades has been aligned with the Massachusetts Curriculum Frameworks.
- Willow Hill School offers remediation, instruction and/or support to students through the tutorial program, development of elective courses, and/or after school MCAS sessions.
- Willow Hill School purchases MCAS Preparation materials available through DESE and other sources to enhance curriculum and instruction.
- The Director of Education collaborates with the Chairperson from the responsible LEA to lead the discussion related to identifying the appropriate assessment (MCAS/MCAS Alt) form and accommodations at the student's Annual Review.
- All standard and non-standard accommodations included in the DESE publication, *Requirement for the Participation of Students with Disabilities in MCAS* are considered as options.

- The Director of Education is responsible for reviewing all completed IEPs submitted by the LEA for signature. The completed page 7 of the IEP is placed in the MCAS Assessment Binder and given to the Director of Instructional Services.

For students taking the standard MCAS

- Administration at Willow Hill School will make provisions to provide all accommodations on the IEP for individual students participating in the standard MCAS.
- Administration at Willow Hill School will identify appropriate staff to participate in DESE sponsored trainings.
- Administration at Willow Hill School will identify and train proctors in accordance with DESE guidelines.
- Administration at Willow Hill School will secure all test materials, provide all required technology, groupings, individual testing arrangements, scribes, and any other accommodations allowable and included in the DESE publications.
- Administration at Willow Hill School will make all efforts to guarantee the best testing arrangements possible to promote student performance.

For students participating in Alternative MCAS

- Administration will inform teachers responsible for compiling the required work samples and documentation for the portfolio.
- Administration will ensure that any electronic devices or technology will be available to teachers and students to enable maximum performance.
- Administration will assist teachers in identification of strands, selection of materials and activities to demonstrate student understanding.
- Administration will establish a reasonable time line that is in accordance with DESE requirements.
- Administration will inform parents of their rights to review contents of the portfolio.

For students who may have exhausted the retest option and are entitled to MCAS Appeals

- Willow Hill School, in conjunction with the responsible LEA, will assemble all materials required for submission of an Appeals Portfolio.
- The decision to provide a special tutorial or class to a student who, by the end of his or her junior year, has failed to pass the standard MCAS and retests, will be part of the Annual Review and included in the IEP.
- Documentation of performance will be compiled even in a circumstance where a student will attempt to take the retest during his or her senior year of school.
- Willow Hill School will coordinate a Team meeting with the responsible LEA after the Fall retest results are available in the student's senior year to review eligibility for Competency Determination and the options for continued services if the Appeal is not successful.

Grading

Willow Hill students will be graded for each course. Grades will be based on the following:

Participation

- preparedness
- punctuality/attendance
- quality/quantity of class contributions

Productivity

- homework
- classwork
- projects
- organization (notebook)

Performance

- skills mastery
- research reports
- tests, quizzes
- final examinations
- papers

A	93-100	B-	80-82	D +	67-69
A-	90-92	C +	77-79	D	63-66
B +	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	0-59

Daily Grade

Every day in all classes, all middle school students and some high school students will receive a grade that reflects three (3) aspects of classroom success: homework, participation and transition. Students will be responsible for keeping the sheet in their binders. The information collected will be used for discussion between teachers and students and during advisor/advisee meetings. Difficulties will be addressed by teachers and/or administrators as needed. Adaptations of the ratings for Project FEAT, Art and Theatre will be considered. A copy of the sheet, which may change in format from time to time, is included. Each month faculty, as a group, review student performance. At this time teachers may determine that a student no longer requires the structure of the Daily Grade sheet.

Homework

We believe that homework is an important extension of activities started in school and that it reinforces learning in the classroom, promotes organization and time management skills and encourages independence and personal responsibility. It is at the teacher's discretion to assign homework during the week and on the weekend. The length and frequency varies by grade and subject. Homework is a shared responsibility of the student, teacher and home with specific expectations for each.

Teachers are expected to:

- Assign homework that is meaningful and useful.
- Post all homework assignments online.
- Provide clear, concise directions, provide all materials or directions to access materials needed to complete an assignment.
- Provide opportunity for students to accurately record the assignment and have it checked.
- Clarify questions and check student understanding of the assignment.
- Return corrected homework within a reasonable time.
- Provide a balance between short term and long term assignments.
- Monitor long term assignments and provide calendars, lists or other tools to assist the student in improving time management skills.
- Monitor completion of assignments and provide parents and students with regular information regarding missing assignments and quality of work.
- Provide assignments to students who have been absent.
- Refrain from assigning homework on legal and religious holidays.

Students are expected to:

- Record homework assignments.
- Follow a schedule and keep materials organized.
- Hand in neat, accurate, carefully prepared assignments on time.
- Learn to break down long-term assignments.
- Ask the teacher questions if the assignment is not understood.
- Complete assignments during absences.

Parents are expected to:

- Provide a quiet and clean workspace.
- Help students develop a routine and schedule.
- Notify the teacher and/or encourage their child to talk to the teacher if he or she experiences extreme difficulty or if the work is consistently too easy.

- Assist their children in managing time required for long term assignments.
- Contact the teacher if there is a consistent absence of homework assignments.

We know that it is impossible to predict the time necessary for all students to complete the same assignment since the time needed varies by individual. Since the frequency and length of assignments will vary by grade and by subject area, the following guideline should be considered: If a student is unable to start and work on an assignment within 20 minutes, rather than create a difficult circumstance, the work should be signed by the parent and returned to the teacher with a request for help. **We ask parents to understand that a student's ability to complete homework by themselves – or ask the teacher for help – is part of developing study skills and independence. Parents are not to do a student's homework or project.**

Late Homework:

- Homework that is received late may be dropped one grade.
- One week is the limit for accepting late assignments for a grade.

The teacher, on a case-by-case basis, may consider exceptions.

Reports to Parents

Parents will receive the following reports describing academic, social and emotional growth. It is important to note that all progress is reported in relation to each student's capabilities and performance.

Quarterly Progress Reports

Quarterly Progress Reports are issued in November, February, April and June. For students with IEP's, the form is in compliance with special education requirements. Privately funded students receive a narrative form. Quarterly Progress Reports are sent to the parent(s), students 18 years of age or older, and the responsible public school. A copy of each Quarterly Progress Report is maintained in the student's folder.

Report Cards

Report Cards are issued quarterly in November, February, April and June. These reports contain course grades. The report card is mailed home to the parent(s), students 18 years of age and older and responsible public school. Copies of all report cards are maintained in the student's file.

Midterm Reports

A midterm report is sent to parents at the address where the student resides. The purpose of the midterm report is to provide information on the status of a student in each class. Midterm grades are not reflected on the official report card and serve to notify students and parents of current academic performance.

Lunch

All students gather at 12:10 PM in the multipurpose room in the Porter Building to enjoy their lunch with friends and staff until 12:30 PM. Students are expected to throw away their trash, clear off the table top and push in their chairs. From 12:30 to 12:45, students may spend the remaining time in the computer lab, library, gym, the Common Area in the Mason Building, (weather permitting) the playing field, or remain in the Porter Building. **Students are expected to bring their own lunch.** The refrigerator in the Porter Building is available to store lunches. Parents are requested to place their child's name on the bags or items to be placed in the refrigerator. Microwaves are also available in the kitchen in the Porter Building. If a student forgets his or her lunch, the School will provide soup, and/or macaroni and cheese. *Please note it is not the School's responsibility for providing daily lunch to students.*

Attendance

Regular attendance is essential for academic and social growth. **Parents are expected to call or email the School before 8:00 AM on all days their child may not be attending. It is the parent's responsibility to notify the transportation company of any changes in transportation.** An excused absence is defined as:

- Absence due to illness,
- Absence due to scheduled medical appointments,
- Absence for religious holidays,
- Absence due to severe weather.

Any other reasons should be discussed with the Director of Education and/or the School Nurse. A note is required upon return to school if a student has been absent for three (3) or more consecutive days. Excessive absences may result in administration scheduling a meeting with parents and the responsible public school liaison, if appropriate.

School Cancellation

If inclement weather causes hazardous conditions, school cancellations will be announced on **local television channels and their web sites.** It is important to note that Willow Hill School may be open even if your home school system is closed. Please use your best judgment regarding transportation on these days. **Willow Hill also uses a telephone notification system.**

Field Trips

Days on which field trips are scheduled are not optional attendance days.

Summercomes

Summercomes is Willow Hill School's annual end of year ceremony where the accomplishments of graduating seniors, as well as students going forward, are recognized. This is a **required** school event for all students. Please refer to the enclosed school calendar to verify the date.

Policies and Procedures

Student Transportation and Transportation Safety

Day to Day Procedures (drop off/pick up)

Although school does not begin until 8:15 am, students are allowed to enter the School each day at 8:00 am. All students enter the Mason Building front door. Students are never to be left unattended in a vehicle and are not allowed out of the vehicle until in front of the Mason Building. A member of the staff is at the drop-off point each morning to supervise arrivals.

At the close of school, all students exit from the front of the Mason Building and report to their designated area. Students are expected to check out with a designated teacher before leaving school grounds. A teacher may request identification before allowing a student to leave in a vehicle or with a driver who is not recognized.

Change in Transportation

If your child has any change in transportation, such as going home with someone other than their regular transportation, or they are participating in extracurricular activities, parents must send a *Willowgram* to the Administrative Assistant in the Mason Building. If your child is going home with another student, a *Willowgram* is required from both parents, indicating such and also stating who will pick up the students. **If your child's regular transportation is by bus, it is the parent's responsibility to contact the bus transportation office regarding changes.**

Extracurricular Activities

Please note that **clubs** are scheduled from 3:00 to 4:30 p.m. All extracurricular activities take place on Monday through Thursdays **ONLY**. Parents are responsible for making all transportation arrangements for all extracurricular activities in which their child participates. A *Willowgram* describing how your child will be transported home is to be given to the Administrative Assistant in the Mason building. If we do not receive the *Willowgram* by the day before the activity, your child may not be allowed to participate.

Transportation Accidents

In the event that the student has been involved in a transportation accident on route to school or during the School day and is transported by a company or individual other than the child's parent, it is at the discretion of the driver to either continue to the School or seek emergency assistance. The Head of School, or designee, will contact the parent, school district and the Department of Elementary and Secondary Education (if the student is publicly funded), to report the accident and hospital involvement. The parent will be requested to meet school personnel at the hospital. School personnel will remain with the student at the hospital until such time as the student's parent arrives or the student returns to campus.

Permission to Drive and Maintain a Car on Campus

Driving to school is a privilege extended to responsible students. Written request to drive to school and park a car must be approved by the Head of School and the Director of Education prior to driving. The form, available in the Mason Building Director of Education's office, must include a copy of a valid Massachusetts license attached. The following guideline applies:

- The student must arrive at School between 8:00 and 8:10 each morning.
- The student may leave School no earlier than 3:10 p.m. Monday through Thursday and at 12:10 p.m. on Friday, unless by prior written arrangement.
- That there may be no illegal substances in the student's car.
- The car must remain locked from the time of arrival to the time of departure and the car keys will be kept in the office in the Mason building.
- The student must attend School regularly and maintain a grade average of B.
- The student may not carry another student in his/her car without the prior written agreement of the School, and the parents of both students.
- One violation of the above conditions may mean that the students' driving privilege will be suspended temporarily or permanently.
- The student understands that driving to School is a privilege, and the School, at its discretion, has the right to revoke this privilege.

Violation of these conditions may result in temporary or permanent termination of the privilege of driving and keeping a car on campus.

Obtaining Parental Consent

Willow Hill School, in accordance with state and federal laws, will not use the student's or family name, photograph or videotaping for fundraising, publicity or any other purpose, without prior written consent. For students in the care or custody of Department of Children and Family Services, the Educational Surrogate Parent shall not have authority to consent. For such students, consent will be obtained in a manner consistent with DCF requirements. Consent will be obtained from students who have reached the age of majority (18 years) unless the School has documentation that the student is not capable of such a decision.

Consent means:

- That you have been fully informed of all activity for which your consent is sought.
 - You understand and agree in writing to the carrying out of the activity for which consent is sought.
 - The consent forms describe the activity and the parties to whom the information will be released, if any.
 - You may revoke consent, at which point activity will cease. Should you revoke permission, the effect of your refusal on your child's education will be considered in reference to legal requirements and best practices of Willow Hill School.
 - All communications will be in the language of the home.
 - Copies of all consent forms will be sent to the responsible public school district or agency involved in the care or custody of a child.
- Legal Ref: 603 CMR 18:05(8)

Notification of Transfer of Rights Upon Reaching the Age of Majority

Massachusetts' law recognizes that a child has reached adulthood upon his or her 18th birthday. The public school responsible for placement at Willow Hill School is responsible for notifying a student of his/her rights. It is our joint responsibility to provide this information to a student no later than one year before the 18th birthday. According to law, when a student turns 18 years of age, all decision making rights transfer from the parent to the student. What this means is that a student has the right to make educational decisions and provide signed, informed consent on educational matters at Willow Hill School unless there is documentation that a court has appointed a legal guardian, or that a student has indicated in writing that he/she would like to have the parent(s) continue to have authority to make decisions on their behalf. If the student chooses to assume independent authority, the parent(s) still has the right to have access to educational records.

Student Records

602 CMR 23.00 is promulgated by the Department of Elementary and Secondary Education to insure parents and students rights of confidentiality, inspection, amendment, and destruction of students' records to assist schools in adhering to the law. The student record shall consist of the transcript and the temporary record, including all the information in the student record that is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, extracurricular activities, and evaluations by teachers, counselors, and other school staff.

- Upon reaching 14 years of age or upon entering the ninth grade, whichever comes first, a student has access to his/her record. These rights may be extended to students under the age of 14 or to students who have not yet entered ninth grade, at the discretion of school administration.
- If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. A student may limit the rights, which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the Head of School. A copy will be retained in the student file.

Access: shall mean inspection or copying of a student record, in whole or in part. The following groups have authorized access:

- Administrators, teachers, administrative assistants employed by Willow Hill School who are providing a service and whose duties require them to have access to student records for the purpose of processing information that is required for them to perform their duties.
- The evaluation Team that evaluates a student.
- Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s. 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.
- Third Party: refers to any person or private agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

A *Log of Access* is kept as part of each student's record. If parts of the student record are separately located, a separate log is maintained with each part. The log indicates all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- Administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- School nurses who inspect the student health record.

Access of Third Parties

Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party has access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record are to be released to the third party. A copy of such consent is retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the School gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.

Amendment of Records

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the Head of School or designee to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the Head of School's decision may appeal to higher authorities in the school district.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within five years after the student transfers, graduates or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the School. In each case, the School must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers guide published by the Massachusetts Department of Elementary and Secondary Education in 1995.

Rights of Non-Custodial Parents

As required by M.G.L. c.71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions:

- A non-custodial parent is eligible to obtain access to the student record unless:
1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- Willow Hill School shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07 (5)(a).
 - In order to obtain access, the non-custodial parent must submit a written request for the student record to the Head of School each year.

- Upon receipt of the request, the Head of School must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Head of School with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- Willow Hill School will provide a copy of all relevant communications to the sending public school.
- The School must delete the electronic and postal address and telephone number of the student and custodial parent for student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- Upon receipt of a court order, which prohibits the distribution of information pursuant to M.G.L. c.71, § 34H, Willow Hill School shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. A copy will be sent to the sending public school.

SOURCE: MASC 2006

Updated: May 2006

LEGAL REF.: M.G.L. 71:34D, 71:34F, 71:34H

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

Student's Rights, Code of Conduct, Discipline, Behavior Management

Willow Hill School prides itself on providing a quality education in a safe environment. We believe that a structured, predictable and nurturing environment contributes to student success. The purpose of this Discipline Code is to promote self-discipline and the ability to behave as a responsible individual in school and during all school related activities. We expect members of the school community to demonstrate considerate and caring behavior towards others.

We believe that physical and emotional safety is essential to the existence of a productive, healthy and enjoyable learning environment. Any student who engages in any behavior which disrupts the safe and orderly environment of the School is subject to disciplinary action. While it is impossible to list all behaviors that may be troublesome or inappropriate, behavior which is disruptive to the School, malicious towards others, destructive to property or intentionally damaging to the reputation of a student or adult, may be considered a violation of the Discipline Code.

Student Protections

In accordance with state law and regulation 603 CMR 18.00, it is our responsibility to inform students, parents and responsible school administrators of the following procedures:

- **Serious Incidents – Immediate Notification and Reporting.** In the event of serious injury or death of a student, criminal activity on the part of a student or staff member, or other serious incidents affecting the well-being of any student, Willow Hill School shall immediately notify, by telephone and by letter, the parents, the sending school district(s), any state agency involved in student care or program placement, and the Department of Elementary and Secondary Education.
- **Emergency Termination of Enrollment.** Willow Hill School shall not terminate the enrollment of any student, even in emergency circumstances, until the responsible public school district is informed and assumes responsibility for the student. At the request of the public school district, Willow Hill School shall delay termination of the student for up to two calendar weeks to allow the public school district the opportunity to convene an emergency Team meeting or to conduct other appropriate planning discussions prior to the student's termination from Willow Hill School. With the mutual agreement of Willow Hill School and the public school district, termination of enrollment may be delayed for longer than two calendar weeks.

Student Rights and Responsibilities

Willow Hill School has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.

4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of Willow Hill School to make and delegate authority to its staff to make rules regarding the orderly operation of the School.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. Therefore the rights and responsibilities of students, including standards of conduct, is made available to students and their parents through the *Parent/Student Handbook* which is available on the school's website, and available in hard copy upon request.

LEGAL REFS.: M.G.L. 71:37;71:82 through 71:86

It is also important that students and parents understand that Willow Hill School supports an environment that adheres to Massachusetts General Laws and comply with Massachusetts Department of Elementary and Secondary Education Regulations for Private Education Schools (603) C.M.R. Section (18.00). The legal references for each aspect of this Discipline Code are cited below.

Legal References: M.G.L. c. 71, §37H (students-controlled substances)
M.G.L. c138 §§34, 34A, 34C (alcohol)
M.G.L. c 94C (controlled substances)
M.G.L. 270, §6 (glue-toxic substances)
M.G.L. 272, §40A (alcohol on school property)
Title VI of the Civil Rights Act of 1964
M.G.L. c 151A, 151B (Prohibition of Sexual Harassment)
M.G.L. c 269 (Prohibition of Hazing) §S (duty to report hazing)

Articles Not Permitted in School and/or at After School Activities

Faculty and staff at Willow Hill School work very diligently to maintain a safe, calm educational environment. Therefore, the following items are not permitted in school:

- Drugs, alcohol, tobacco products and related contraband,
- Firearms, knives, sharp objects, any type of weapon or facsimile thereof such as sling shot or water gun,
- Firecrackers or incendiary devices,
- Large sums of money,
- Laser pointers and similar devices,
- Any item deemed inappropriate for an educational setting.

Items confiscated will be returned to the parent and/or student at the discretion of administration. Certain items, in accordance with state law, may be turned over to law enforcement. A student is expected to surrender an item upon request of a staff member.

Academic and Social Behaviors

Plagiarism

Willow Hill School students are expected to demonstrate academic integrity and submit authentic work.

Plagiarism occurs when a person uses the ideas or writings of another and presents them as their own. Examples of plagiarism are:

- Turning in another student's work as your own,
- Copying a paper from the internet, or from a text without proper acknowledgement,
- Paraphrasing materials from a text without proper acknowledgement,
- Not using quotation marks around something quoted word for word.

Any reported incident of academic dishonesty will be reviewed and treated on a case-by-case basis. Consequences may include loss of credit, redoing of assignment without possibility of full credit, reduction in grade.

Classroom Behavior

Students are expected to participate in each class in a manner that supports instruction and learning. Behaviors that disturb others and jeopardize the learning environment are unacceptable. Expected behaviors:

A student is expected to ...

- Arrive to class on time.
- Have all necessary material (i.e. homework, agenda book, Daily Grade).
- Have only class work on the desk.
- Raise your hand and wait to be called upon before speaking.
- Listen to others.
- Sit up in the chair.
- Think before speaking and only make on-topic comments.
- Stay in the classroom for the entire period.
- *Take 5* when needed.
- Sign out/in if you are given permission to leave the room.
- Keep hands and feet to yourself.
- Refrain from making noises or disturbing others.
- Follow the teacher's directions.
- Clean your space before leaving.
- Eat only during break and lunch.
- Refrain from criticizing others.

Public Display of Affection

Although Willow Hill School supports a warm, casual environment, appropriate norms and boundaries of interaction are expected. Any sexual activity, including excessive public display of affection, is not allowed on school property, including school or other vehicles. Casual, friendly contact is understandable; however, physical intimacy is not appropriate in halls, classrooms or anywhere on school property. This expectation applies to conduct during any school-sponsored activity.

Electronic Devices

Electronic devices may not be used in the classroom without expressed permission of the teacher or administrator.

Cell Phones

Willow Hill School's policy on the use of personal electronic devices is focused around the concept of putting aside any electronic device, namely cell phones, that are a distraction from academic learning and social interactions. All cell phones brought to school by students cannot be in their possession during school hours, including after-school activities. Upon entering the School for the day, the student will have a secured place, labelled with their name, where they can store their phone. At the conclusion of their school day, students may retrieve their phones from the secured location. In the event that a student needs to contact their parents during the school day, the student will be given permission to call from the school phones in the two front Mason offices-- Director of Education and the School Nurse. If you, the parent, needs to contact your child during school hours, please call the main number (978-443-2581) and we will relay the message to your child.

We are aware of the fact that students could use other devices in a similar manner to a cell phone in order to text or access social media, thus bypassing this new policy. This will not be allowed. For a student who is given permission to listen to music while doing classwork, there are other alternatives such as mp3 players and streaming music with a laptop, ipad, etc. Our goal is to reduce the mis-use of devices, allowing the school day to be more pleasant and productive for students, and to encourage in-person conversations instead of electronic interactions.

Your support of this policy is greatly appreciated and will go a long way in helping your child be a responsible cell phone user.

Use of Telephones

If a parent calls and wants to speak to their child, a message will be delivered to the student. A student must obtain permission from an administrator to call a parent during school hours.

Clothing

Willow Hill School works cooperatively with parents and, if appropriate, any state agency to ensure that students come to school with adequate, clean, appropriate and seasonable clothing as required for health and safety subject to the following conditions:

- Students are not required to wear uniforms.
- Parents are expected to label outerwear and any other garment that may be removed and left in the school at any time.
- Students are expected to wear properly fitting clothes.
- Clothing that has a logo or message that promotes or references drugs, alcohol, smoking, sex or discrimination is not permitted.
- Dangling earrings and/or untied long hair are prohibited in the art studio, woodshop and science lab since they may pose a safety risk.
- Provocative clothing items are not permitted.
- Excessive jewelry, which may disturb the ability to focus and attend, is not permitted.

- Flip flops or backless shoes are not permitted.

Students will receive one warning for any clothing infraction. A second clothing infraction will result in a call to parents/guardians to bring a change of clothes or shoes to the School.

For reasons of safety and health, Project FEAT may require specific types of clothing and footwear for different activities. A detailed description will be included in Project FEAT information. Flip flops are considered hazardous, sandals must have a strap.

Food/Drink

Students are not permitted to eat in the classroom during class time. It is at the discretion of the teacher to determine if a specific activity is conducive to food/drink. Students with medical conditions that may be affected by this policy will be considered on a case-by-case basis. Coffee and sweet drinks that arrive with the student in the morning are to be consumed and discarded before class begins. Only water is allowed in the classrooms.

Tobacco Use

In compliance with state law, students are prohibited from using tobacco products in any form anytime, anywhere on school property or during school-sponsored activities. A student who violates this policy may be suspended, and/or referred to a cessation program. Tobacco products, related paraphernalia or incendiary devices are also prohibited. The decision to return any confiscated items will be addressed on a case-by-case basis.

Drugs and Alcohol

The use of drugs, except for medicinal purposes, presents a threat to the individual and the School. The use of drugs or alcohol anywhere on school property, at any time, or during school-sponsored events is prohibited. For the purpose of this policy, alcohol and drugs include controlled substances, as defined by Massachusetts Laws, Ch. 94C. It also refers to the misuse of prescription and over the counter drugs. Prohibited drug and alcohol related activities include, but are not limited to, the following:

- Attempting to purchase,
- Using or have used,
- Possession,
- Intention to sell or distribute,
- Selling or distributing, and
- Possession of drug paraphernalia.

A student determined to be in violation of this policy is subject to suspension, termination of enrollment and a report to police.

Weapons/Assault

Weapons of any kind are prohibited. A dangerous weapon may include, but is not limited to, a gun or knife or any item used to inflict harm. Possession and /or use may result in suspension, termination of enrollment at Willow Hill School and a report to police. Any student who assaults a student, teacher or any other member of the School staff will be subject to suspension, termination of enrollment and a report to police.

Theft

Students may not use or take any item that belongs to any other person or from the School without permission. Any student who intentionally steals will be subject to disciplinary action.

Vandalism

We are proud of the appearance and resources provided in our buildings. We believe that respect for property is essential to maintaining a safe, comfortable environment. Writing on walls, desks, furniture, damaging or defacing any school property is considered vandalism. If a student vandalizes school or personal property they will be expected to pay for the damage. In addition, disciplinary consequences for the behavior will be addressed individually.

Fighting

Fighting or any other form of violence is prohibited. Consequences will depend on the circumstances related to the fight. Due to the difficulty in determining whether one student is more responsible than another, generally, each student will be treated equally. If a fight occurs off campus, the School reserves the right to take disciplinary action as though the incident occurred on campus if it is determined that the fight was clearly connected to school or could pose a threat to the physical or emotional safety of the students during school hours. Fighting may result in suspension, loss of privileges and/or participation in school events. Termination of enrollment may result, depending on the seriousness of the incident.

Bullying Prevention and Intervention Plan

Willow Hill School is committed to providing an environment where students, faculty and staff have the right to be free from bullying and cyber-bullying as well as harassment, hazing, or any form of discrimination or retaliation. These prohibitions apply to students, staff or any combination of interactions. The School will not tolerate any of the above unlawful or disruptive behaviors in the School buildings, on school grounds, or in school-related activities. The School will investigate promptly all reports and complaints of bullying, cyber-bullying, harassment, hazing and retaliation, and will take prompt action to end that behavior and restore the sense of safety. The School will support this commitment in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Aggressor means a person who engages in bullying, cyber-bullying or retaliation.

Bullying means the severe or repeated use by one or more students or by a member of the School staff (including but not limited to an educator, administrator, school nurse, custodian, athletic coach, advisor to an extracurricular activity or substitute teacher) of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a student that has the effect of causing physical or emotional harm to the student or damage to the student's property; placing the student in reasonable fear of harm to themselves or of damage to their property; creating a hostile environment at school for the student; infringing on the rights of the student at school; or materially and substantially disrupting the education process or the orderly operation of a school.

Cyber-bullying means bullying through the use of technology or any electronic means, such as telephones, cell phones, computers, or the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hazing means any conduct used to initiate a student into any student group that willfully or recklessly endangers the physical or emotional wellbeing of another. **Any form of hazing or coercion is prohibited and will result in disciplinary action.** If a student knows that another student is the victim of hazing, it is his or her responsibility to report the information to a teacher or administrator.

Hostile environment means a situation in which bullying causes the School environment to be permeated with intimidation, ridicule or insult which is sufficiently severe or pervasive to alter the conditions of the student's education.

Physical Harassment includes pushing, hitting, punching, kicking, blocking a person's ability to move freely and throwing objects intentionally at another person.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Sexual Harassment includes any unwanted physical or verbal sexual attention. Attention may include spreading sexual gossip, unwanted sexual comments, pressure for sexual activity, unwanted physical contact, displaying sexually offensive signs, clothing, pictures, or jokes. Any complaint must include as much information as possible, such as names, date, time and location of alleged incident, description of setting and description of behavior. Any written complaints submitted to administration will be reviewed and discussed with all parties involved. Falsely accusing another of sexual harassment will be taken very seriously.

Target means a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

Verbal harassment refers to threats or negative remarks based on race, gender, physical appearance, sexual orientation, religion, handicap, ethnicity, or national origin. This includes harassment over the Internet or through email. If it is determined that an email that poses a threat or harm to an individual in school or disrupts the activities of the School in any way, sent from an off campus computer during after school hours, but is related to an incident, behavior or conduct that occurred in school, the School reserves the right to impose consequences.

Procedure to Follow

If a student believes that he or she is a victim of harassment, bullying and/or discrimination, he or she should talk to an adult in the School as soon as possible. It is reasonable to talk to the adult closest to the situation. For example, if a student is harassed, bullied and/or discriminated against in a classroom, he or she should talk to the teacher. If the behavior occurs after school or during lunch or break, the student should speak to a teacher on duty, his or her advisor or an administrator. A student may feel comfortable talking to the following people:

- School Counselor
- Director of Education
- Director of Instructional Services

When an administrator receives information, they will talk to the students involved in the incident, as well as the adult to whom the incident was reported, as soon as possible. The purpose of the meeting will be to collect information from everyone involved to determine if harassment, bullying and/or discrimination occurred. Often these meetings help to resolve a misunderstanding that may have caused the incident. If the incident is more serious, or if a pattern of behavior occurs, more serious action may be taken. Any incident that is reported will be handled individually and in confidence. If a student does not feel that this process worked, he or she may file a written complaint/grievance. If the student chooses to do this, the following procedures will apply.

Procedure for Filing a Written Complaint or Grievance

A student may file a written complaint alleging harassment, bullying and/or discrimination with the Director of Education and/or the Head of School. The written complaint must include the following information:

- Name of the person(s) alleged to have caused the harassment, bullying and/or discrimination.
- Description of the alleged harassment, bullying and/or discrimination. Detail is important (*Remember it is important to know: Who, What, Where, When, and possibly Why the student thinks the incident occurred.*)
- Dates that incident(s) occurred.
- Name(s) of any students or adults that the student believes have knowledge of the events.

It is important that students know the following:

- Retaliation against anyone who has filed a complaint will not be tolerated. Acts of retaliation may result in disciplinary action up to and including suspension, termination or expulsion.
- Administration will make the decision to involve parents at any time during the process.
- If there is any suspicion of unlawful behavior, the Sudbury Police may be contacted to assist or to investigate.
- Adults who engage in any form of student harassment, bullying or discrimination will be subject to school policy as well as any legal mandates related to acceptable and unacceptable behavior toward children. The Department of Children and Families, Department of Elementary and Secondary Education, Office of Civil Rights, or Massachusetts Commission Against Discrimination may be contacted.
- Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, on school buses or other vehicles used by a district or school, or through the use of technology or an electronic device owned, leased or used by a school district or Willow Hill School.

Bullying is also prohibited both (i) at a location, activity, function or program that is not school-related and (ii) through the use of technology or an electronic device that is not owned, leased or used by a district or school, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of school.

If you believe that you have been discriminated against, you must file a complaint within 30 school days of the alleged event.

- The School will promptly and reasonably investigate allegations. The Head of School or her/his designee will be responsible for handling all written complaints by students alleging harassment, bullying and/or discrimination.
- The person reported to have acted in a way that harassed, bullied or discriminated against the student will be informed as soon as the Head of School or designee believes it is appropriate.
- An investigation may include interviewing all people allegedly involved in the complaint, and/or reviewing any written or printed evidence presented. Printed evidence may include pictures.
- All attempts will be made to complete the investigation within 15 school days.
- When an investigation has been completed, the student who filed the complaint will be informed of the results.

Appeals

If a student does not feel that procedures described above addressed the problem in an effective manner, the student may appeal to the Head of School. A written response will be provided within 10 school days unless there is a reason this cannot occur.

Search and Seizure

If there is reasonable evidence that a student has on their person, alcohol, illegal drugs, a lighter or incendiary device, a weapon or other inappropriate item that is capable of harming or disturbing the School environment, the following applies:

- The student, in the privacy of an administrative office, will be asked to empty the contents of his or her backpack, pockets and/or purse in the presence of no fewer than two administrators;
- The parent will be called;
- The parent will be requested to come to school to assist, if appropriate, in the search of a car.

Appropriate disciplinary action will be taken.

Reporting a Possible Crime to the Police

If Administration has a reasonable basis for believing that a crime has been or is being committed during school hours on campus or at school related events, police will be contacted.

WILLOW HILL SCHOOL

ANTI-HAZING POLICY

Willow Hill School strictly prohibits hazing, regardless of where or when it occurs. Any student who is involved in hazing will be subject to disciplinary action up to and including dismissal. Hazing also is a crime under Massachusetts law.

The Massachusetts anti-hazing statute, which is reproduced below, broadly defines hazing to include “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.”

Examples of conduct that can constitute hazing include:

- Whipping or beating
- Forced calisthenics or other physical activity
- Exposure to the weather
- Forced consumption of any food, beverage, drug or other substance
- Extended isolation
- Extended deprivation of sleep or rest

The consent of a participant in hazing is no defense to criminal prosecution or disciplinary action by the school.

Any employee of the school who knows or has reason to suspect that hazing has occurred must immediately report it to the Head of School. In addition, under Massachusetts law, a person who is at the scene of hazing and knows that hazing has occurred is required to report to an appropriate law enforcement official as soon as practicable; the failure to make such a report is a crime punishable by a fine of not more than one thousand dollars.

The School will include this Anti-Hazing Policy in its Student Handbook or otherwise distribute the Policy annually to every student who is enrolled at the School.

In addition, as required by Massachusetts law, the School will require every student to acknowledge in writing that student has received and will abide by this Policy and the Massachusetts Anti-Hazing Law.

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

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

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such

student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269, Section 18: Failure to report hazing

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

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

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

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

Acceptable Use Policy/Technology Code of Conduct

Technology

Willow Hill School provides computer access to all students in each classroom. Each classroom is equipped with laptops and computer docking equipment. Students also have access to a PC/Mac tech lab as well as a lab equipped with *Macintosh* computers. Each student is expected to read and understand the *Acceptable Use Policy/Technology Code of Conduct* below. Personal laptops and other electronic devices are allowed with approval of the Administration. Willow Hill School does not interfere with students' use of email or social networking that occurs off campus when school is not in session unless an incident occurs that has an impact on school life.

Computer access provides a virtually unlimited supply of resources and information to the school community, but the system also places an enormous responsibility on all users. All school rules are applicable to all uses of computers and related technologies. This document is intended to clarify those rules as they apply specifically to network usage.

Users must adhere to the same code of ethics that governs all other aspects of life within the bounds of our learning community. Any actions performed or initiated through the network must reflect the integrity, honesty and compliance with the School's rules of conduct, which are required of all representatives of the School, as set forth in the *Parent/Student Handbook*. Policies protecting the limited privacy of a student's work on the network are built from the premise that an unlocked computer does not give an unauthorized outsider legitimate access to an individual's files, just as an unlocked door does not give such an outsider legitimate access to the personal belongings contained within a room. This right of privacy is limited however. Willow Hill School reserves a full and unrestricted right (but not an obligation), through its staff and authorized representatives, to review, monitor, supervise and limit the use of the network. It may, at its discretion, review and inspect all documents, files and other materials maintained in the network, or accessed by them through the network, and it may create and preserve records of contacts made through the network. Participants recognize this right, and they assent to exercise by Willow Hill School thereof, as a condition of their use of the network.

Use of the Willow Hill School computer network remains a privilege and not a right. Therefore, Willow Hill School reserves the right to formulate and establish further guidelines pertaining to it, and to notify all participants and, where appropriate, participants' parents of the conduct required for the responsible use of the network.

The following policies exist to ensure the ethical use of the network at Willow Hill School:

- **Accessing the accounts and files of others, unless authorized by Willow Hill School, is prohibited.** This rule protects all users on the network, not just the Willow Hill School community. Taking advantage of a student who inadvertently leaves a computer without logging out is no different than entering an unlocked room and reading a personal letter, or searching through someone's personal property.
- **Attempting to subvert network security, to impair functionality of the network, or to bypass restriction set by the administrators is prohibited.** Assisting others in violating these rules by sharing information or passwords is prohibited behavior.

- **Improper use or distribution of information is prohibited.** This includes copyright violations such as software piracy as well as plagiarism. The network is a valid academic resource, and use thereof is governed by the same rules as library resources.
- **Using the network for commercial purposes or in support of illegal activities is prohibited.** The School maintains the network for academic purposes as well as for school related and personal communication. If you are in doubt about the definition of “illegal activity” speak with an administrator.
- **Improper use of the network is prohibited.** Such improper uses shall include, but not be limited to, product promotion, campaigning, sending or receiving abusive, profane or sexually oriented or explicit material, or otherwise disturbing the use of the network for others through harassing or intimidating messages or transmissions.
- **Students accessing the network are representatives of Willow Hill School and are expected to behave accordingly.** Students who are unsure of what constitutes appropriate behavior should ask themselves the question: “Will my actions reflect well on the Willow Hill School community?”
- **School network resources are considered property of the School and are subject to the same policies that govern room searches.** Students should refrain from using the network until they are familiar with these policies.

IN THE EVENT THAT THIS ACCEPTABLE USE POLICY IS VIOLATED, IN WHOLE OR IN PART, THE PARTICIPANT’S PRIVILEGES TO USE THE NETWORK MAY BE TERMINATED. ADDITIONAL DISCIPLINARY ACTION MAY BE TAKEN. ANY SUCH ACTION WILL BE CONSISTENT WITH THE DISCIPLINARY POLICIES AND PRACTICES OF WILLOW HILL SCHOOL.

Responsibilities

Use your account wisely and responsibly

Willow Hill School users will not share their accounts or passwords with anyone.

Follow rules of computer etiquette

Willow Hill School users will use appropriate language and common rules of courtesy and respect, and will avoid all forms of harassment.

Be honest

Willow Hill School students will not represent another’s work as their own. Any usage of other sources and ideas must be acknowledged.

Follow the law

Unless specifically permitted by the publisher, the sharing of software is illegal. Willow Hill School users will not attempt to download software from any of the School’s computers.

Keep school computers and the local network efficient and virus-free

Willow Hill School users will save data files only to a designated device or to a designated space on a computer hard drive. Users will not load any software onto a school computer or onto a file server without express permission.

Behavior Management System

The behavior management system at Willow Hill School is built on the following premises:

- Appropriate behavior should be acknowledged in a consistent, age appropriate way.
- With privileges come responsibility for thoughtful behavior.
- Change in inappropriate behavior evolves from acknowledgment and recognition of the behavior and its effects on others.
- Social emotional growth occurs when students participate in the discussion and identification of alternative behaviors.
- Control and self-discipline grow when expectations are clearly and consistently defined.
- Consequences to behavior are understood and consistently applied by all members of the School community.

“Take 5” (Time Out)

“Take 5” refers to removal from a classroom or activity for a brief time. “Take 5” may be voluntary or directed by the teacher. At the discretion of the teacher, a student may request to “Take 5” and step outside the classroom for five (5) minutes to compose themselves. If a student is unable to attend and participate without disturbing others, the teacher may direct the student to “Take 5”.

It is expected that each student will behave in a manner that meets the expectations of the teacher. “Take 5” works effectively for many students who need a short break from a circumstance that is tense or uncomfortable. Re-entry into the classroom is determined by the teacher. If a student is unable to re-enter, they may be sent to an administrator for the remainder of the class.

Discipline Memo

A *Discipline Memo* is used by teachers to communicate and make concrete for the student the behavior or situation that resulted in being sent to an administrator in the Mason Building or the Weeton Building. The information on the slip is used in discussion between the student and administrator. Re-entry is determined by the administrator in collaboration with the teacher. All *Discipline Memos* are maintained by the Director of Education. The information is used, if appropriate, with students, parents and teachers to review status.

Consequences

The consequences for violating the Discipline Code may include:

- Contact with parent by email, phone or mail,
- Parent conference,
- Loss of free time at break or lunch,
- Temporary loss of privilege to purchase items in the school store and/or to participate in computer lab or gym, during break and/or lunch.
- Reading and written assignment,
- Temporary/permanent loss of privilege to participate in clubs or teams,
- Loss of privilege to participate in field trip or school sponsored event,
- Work detail (for example, washing desk tops if student participated in damaging or defacing),
- Financial payment for property damage,
- In house suspension,
- Out of school suspension, and
- Termination of enrollment.

Students may be removed from class and sent to the office of the Director of Education or to the Head of School. At no time is the student left alone or unsupervised. Parents will be apprised of behavioral difficulties that are persistent and asked to meet with staff at the School if deemed appropriate.

Suspensions

Regulations pertaining to Approved Private Special Education Schools require that we inform students, parents, the responsible LEA of the conditions related to suspension and termination of enrollment. The DESE and affiliated agencies are also contacted in specific circumstances defined in the special education regulations. All suspensions, including in-house suspensions are recorded and tracked on the Suspension Tracking Form maintained by the Head of School in the administrative office in the Weeton Building. A record of suspension is also maintained in the student's file. When appropriate, the suspension letter sent to parents and the public school will document the request for a Reconvening of the Team to review the appropriateness of the program and the need for any additional evaluations.

Whenever a student is suspended, the School shall immediately notify the parents and the public school or human service agency responsible for the placement. Within 24 hours, the School shall send a written statement explaining the reasons for suspension to the parents and public school district.

In House Suspension (1- 3 consecutive days)

The student reports directly to the Weeton Building. There will be no participation in daily routine or activities including classes and after school activities. The student will be responsible for completing missed class work and homework.

Out of School Suspension up to five days

If a student's behavior continually disrupts or threatens to disrupt the School environment, or if the student poses a threat to property or persons, the student may be immediately suspended or removed. When a student is suspended the following occurs:

- Written notification is sent within 24 hours to the parent(s) and public school district, if the student has an IEP, and Human Service agency if appropriate.
- No student may be suspended and sent home unless a responsible adult is available to receive the student.
- Once a student has been suspended for three (3) consecutive school days or five (5) non-consecutive school days in a school year, the School, parents, and the public school district, consistent with federal requirements, shall explore together all possible program modifications within the School in an attempt to prevent more lengthy suspension of the student from the program.
- Procedures must be in place to record and track the number and duration of suspensions, including suspensions from any part of the student's IEP program (including transportation).

Out of School Suspension 10+ days

If suspension exceeds 10 consecutive days or a pattern has resulted in suspensions exceeding 10 cumulative days, the following procedures apply:

- A suspension is a change of placement when: 1) it exceeds 10 consecutive school days, or 2) it is one of a series of suspensions that constitute suspensions under 34 CFR 300.536.
- A request is made of the student's responsible school district to convene an IEP TEAM meeting prior to a suspension that constitutes a change in placement of a student with disabilities.
- All suspensions are tracked on the Suspension Tracking Form maintained by the Head of School in the administrative office in the Weeton Building. A record of suspension is also maintained in the student's file.
- When a suspension occurs that constitutes a change in placement, written notice is provided to the parents/guardians and the responsible school district within 24 hours.
- A Team Meeting in collaboration with the public school is scheduled to include parents, student if over age 14, and representatives from Willow Hill School.
- Prior to a change in placement, a Functional Behavior Assessment is completed to determine the relationship between the misconduct and the student's handicapping condition, the appropriateness of the program and placement.
- If the TEAM determines that the behavior is not a manifestation of the disability, Willow Hill School may suspend or terminate the student in accordance with its policies and practices.
- If the TEAM determines that the behavior IS a manifestation of the disability, the TEAM takes steps to modify the IEP, the behavior intervention plan, and/or the placement.

Termination of Enrollment

Administration and staff at Willow Hill School are committed to working cooperatively with students, parents and school departments to provide the best educational setting possible. However, it is acknowledged that circumstances may occur that lead to a decision to terminate enrollment. During the process, the School will work collaboratively with parents, the student, and the public school district when appropriate, to identify an alternate educational program. The School believes it is essential that students and parents understand the behaviors that may result in termination of enrollment and the procedures followed.

Behavior that May Lead to Termination

- If it has been determined that critical information which significantly influences the academic, social and emotional functioning of the student has been intentionally or inadvertently withheld during the Admissions Process,
- Violation of school Discipline Code that has been determined to be dangerous and/or harmful to self and others such as any form of bullying such as hazing, verbal, physical, sexual harassment, theft, possession of a weapon, vandalism,
- Arrest or violation of any state or federal law,
- Repeated cheating or plagiarism,
- Excessive absences,
- Violation of drug, and alcohol policy,
- Constant disruption to stability of the learning environment.

In accordance with special education regulations, the following procedures apply to the process of termination of any student on an IEP.

- For Planned Terminations: The program shall notify the public school district of the need for an IEP review meeting and provides notice of this meeting to all appropriate parties ten (10) days in advance of the intended date of the meeting. The purpose of the meeting will be to develop a clear and specific termination plan for the student that shall be implemented in no less than thirty (30) days unless all parties agree to an earlier termination date.
- For an Emergency Termination: In circumstances where the student presents a clear and present threat to the health and safety of him/herself or others, the program shall follow the procedures required under 603 CMR 28.09(12)(b) and immediately inform the Department of Elementary and Secondary Education.

The program shall not terminate the enrollment of any student, even in emergency circumstances, until the enrolling public school district is informed and assumes responsibility for the student. At the request of the public school district, the program shall delay termination of the student for up to two (2) calendar weeks to allow the public school district the opportunity to convene an emergency team meeting or to conduct other appropriate planning discussions prior to the student's termination from the special education school program. With the mutual agreement of the program and the public school district, termination of enrollment may be delayed for longer than two (2) calendar weeks.

Physical Restraint – (Background, Purpose and Scope)

The Board of Education for the Commonwealth of Massachusetts adopted regulations governing Physical Restraint (603 CMR 46.00), effective April 2, 2001, to ensure that every student is free from the unreasonable use of physical restraint. Willow Hill School complies with the regulations to the extent required by law. Regulations apply at school and at school-sponsored events and activities, on and off school property. Physical restraint shall be used, with extreme caution only in emergency situations, after other less intrusive options have failed or have been deemed inappropriate to prevent or minimize harm to any student. The regulations provide the following definitions:

Definitions:

- *Physical restraint* is the use of bodily force to limit a student’s freedom of movement. It does not include touching or holding a student without the use of force for the purpose of directing the student.
- *Chemical and Mechanical Restraint* is the administration of medication for the purpose of limiting the movement of a student or the movement or normal function of a portion of his or her body. Exceptions may be made when explicitly authorized by a physician and approved by a parent. It does not include a protective or stabilizing device ordered by a physician.
- *Seclusion* is physically confining a student alone in a room or limited space without access to school staff. It does not include the use of “time out” procedures during which a staff member remains accessible to the student.

Physical restraint is not used as a means of punishment or as a response to property destruction, disruption of school order, a student’s refusal to comply with a school rule, staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. ***Chemical and mechanical restraints will not be used; seclusion is prohibited.***

Implementation

School staff may use physical restraint only when the following circumstances occur:

- Non-physical interventions are ineffective and the student’s behavior poses a threat of imminent, serious harm to self and/or others,
- Pursuant to a student’s Individual Education Plan or other written plan developed in accordance with state and federal law and approved by the School and parent.

Whenever possible, the administration of restraints will be witnessed by at least one adult who does not participate in the restraint. The regulations do not prevent a teacher, employee or agent of the Willow Hill School from using reasonable force to protect students, other persons or themselves from assault, or imminent serious physical harm, or from restraining students, as otherwise provided in the regulations.

Staff Training

By the end of September, each year, all school staff will receive training with respect to this restraint policy (i.e., following the regulations). Training will include receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. New hires during the year will be trained within the first month of employment.

Specific staff are identified to serve on a school-wide *Restraint Team* to ensure proper administration of physical restraint. These individuals will have participated in an in-depth training in restraint and implementation of the regulations. The names of staff trained in restraint are available in the administrative office.

Reporting and Follow-up

In a circumstance where a physical restraint lasts more than five minutes or results in injury to a student or staff member, the School staff must report the physical restraint to the Head of School and Director of Education. The Head of School maintains an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The Head of School/designee must also verbally inform the student's parent or guardian of the restraint, as soon as possible. A written report, postmarked no later than three school working days following the use of the restraint must be sent. The written restraint report must be provided to the parent/guardian in the language in which report cards and other necessary school-related information are provided. The report will include information regarding opportunities for parents to discuss the administration for the restraint, any disciplinary sanctions that may be imposed on the student and/or any other related matter.

If a physical restraint lasts longer than 20 minutes or results in serious injury to the student or staff member, the School will, within five school working days of the reported restraint, provide a copy of the written report to Massachusetts Department of Elementary and Secondary Education. Included with this report will be a copy of the School's record of physical restraints covering the thirty-day period prior to the date of the restraint. A copy of the Physical Restraint Report Form required by Massachusetts Department of Elementary and Secondary Education is in the Administrative office in the Weeton Building.

For students who require frequent use of restraint because they present a high risk of frequent, dangerous behaviors, Willow Hill School may seek and obtain the parent's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include:

- The reporting requirements presented above.
- The review of the incident with the student to address the behavior that precipitated the restraint.
- The review of the incident with the staff who administered the restraint to discuss implementation of proper procedures and consideration of any follow-up for students who witnessed the incident.

Policies and Procedures Related to Health, Safety and Medical Concerns

Asbestos

In compliance with AHERA, all buildings on campus have been tested. A comprehensive plan to maintain them has been developed and is on file in the office of the CFO.

Emergency Preparedness

The Willow Hill School has developed emergency management plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, natural disasters and other events that compromise the health or safety of students and staff. We believe that advanced planning builds confidence of all concerned to know that all students and staff have been trained in carrying out the plan. The Willow Hill School annually trains our staff and students in the safety protocol known as A.L.I.C.E. (Alert, Lockdown, Inform, Counter, and Evacuate). This protocol empowers each individual to assess the emergency situation and to react in the moment as they see what is best for them. This protocol and other procedures are available in the *Willow Hill Emergency Management Handbook*. For more information about A.L.I.C.E., please refer to www.alicetraining.com.

Fire Emergencies

In case of fire, students and staff evacuate the premises according to plans posted in all buildings. All staff and students gather at a designated area for attendance. Students are not left unattended at any time. Fire drills are held four times a year, as required by the Sudbury Fire Department.

Medical Emergency

In the event that a student is injured on campus, the teacher or supervising adult will contact the School Nurse immediately to assess the situation. The protocol to contact administration and the parent will be initiated by the School Nurse and an Administrative Assistant. If transport to Emerson Hospital is required, the Sudbury Fire Department (911) will be contacted. The School Nurse, or designee, will take the student's medical record and accompany or follow the vehicle to the hospital. The School Nurse, or designee, will remain at the hospital with the student until a parent/guardian arrives.

In the event of injury of a student off campus, the teacher will assess the appropriateness of administering first aid or calling 911. The School and parents will be notified. An adult will accompany the student and remain in the hospital until a parent is contacted and arrives. Upon arrival at the hospital, the Willow Hill staff member will present permission to treat and medical records to the hospital staff. Further detail is available in the *Willow Hill School Crisis Management Handbook*.

Mildly Ill Students

If a student becomes sick during the day, the teacher in charge contacts the School Nurse to do an assessment. If it is appropriate for the student to rest, or be treated in the School Health Office, the School Nurse follows acceptable procedure for recording information and contacting parents. Should the child need to be sent home, all efforts will be made to have the parent or designee come to the School as soon as possible. A student will not be allowed to go home if there is no known responsible adult available. It is the parent's responsibility to arrange transportation.

Preventative Health Care

Students are required to have an annual physical carried out by a licensed physician, the results of which are reported to the School on a signed *Massachusetts School Health Form*. Included on that form is an up-to-date history of immunizations. Students with special requirements/modifications must obtain a listing of those, in writing, from the physician. Students must also receive an annual dental examination as well as vision, hearing and postural screenings.

All medical and emergency forms must be received by Willow Hill School prior to the student's first day of school. Massachusetts regulations and common sense dictate that we cannot allow your child to attend school unless this information is in our possession. Please do not ask the School to make exceptions to this requirement. Any parent seeking information regarding medical requirements should contact the School Nurse.

Receipt of Medical Treatment – Religious Beliefs

In the absence of an emergency or epidemic of a disease declared by the Department of Public Health, Willow Hill School shall not require any student to receive medical treatment when the parent objects on the grounds that such medical treatment conflicts with a religious belief.

Parents are to submit their objection in writing to the Head of School and the School Nurse prior to enrollment. Notification from the parent is to be renewed annually before the beginning of school in September.

Toxic Substances

Toxic substances are kept in a locked, secure area away from any other medical supplies and medications. Necessary substances are only used in the course of education under the supervision of an adult. All toxic substances are kept either in the original container listing contents and antidote or, in the case of science equipment, in labeled containers listing the same information. Faculty members are instructed in medical emergency procedures used in the School. The phone number for the Poison Control Center is clearly posted by the phone.

Human Immunodeficiency Virus (HIV Infection)

Students and employees with HIV infection have the same education and employment rights as any other student and employee. These rights are:

- The right to attend school and receive services as any other student, and be subject to the same rules and policies.
- HIV Infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.
- In determining the student's need for accommodations or services, staff must:
 1. Respect the student's and family's privacy rights
 2. Consult with the student's physician and parent or guardian
 3. Assess the placement

Privacy

- Students and employees are not required to disclose their HIV infection status to anyone in the School.
- HIV antibody testing is not required for any purpose.
- Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member.
- Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.
- No information regarding a person's HIV status will be divulged to any employee without:
 - A court order or
 - The informed, written, signed and dated consent of the person with HIV infection or the parent or guardian of a legal minor.
- The written consent for HIV disclosure must specify the name of the recipient of the information and the purpose for the disclosure.
- All health records, notes and other documents that reference a person's HIV status will be kept under lock and key in a file separate from the individual's medical, personnel or discipline records.
- Access to HIV confidential records is limited to those named in written permission from the person or the parent/guardian, and to emergency medical personnel.
- Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

All employees are required to consistently follow infection guidelines and the HIV Administration Guidelines at all times within school, as well as at all school activities. If a situation occurs at school in which a person may have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall follow the HIV Administrative Guidelines for appropriate medical attention and evaluation. A school staff member must alert the School Nurse or Head of School if a student's health condition or behavior presents a reasonable risk of transmitting any infection (e.g., biting, spitting). All school staff members will maintain a respectful school climate and not allow physical or verbal harassment of any individual or group based upon:

- A person living with HIV infection,
- A person perceived as having HIV infection, or
- A person associated with someone with HIV infection.

Hepatitis B and C Exposure Control Planning

As a school, we are required to have an extensive exposure control plan that is observed in accordance with 29CFR1910.20(e) of the OSHA regulations. Primary areas of exposure may include first aid tasks, maintenance tasks, and some minimal exposure teaching in physical education classes and in labs and art studios. Personal protective equipment is used in all first aid tasks and universal precautions are in place. Students with any open sores shall wear protective covering at all times. The exposure control plan is available for inspection at the School. The Head of School oversees reporting and compliance issues.

Infection Control/Communicable Diseases

Willow Hill School manages the occurrence of communicable diseases in accordance with guidelines distributed by Massachusetts Department of Public Health. A student diagnosed with, or exposed to a disease, as defined by law, that may be harmful to the health and welfare of other students and staff may be excluded from attending school. A student exhibiting symptoms of a communicable disease may be temporarily excluded from attending school. As a matter of health care and prevention, any student who exhibits the following, regardless of the known existence of a blood borne infection, may be excluded from attending school until the condition is resolved:

- Any weeping or bleeding lesion that cannot be covered or controlled with medication;
- Inappropriate behavior that increases the likelihood of transmission (i.e. spitting, intentionally coughing at another person);
- Evidence of infection and apparent illness.

Willow Hill School reserves the right to require a statement from a licensed health care provider authorizing the student's return to school.

Policy for the Administration of Medication

The School Nurse is the supervisor of medication administration in the School. Only trained staff will administer medications when the School Nurse is not available. The information is available in the School Health Office. The following guidelines apply:

Medication Orders/Parental Consent

The School Nurse must ensure that there is a proper medication order from the licensed prescriber, which is renewed as necessary, including at the beginning of each academic year. Only the School Nurse may receive a telephone order or an order for any change in medication. Having any such verbal order must be followed by a written order within three school days.

- A. In accordance with standard medical practices, a medication order from a licensed prescriber shall contain:
 - The students name
 - The name and signature of the licensed prescriber
 - The name of the medication
 - The route and dosage of medication
 - The frequency and time of the medication
 - The date of the order and, if applicable, discontinuation date
 - A diagnosis and any other medical condition requiring medications, if not a violation of confidentiality
 - Specific directions for administration
- B. Every effort shall be made to obtain from the licensed prescriber:
 - Any side effects, contraindications and adverse reactions to be observed
 - Any other medications being taken by the student
 - The date of the next visit

C. Special Medication Situations:

- For short-term medications, (i.e. those requiring administration for ten school days or less) the pharmacy container can be used in lieu of a licensed prescriber's order. If the School Nurse has questions, she may request a licensed prescriber's order.
- "Over the counter" medications, (i.e. acetaminophen and ibuprofen) may be administered by the School Nurse with written parental consent as well as the consent of a licensed prescriber.

The School Nurse must ensure that written parental authorization contains:

- Parent or guardian signature as well as an emergency telephone number
- A list of all medications the student currently receives, if not a violation of confidentiality or contrary to request of parent or student that such medications not be documented.
- Approval to have the School Nurse administer the medication.

Medication Administration Plan

The School Nurse will establish a *Medication Administration Plan* for each student receiving a medication in school. Prior to the initial administration of the medication, the School Nurse reviews the child's health status, as well as having an order from the licensed prescriber, including business telephone number. Allergies to food or medications are noted in the student's file.

The name of the medication, frequency of administration and route of administration as well as diagnosis must be noted on a medication file card for each medication prescribed for individual students. This data is entered into the computer system. The School requests that prescription dosages be prepackaged by the pharmacist to facilitate administration. **Any change of medication or dosage must be authorized by a new order from a physician.** Written records of the administration of prescribed medications are kept in a binder in the Health Service Office and are used daily to record administration.

The administration of daily medications takes place in the Health Service Office. The School Nurse will bring emergency medications, if needed, to the student (i.e. metered dose inhalers or injectable epinephrine). The School Nurse communicates observations relating to medication effectiveness and adverse reactions to the child's parent and/or licensed prescriber.

The School Nurse may refuse to administer any medication which, based on her/his professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent and licensed prescriber shall be notified immediately by the School Nurse and the reason for the refusal. The School Nurse keeps current pharmaceutical references available in their office. All Medication Administration Forms and logs are available in the Health Service Office.

Self-Administration

Self-administration means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction. This option is limited to high school students and does not apply to psychotropic medications.

A student may be responsible for self-administration of their own medication after the School Nurse has determined that the following requirements are met:

- The student, School Nurse and parent/guardian, where appropriate, enter into an agreement which specifies the conditions under which medication may be self-administered. The School Nurse must be reasonably sure that the student can identify the medication and understands the time and frequency of the dosage.
- The School Nurse, if appropriate, develops a *Medication Administration Plan* which contains only those elements necessary to ensure self-administration of medications.
- Written authorization from the student's parent/guardian that the student may self-medicate, unless the student has consented to treatment under M.G.L. c.112, § 12F or other authority permitting the student to consent to medical treatment with parental permission.
- The licensed prescriber may be requested to provide a written order for self-administration to the School Nurse.
- The student's self-administration is monitored based on their abilities and health status.
- With parent/guardian and student permission, as appropriate, the School Nurse may inform appropriate teachers and administrators that the student is self-administering a medication.
- The School Nurse will consult with teachers, student and parent/guardian to determine a safe place for storing medication being self-administered. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the Health Service Office or another location that is easily accessed.

Handling, Storage and Disposal of Medications

1. All medications shall be delivered to the School under the following conditions:
 - The medication must be in a pharmacy or manufacturer labeled container. Expiration date will be checked.
 - The School Nurse receiving the medication shall document the quantity of medication delivered.
2. All medications are kept in a securely locked cabinet used exclusively for medications. The cabinet is kept locked except when opened to obtain medications. Medications requiring refrigeration are stored in a refrigerator in the Health Service Office.
3. Parents or guardians may retrieve the medications from the School at any time. No more than a thirty (30) school day supply of the medication for a student shall be stored at the School.
4. Unused, discontinued or outdated medications will be returned to the parent. The School Nurse will document this. After discontinuation of a medication, if the parent has not picked up the medication within one week, the medication will be discarded. All medications are to be returned at the end of the school year. Medication not picked up by the parent will be disposed of one week after the close of school or termination from the School.
5. Access to medications that are stored in the Health Service Office are limited to the School Nurse and designated staff.

Prevention

Medication and medical supplies shall not be locked in the same cabinet as other toxic substances.

Medication Administration – Error

1. A medication error includes failure to administer medication as prescribed for a particular student, including failure to administer the medication:
 - Within appropriate time frames
 - Correct dosage
 - To the correct student
2. In the event of a medication error, the School Nurse shall notify the Head of School and parent or guardian immediately. If there is a question of potential harm to the student, the nurse should notify the student's licensed prescriber or school physician immediately.
3. Medication errors shall be documented by the School Nurse on the Accident/Incident Form. These reports shall be retained in the student health record and made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health. The Head of School, in collaboration with the School Nurse, will submit *Form #2* to the DESE as required for publicly funded students.
4. The School Nurse will review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future. All suspected diversion or tampering of drugs should be reported to the Department of Public Health, Division of Food and Drugs.

The School Nurse shall develop procedures for responding to medication emergencies relating to the administration which could pose a threat to the health of the student. The procedures shall be consistent with the School's policy for handling all health emergencies and should include a list of persons to be notified in case of medication emergency.

Medication Administration on School-wide Field Trips

The School Nurse may delegate medication administration to another responsible adult. The School Nurse shall provide medication administration training, as needed.

Epinephrine Administration

In consultation with the Head of School, the School Nurse manages and selects the unlicensed personnel authorized to administer Epinephrine in a life threatening situation when a School Nurse is not available. The unlicensed school personnel authorized to administer Epinephrine are trained by the School Nurse in accordance with standards established by the Massachusetts Department of Public Health.

Epinephrine is administered only in accordance with a written medication administration plan developed by the School Nurse and updated annually, including the following:

- Diagnosis by a physician that a student is at high risk of a life threatening allergic reaction.
- A written medication order containing indications for administration of Epinephrine.
- Written authorization by a parent or guardian including home and emergency telephone numbers.
- Names of school personnel who have received training in administration of Epinephrine by auto injector to the individual student.
- Identification of the place where Epinephrine is stored and not requiring lock and key access. A responsible person will carry the medicine for the student while off school property, i.e. field trips, sports.
- Develop a plan for risk reduction to the student, if at all possible.

When Epinephrine is administered, there will be immediate notification of emergency medical system by calling 911. There shall also be immediate notification of the School Nurse, the student's parents or designated person and the student's physician. The Head of School is also notified.

Documentation and Record Keeping

The School maintains a medication administration record for each student who receives medication during school hours. This record includes a daily log and a medication order and parent/guardian authorization. The daily log contains the dose or amount of medication administered, the date and time of administration, and/or omission of medication, including the reason for the omission. The full signature of the School Nurse administering the medication and the School Nurse's initials, if the medication is given more than once by the same person, is also documented. All documentation is recorded in ink and is not to be altered in any way.

Medication records are kept in the student's health record. If the parent, guardian or student objects, these records will be regarded as confidential medical records. The Department of Public Health may inspect any individual student records relating to the administration or storage of medications without any prior notice.

Administration of Antipsychotic Medications

Medications that are used to treat psychoses and/or alleviate psychotic states may be administered if all of the following criteria are met:

- Antipsychotic medication shall be prescribed by a licensed physician for the diagnosis, treatment and care of the student. The School Nurse will contact the physician should there be any observable behavior that is relevant to the care and well-being of the student.
- The physician will provide the written permission detailing the necessity for the medication, staff monitoring requirements, the potential side effects, and the next scheduled clinical appointment.
- Students on antipsychotic medication must be carefully monitored by a physician.
- Parental and/or guardian written permission must be obtained and renewed annually on an as needed basis.

- Any changes in medication or dosage must be authorized by a new order from a physician.
- Computer system records of the administration of any prescribed medications are maintained in the Health Service Office.
- All prescription medications are kept in a double locked cabinet in the Health Service Office and labeled with the student's name, name of the drug, and directions for administration.
- At the close of the school year in June, or at the time of termination, the School Nurse will return to the parents any unused medication. Medication not picked up by the parent will be disposed of one week after the close of school or termination from the School.
- Medications must be delivered to the School by a responsible adult in a pharmacy or physician's container. Only one month's supply is kept in the Health Service Office at any given time.
- The School Nurse attends Team meetings of any student who receives any prescription medications during the school day.
- Staff providing care to a student receiving antipsychotic medication are instructed about the nature of the medication, potential side effects and any special precautions by the School Nurse.
- Except in an emergency, as defined in 18.05 (9)(g), the School shall neither administer nor arrange for the prescription and administration of antipsychotic medication unless informed written consent is obtained. For students in the Department of Children and Family Services care or custody, an Educational Surrogate Parent shall not have authority to consent to administration of any medication for routine or emergency purposes. For such students, consent shall be obtained consistent with the applicable Department of Children and Family Services requirements. Except for students in the care or custody of the Department of Children and Family Services, informed written consent shall be obtained in the following manner: If a student is in the custody of his/her parent(s), parental consent (in writing or in a witnessed conversation) is required. Parental consent pursuant to this subparagraph may be revoked at any time unless subject to any court order. If the parent does not consent, or is not available to give consent, the referral source shall be notified and judicial approval shall be sought. If a student is in the custody of a person other than the parent, a placement agency or an out-of-state public or private agency, the referral source shall be notified and judicial approval shall be sought.
- The School informs a student twelve years of age and older, consistent with the student's capacity to understand, about the treatment, risks and potential side effects of such medication. The School has procedures to follow if the student refuses to take the medication.
- In an emergency situation, antipsychotic medication may be administered for treatment purposed without parental consent or prior judicial approval if an unforeseen combination of circumstances or the existing state calls for immediate action and there is no less intrusive alternate to the medication. The treating physician must determine in their professional judgment that medication is necessary to prevent the immediate substantial and irreversible deterioration of a serious mental illness. If the treating physician determines that medication should continue, informed consent or judicial approval must be obtained as required by 18.05 (9) (e).

Reporting Child Abuse and Neglect

The Massachusetts Child Abuse and Neglect Reporting Statute, Chapter 119, Section 51A, states that any school employee “Who, in his/her professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering serious physical or emotional injury including sexual abuse, or from neglect, including malnutrition, resulting from abuse by a caretaker, ... shall notify the person in charge of such institution, school or facility, whereupon such person in charge shall then become responsible to make the report in the manner required by this section. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars.”

Massachusetts law requires an individual who is a mandated reporter to immediately report, by oral communication, any allegation of serious physical or emotional injury resulting from abuse or neglect to the Department of Child and Family Services. A written report must then be completed within 48 hours of making the oral report and should be sent to the appropriate Department office. All employees of Willow Hill School are trained in requirements of the law.

According to M.G.L. c. 119, § 51A, mandated reporters are immune from civil or criminal liability when they file a report pursuant to their duties. Mandated reporters cannot be discharged, discriminated against or retaliated against by their employers if they, in good faith, make a report or testify in any proceeding involving child abuse or neglect. If any of the above occur, the employer shall be liable. In addition, school employees may be subject to disciplinary action up to and including dismissal.

**Willow Hill School
Discipline Memo**

Student: _____

Class: _____ Period: 1 2 3 4 5 6 7 8

Date | Time: _____

Offense:

- Inappropriate language
- Breaking classroom rule: _____
- Physical contact with: _____
- Disrespectful behavior
- Disruptive behavior
- Other: _____

Comments: (use back if necessary)

- Return at end of period
- Return in 5 minutes
- Speak to an Administrator and return
- Other: _____

Consequence | Recommendation:

Teacher Signature

Date

DAILY SCHEDULE	
MONDAY – THURSDAY	
Period 1	8:15 – 9:00
Period 2	9:00 – 9:45
Break	9:45 – 9:55
Period 3	9:55 – 10:40
Period 4	10:40 – 11:25
Period 5	11:25 – 12:10
Lunch	12:10 – 12:45
Period 6	12:45 – 1:30
Period 7	1:30 – 2:15
Period 8	2:15 – 3:00
FRIDAY SCHEDULE	
Period 1	8:15 – 9:15
Period 2	9:15 – 10:15
Break	10:15 - 10:25
Period 3	10:25 - 11:25
Period 4 Advisory	11:25 – 12:00

Willow Hill School Sample Schedule Middle School

(Period)	(Monday)	(Tuesday)	(Wednesday)	(Thursday)	(Friday)
1	MS Literature 111-01 Room: M104	MS Literature 111-01 Room: M104	MS Literature 111-01 Room: M104	MS Literature 111-01 Room: M104	Newspaper Elective NEWS-02 Room: M112
2	Tutorial 002A-02 Room: PI05	Tutorial 002A-02 Room: PI05	Tutorial 002A-02 Room: PI05	Physical Education 601-11 Room: Gym	Small Builders SmallBuild-01 Room: PI06
3	Art 501-01 Room: M102	Theatre/Music 510-01 Room: PI08	Art 501-01 Room: M102	Theatre/Music 510-01 Room: PI08	Learn the Ropes Ropes-01 Room: PI06
4	MSComp 101-01 Room: M104	MS Comp 101-01 Room: M104	MSComp 101-01 Room: M104	MS Comp 101-01 Room: M104	Advisor/Advisee 001-03 Room: M111
5	Social Skills 901-04 Room: M108	MS Technology 701-01 Room: M122	MS Technology 701-01 Room: M122	MS Technology 701-01 Room: M122	
6	MS Math 201-01 Room: M103	MS Math 201-01 Room: M103	MS Math 201-01 Room: M103	MS Math 201-01 Room: M103	
7	Ancient Civiliz 400-01 Room: M111	Ancient Civiliz 400-01 Room: M111	Ancient Civiliz 400-01 Room: M111	Ancient Civiliz 400-01 Room: M111	
8	MS Science 301-01 Room: M126	MS Science 301-01 Room: M126	MS Science 301-01 Room: M126	MS Science 301-01 Room: M126	

Willow Hill School Sample Schedule High School

(Period)	(Monday)	(Tuesday)	(Wednesday)	(Thursday)	(Friday)
1	Fundament Writing 150-03 Room: M106	Fundament Writing 150-03 Room: M106	Fundament Writing 150-03 Room: M106	Composition 150-03 Room: M106	KitchenChemDouble KitchenChemD-01 Room: M126
2	Survey of Lit 161-03 Room: M106	Survey of Lit 161-03 Room: M106	Survey of Lit 161-03 Room: M106	Survey of Lit 161-03 Room: M106	KitchenChemDouble KitchenChemD-01 Room: M126
3	Physical Education 601-13 Room: Gym	Technology I 750-04 Room: M122	Technology I 750-04 Room: M122	Technology I 750-04 Room: M122	Newspaper Elective NEWS-03 Room: M112
4	Theatre/Music 510-12 Room: P108	Art 501-10 Room: M102	Theatre/Music 510-12 Room: P108	Art 501-10 Room: M102	Advisor/Advisee 001-04 Room: M125
5	US History I 452-02 Room: M109	US History I 452-02 Room: M109	US History I 452-02 Room: M109	US History I 452-02 Room: M109	
6	Algebra I - A 251-01 Room: M101	Algebra I - A 251-01 Room: M101	Algebra I - A 251-01 Room: M101	Algebra I - A 251-01 Room: M101	
7	Biology 350-01 Room: M126	Biology 350-01 Room: M126	Biology 350-01 Room: M126	Biology 350-01 Room: M126	
8	Study Skills 801-12 Room: P105	Study Skills 801-12 Room: P105	Study Skills 801-12 Room: P105	Transitional Plan. 950-01 Room: M108	

Middle School Daily Grade

Name: _____ Week of: _____

Advisor: _____ Group: _____

RATINGS: ✓+Met Expectations ✓ Worked toward Expectations ✓- Did not work toward expectations

MONDAY	Behavior Period	1	2	3	4	5	6	7	8
	1. Transition								
	2. Class participation								
	3. Class behavior								

TUESDAY	Behavior Period	1	2	3	4	5	6	7	8
	1. Transition								
	2. Class participation								
	3. Class behavior								

WEDNESDAY	Behavior Period	1	2	3	4	5	6	7	8
	1. Transition								
	2. Class participation								
	3. Class behavior								

THURSDAY	Behavior Period	1	2	3	4	5	6	7	8
	1. Transition								
	2. Class participation								
	3. Class behavior								

FRIDAY	Behavior Elective	1	2	3
	1. Transition			
	2. Class participation			
	3. Class behavior			

Personal Goal(s)

Goals should be **SMART!** **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely

Academic:

Social:

Other:

Reflection: Weekly Summary: 1 Achieved; 2 Partially Achieved; 3 Did Not Achieve

Signature/Advisor

Signature/Student

High School Daily Grade

Name: _____ Week of: _____

Advisor: _____ Group: _____

RATINGS: √+Met Expectations √Worked toward Expectations √- Did not work toward expectations

MONDAY	Behavior Period	1	2	3	4	5	6	7	8
	1. Transition								
	2. Class participation								
	3. Class behavior								
	4. Progress towards personal goals.								

TUESDAY	Behavior Period	1	2	3	4	5	6	7	8
	1. Transition								
	2. Class participation								
	3. Class behavior								
	4. Progress towards personal goals.								

WEDNESDAY	Behavior Period	1	2	3	4	5	6	7	8
	1. Transition								
	2. Class participation								
	3. Class behavior								
	4. Progress towards personal goals.								

THURSDAY	Behavior Period	1	2	3	4	5	6	7	8
	1. Transition								
	2. Class participation								
	3. Class behavior								
	4. Progress towards personal goals.								

FRIDAY	Behavior Elective	1	2	3
	1. Transition			
	2. Class participation			
	3. Class behavior			
	4. Progress towards personal goals.			

Personal Goal(s)

Goals should be **SMART!** **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely

Academic:

Social:

Other:

Reflection: Weekly Summary: 1 Achieved; 2 Partially Achieved; 3 Did Not Achieve

Signature/Advisor

Signature/Student

Willow Hill School 2017 – 2018 Calendar

Color Code for Dates on Calendar: **Green** = ½ Day **Red** = No School **Bold** = **Event**

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">AUGUST 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td style="background-color: yellow;">31</td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px;">31 <u>New Student/Parent Orientation 10am - Noon</u></p> <p>31 <u>All Student/Parent Back to School Lunch Noon – 2pm</u></p>	AUGUST 2017							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">FEBRUARY 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td style="background-color: green;">2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td style="background-color: green;">9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td style="background-color: green;">16</td><td>17</td></tr> <tr><td>18</td><td style="background-color: red;">19</td><td style="background-color: red;">20</td><td style="background-color: red;">21</td><td style="background-color: red;">22</td><td style="background-color: red;">23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">19 President's Day No School, Offices Closed</p> <p style="margin-top: 10px; text-align: center;">20 – 23 Winter Recess No School, <i>Offices Open</i></p>	FEBRUARY 2018							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28										
AUGUST 2017																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
		1	2	3	4	5																																																																																																				
6	7	8	9	10	11	12																																																																																																				
13	14	15	16	17	18	19																																																																																																				
20	21	22	23	24	25	26																																																																																																				
27	28	29	30	31																																																																																																						
FEBRUARY 2018																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
				1	2	3																																																																																																				
4	5	6	7	8	9	10																																																																																																				
11	12	13	14	15	16	17																																																																																																				
18	19	20	21	22	23	24																																																																																																				
25	26	27	28																																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">SEPTEMBER 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: red;">4</td><td>5</td><td>6</td><td>7</td><td style="background-color: green;">8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td style="background-color: green;">15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td style="background-color: green;">22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td style="background-color: green;">29</td><td>30</td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">4 Labor Day No School, Offices Closed</p> <p style="margin-top: 10px; text-align: center;">5 First Day of School 2017-2018</p>	SEPTEMBER 2017							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">MARCH 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td style="background-color: green;">2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td style="background-color: red;">9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td style="background-color: green;">16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td style="background-color: green;">23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td style="background-color: green;">30</td><td>31</td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">9 Professional Day No School for Students</p>	MARCH 2018							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
SEPTEMBER 2017																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
					1	2																																																																																																				
3	4	5	6	7	8	9																																																																																																				
10	11	12	13	14	15	16																																																																																																				
17	18	19	20	21	22	23																																																																																																				
24	25	26	27	28	29	30																																																																																																				
MARCH 2018																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
				1	2	3																																																																																																				
4	5	6	7	8	9	10																																																																																																				
11	12	13	14	15	16	17																																																																																																				
18	19	20	21	22	23	24																																																																																																				
25	26	27	28	29	30	31																																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">OCTOBER 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td style="background-color: green;">6</td><td>7</td></tr> <tr><td>8</td><td style="background-color: red;">9</td><td>10</td><td>11</td><td>12</td><td style="background-color: green;">13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td style="background-color: red;">20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td style="background-color: red;">27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">9 Columbus Day No School, Offices Closed</p> <p style="margin-top: 10px; text-align: center;">27 Professional Day No School for Students</p>	OCTOBER 2017							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">APRIL 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td style="background-color: green;">6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td style="background-color: green;">13</td><td>14</td></tr> <tr><td>15</td><td style="background-color: red;">16</td><td style="background-color: red;">17</td><td style="background-color: red;">18</td><td style="background-color: red;">19</td><td style="background-color: red;">20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td style="background-color: green;">27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">16 Patriot's Day No School, Offices Closed</p> <p style="margin-top: 10px; text-align: center;">17 – 20 Spring Recess No School, <i>Offices Open</i></p>	APRIL 2018							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												
OCTOBER 2017																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
1	2	3	4	5	6	7																																																																																																				
8	9	10	11	12	13	14																																																																																																				
15	16	17	18	19	20	21																																																																																																				
22	23	24	25	26	27	28																																																																																																				
29	30	31																																																																																																								
APRIL 2018																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
1	2	3	4	5	6	7																																																																																																				
8	9	10	11	12	13	14																																																																																																				
15	16	17	18	19	20	21																																																																																																				
22	23	24	25	26	27	28																																																																																																				
29	30																																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">NOVEMBER 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td style="background-color: green;">3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td style="background-color: red;">10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td style="background-color: green;">17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td style="background-color: green;">22</td><td style="background-color: red;">23</td><td style="background-color: red;">24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">10 Veterans Day No School, Offices Closed</p> <p style="margin-top: 10px; text-align: center;">22 Early Dismissal Noon</p> <p style="margin-top: 10px; text-align: center;">23, 24 Thanksgiving Recess No School, Offices Closed</p>	NOVEMBER 2017							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">MAY 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td style="background-color: green;">4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td style="background-color: green;">11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td style="background-color: green;">18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td style="background-color: red;">25</td><td>26</td></tr> <tr><td>27</td><td style="background-color: red;">28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">25 Professional Day No School for Students</p> <p style="margin-top: 10px; text-align: center;">28 Memorial Day No School, Offices Closed</p>	MAY 2018							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
NOVEMBER 2017																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
			1	2	3	4																																																																																																				
5	6	7	8	9	10	11																																																																																																				
12	13	14	15	16	17	18																																																																																																				
19	20	21	22	23	24	25																																																																																																				
26	27	28	29	30																																																																																																						
MAY 2018																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
		1	2	3	4	5																																																																																																				
6	7	8	9	10	11	12																																																																																																				
13	14	15	16	17	18	19																																																																																																				
20	21	22	23	24	25	26																																																																																																				
27	28	29	30	31																																																																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">DECEMBER 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td style="background-color: green;">8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td style="background-color: green;">15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td style="background-color: green;">22</td><td>23</td></tr> <tr><td>24</td><td style="background-color: red;">25</td><td style="background-color: red;">26</td><td style="background-color: red;">27</td><td style="background-color: red;">28</td><td style="background-color: red;">29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">25 – 29 December Recess No School, Offices Closed</p>	DECEMBER 2017							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">JUNE 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td style="background-color: red;">8</td><td style="background-color: red;">9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td style="background-color: green;">15</td><td>16</td></tr> <tr><td>17</td><td style="background-color: green;">18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">9 Summercomes – Graduation & Award Ceremony Attendance Required</p> <p style="margin-top: 10px; text-align: center;">*18 Last day of school (with no snow days) Early Dismissal Noon</p> <p style="margin-top: 10px; text-align: center;">*Snow days will be added on as needed</p>	JUNE 2018							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
DECEMBER 2017																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
					1	2																																																																																																				
3	4	5	6	7	8	9																																																																																																				
10	11	12	13	14	15	16																																																																																																				
17	18	19	20	21	22	23																																																																																																				
24	25	26	27	28	29	30																																																																																																				
31																																																																																																										
JUNE 2018																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
					1	2																																																																																																				
3	4	5	6	7	8	9																																																																																																				
10	11	12	13	14	15	16																																																																																																				
17	18	19	20	21	22	23																																																																																																				
24	25	26	27	28	29	30																																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="7">JANUARY 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td style="background-color: red;">1</td><td>2</td><td>3</td><td>4</td><td style="background-color: red;">5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td style="background-color: green;">12</td><td>13</td></tr> <tr><td>14</td><td style="background-color: red;">15</td><td>16</td><td>17</td><td>18</td><td style="background-color: red;">19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td style="background-color: green;">26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px; text-align: center;">1 New Year's Day No School, Offices Closed</p> <p style="margin-top: 10px; text-align: center;">2 Classes Resume</p> <p style="margin-top: 10px; text-align: center;">15 M.L. King Day No School, Offices Closed</p>	JANUARY 2018							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="margin-top: 10px;">School Hours: Mon.-Thurs. 8:15 am – 3 pm Fri. 8:15 am – Noon</p> <p style="margin-top: 10px; text-align: center;">Approved by the Board of Trustees 04/05/2017</p>																																																								
JANUARY 2018																																																																																																										
S	M	T	W	Th	F	S																																																																																																				
	1	2	3	4	5	6																																																																																																				
7	8	9	10	11	12	13																																																																																																				
14	15	16	17	18	19	20																																																																																																				
21	22	23	24	25	26	27																																																																																																				
28	29	30	31																																																																																																							