



EDCO Youth Alternative

2015-2016 Student and Parent Handbook

650 Beacon Street
Boston, MA 02215
617-262-9562
www.edcoyouthalternative.com

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The EDCO Youth Alternative does not discriminate based on a student’s race, color, sex, religion, national origin, sexual orientation, or disability. All students have equal access to enrollments, courses, and activities at the EYA. EDCO’s full anti-discrimination policy, bullying policy, and harassment policy are included in this handbook.

While every attempt has been made to make this handbook as comprehensive and complete as possible, there may be occasions when expectations and rules are enforced and consequences given for behaviors and situations not listed in the handbook.

Our Mission and Philosophy

Mission Statement

The mission of EDCO Youth Alternative (EYA) is to educate young people and guide them toward their goals of a high school diploma and a successful step beyond graduation. We seek to create a diverse community and supportive environment that empowers students to work through difficulties, learn academic and life skills, and become advocates for a promising future.

EYA's Philosophy

The EDCO Youth Alternative is an educational program devoted to working individually with high school students to help them grow and meet their goals in life, beginning with a high school diploma. EYA staff believes that students do well if they can, and given the right setting and enough support, all students can be successful. In order to realize this belief, the EDCO staff works to provide a learning environment that promotes respect, responsibility, and collaboration.

Students at EDCO exhibit a positive attitude and perseverance. Students arrive at EDCO voluntarily and make a commitment to change in pursuit of graduation. Change is not easy, and it does not happen on its own. Staff is present to facilitate that change, and that process requires communication and trust. All members of the EDCO Youth Alternative community (staff and students) should expect to feel safe and comfortable, and should expect that their person, property, and opinions will be respected.

On a continuous basis, staff is committed to discussing student goals honestly and to describing the positive and negative effects of student choices. Staff will address issues as they arise and reach out to guardians and outside supports both to celebrate accomplishments and to work through challenges. Staff will enforce rules in a fair and equitable way and set reasonable expectations for students. At the core of student expectations is a willingness to work together, to respond appropriately to staff members' requests, and to talk and problem-solve when needed. Success is founded on a working relationship between staff and students.

EDCO Collaborative

EDCO Collaborative is one of the oldest educational collaboratives in Massachusetts. It was founded in 1969 as a private non-profit agency and became a public collaborative in 1988. Our work focuses on three main purposes: providing educational services and special education programming to member and non-member districts; providing professional development to teachers and administrators in member districts and the broader educational community; and supporting the needs of at risk and disabled students and adults in programs supported by public contracts. For more information about EDCO, visit our website at www.edcollab.org or call us at 617-738-5600.



Mission Statement

- Improving education through inter-district and interagency collaboration.
- Providing high quality education and related services to students-at-risk.
- Enhancing equity, intercultural understanding and equal opportunity in education.

EDCO conducts programs for children, adolescents, youth at risk, families, and educators throughout Massachusetts. All EDCO programs and services are developed and implemented through extensive consultation with staff in member school districts and other sponsoring agencies. Programs reflect those priorities of EDCO's primary constituencies and are provided in collaboration with member districts and cooperating agencies.

Contact Information

EDCO Youth Alternative High School Program

650 Beacon Street
Boston, MA 02215

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EDCO Collaborative Main Office

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EDCO Youth Alternative Staff

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2015-2016 School Year and Holiday Schedule

EDCO Youth Alternative follows the 180 school day requirement established by the State of Massachusetts. EDCO follows the Boston Public Schools' Calendar. The full calendar can be viewed at <http://www.bostonpublicschools.org/cms/lib07/MA01906464/Centricity/Domain/4/BPS%20CalMrkPer%20SY2016.pdf>. *The last day of school may change depending on snow days and other school cancellations. The link above will reflect changes.

| | | | |
|--|--|--|----------------------------|
| Tuesday, September 8 | <i>First Day of School for EDCO students:</i> Quarter 1 begins | Monday, February 1 | Quarter 3 begins |
| Monday, October 12 | No School: Columbus Day | Monday, February 15 – Friday, February 19 | No School: February Recess |
| Friday, November 6 | Quarter 1 closes | Thursday, March 17 | No School: Evacuation Day |
| Monday, November 9 | Quarter 2 begins | Friday, March 25 | No School: Good Friday |
| Wednesday, November 11 | No School: Veteran's Day | Friday, April 15 | Quarter 3 closes |
| Wednesday, November 25 | Early Release: Thanksgiving Recess | Monday, April 18 – Friday, April 22 | No School: Spring Recess |
| Thursday and Friday, November 26-27 | No School: Thanksgiving Recess | Monday, April 25 | Quarter 4 begins |
| Thursday, December 24 – Friday, January 1 | No School: Winter Recess | Monday, May 30 | No School: Memorial Day |
| Monday, January 18 | No School: MLK, Jr. Day | Tuesday, June 7 | Last day for seniors |
| Friday, January 29 | Quarter 2 closes | Wednesday, June 22 | Quarter 4 closes* |

School Closings/Inclement Weather

EDCO Youth Alternative classes will be canceled when the Boston Public Schools close for inclement weather. Please listen to the radio, watch early morning TV news reports, or go to the Boston Public Schools website, www.bostonpublicschools.org, for the listing of school that are closed. **If there is a delayed start for Boston, EDCO will start at 9:30 a.m.**

MCAS and PARCC Testing

The Massachusetts Comprehensive Assessment System (MCAS) was implemented in response to the Education Reform Law of 1993. As mandated by the Education Reform Law of 1993, all students educated with public funds are required to participate in the MCAS tests administered in their grades. The MCAS schedule for 2015-16 is below. The PARCC Assessment dates are also included.

| MCAS Subject | Date | Test Type |
|---|--------------------------|-------------------------------------|
| ELA Composition & Reading Comprehension | November 4-6 | Retest |
| Mathematics | November 9-10 | Retest |
| Biology | February 1-2 | 1 st timers + re-testers |
| ELA Composition & Reading Comprehension | March 2-4 | Retest |
| Mathematics | March 7-8 | Retest |
| ELA Composition & Reading Comprehension | March 22-24, 31 (Makeup) | Test |
| Mathematics | May 17-18 | Test |
| Science, Technology, and Engineering | June 1-2 | 1 st timers + re-testers |
| PARCC Paper-based Testing (ELA/Literacy and Math) | April 25-May 27 | |

Academic Information and Class Schedule

Students who graduate from EDCO Youth Alternative receive official high school diplomas issued by their Boston Public School home school. In order to earn their diploma, all students must fulfill the credit requirements of the Boston Public Schools.

EDCO Grading Policy

The EYA has a uniform grading policy across all classes to ensure that grading is consistent among different teachers. Grades in all classes are determined in the following way:

- **Classwork and Homework (25%):** Work completed in class and at home
- **Participation (25%):** In-class discussions and activities: to be measured by daily recorded involvement in class, i.e. reading aloud, involvement in discussions, note-taking, classroom assignments, etc.
- **Products (25%):** Required products, i.e. PowerPoint presentations, research projects, and science projects. The BPS promotion policy requires students' grades on these products will count for at least 20% of their year-end grades.
- **Assessments (25%):** Scores on tests and exams.

Weekly School Schedule

Students are allowed to arrive at school at 8:00am. Breakfast is served from 8:15-8:45am and classes begin at 8:45am each morning. Students are dismissed at 2:30pm on all days except Wednesdays. On Wednesdays, students are dismissed at 1:00pm. Teachers are available Monday, Tuesday, Thursday, and Friday after school for office hours.

| Monday, Tuesday, Thursday, Friday | |
|--|------------------------|
| 8:15-8:45 | <i>Breakfast</i> |
| 8:45-9:35 | 1 |
| 9:35-10:25 | 2 |
| 10:25-11:15 | 3 |
| 11:15-12:05 | 4 |
| 12:05-12:35 | <i>Lunch</i> |
| 12:35-1:25 | 5 |
| 1:25-2:15 | 6 |
| 2:15-2:30 | <i>Case Management</i> |
| 2:30-3:00 | <i>Office Hours</i> |

| Wednesday | |
|------------------|------------------|
| 8:15-8:45 | <i>Breakfast</i> |
| 8:45-9:15 | 1 |
| 9:15-9:45 | 2 |
| 9:45-10:15 | 3 |
| 10:15-10:45 | 4 |
| 10:45-11:15 | <i>Lunch</i> |
| 11:15-11:45 | 5 |
| 11:45-12:15 | 6 |
| 12:15-1:00 | 7 |
| | |

Students Rights and Responsibilities

The EDCO Collaborative and EYA protect the rights listed below for all members of the EYA community. All rights are defined in accordance with current laws and regulations:

- Freedom from bullying, harassment and/or discrimination on the basis of race, gender, gender identity, age, sexual preference, religion, national origin, or any disability or handicap
- Freedom of expression, except when such action causes any disruption or disorder to EYA, such prohibited conduct to include, but not be limited to, conduct that constitutes slander, libel, obscenity, or when such action violates the rights of others
- Freedom of assembly, except when such action causes any disruption or disorder to EDCO, such prohibited conduct to include, but not be limited to, conduct that violates the rights of others
- The right to due process to the extent provided for under Massachusetts and/or Federal Law

While attending school or school-sponsored events, students have the right to:

- Be free from harassment, bullying or discrimination
- Enjoy freedom of expression as provided above
- Be provided with due process in disciplinary matters as provided above
- Meet confidentially with school counselors
- Not have excessive homework over religious holidays
- Have access to school records in accordance with applicable Massachusetts and Federal Laws

While attending school or school-sponsored events, students do not have the right to:

- Harass or bully others verbally, physically or sexually
- Disrupt learning
- Smoke, drink, or do drugs
- Vandalize or litter
- Fight
- Cheat or plagiarize
- Skip class
- Swear
- Exercise unauthorized use of cell phones during school
- Violate other school codes of conduct

*The full bullying, anti-harassment, and anti-discrimination policies are included in this handbook.

Academic Requirements and Attendance

Program/School Hours

The EDCO Youth Alternative is a full-time program with classes starting at 8:45am Monday through Friday. On Monday, Tuesday, Thursday, and Friday, students will be dismissed at 2:30pm. On Wednesday, students will be dismissed at 1:00pm.

Transportation and T Passes

Delays in arrival due to late trains, buses, or other transportation are not an excuse to be late to school. MBTA delays will only be considered an excuse if the situation is serious enough to warrant a service alert notification on www.mbta.com.

All students will be issued free M7 T-passes through the Boston Public Schools during the first week of school. If a T-pass breaks, stops working, or gets deactivated, it will be replaced for free. If a T-pass is lost or stolen, it will be replaced once for free. After one free replacement, students are required to pay \$5 for each additional replacement T-pass.

Attendance Policies and Procedures

EDCO Youth Alternative follows the attendance expectations established by the Boston Public Schools. **EYA expects students to be attending school at least seventy percent (70%) of the time.** Historically, students who are not meeting the 70% attendance rate are not successful in classes and do not earn credits towards a diploma. Students are expected to arrive on time for their first period class.

Attendance Definitions and Requirements:

- **Students need to check in at the front desk when they arrive at school so that they are marked in for the day.**
- Students who arrive by 8:45am will be marked Present (P).
- Students who arrive after 8:45am will be marked Tardy (T). Students who arrive late will go directly to their class. They are expected to enter class quietly and will be subject to the rules of the class as soon as they enter. Students arriving late to a class will be unable to earn full participation points for that class.
- Students must attend three (3) full classes to be marked present/tardy for the day. **If students arrive after 11:30am (10:30am on Wednesdays), they will be marked absent for the day**, but can still get participation credit for the classes they do attend.
- All absences are unexcused absences (UA) unless the student brings in a note explaining the absence. See “Excused and Unexcused Absences” below for more details.
- “Constructively present (CP)” is a designation used for students who are absent from school for school related business (e.g. required home school visits, receiving home tutoring services, etc.). CPs are counted as Ps for attendance totals. The director grants approval for a CP. All visits to a home school must be approved in advance by the program director.

- Parenting students will be marked CP for emergency doctor's appointments for their child, unexpected day care closures, and/or when the student must stay home to take care of an ill child who is not allowed at day care.

Please Note: The EYA sets its clocks by the official U.S. time available at www.time.gov.

Excused and Unexcused Absences

Students should be absent only for personal illness or hospitalization, family emergencies, and court appearances. **Parents/guardians should call EDCO (617-262-9562) in the morning on days they know their child will be absent.**

In order for an absence to be considered excused (EA), students must bring a note from their parent/guardian, doctor, etc. within one week (7 days) of the absence(s). The note must include the date(s) of the absence(s), an explanation of the reason for the absence(s) and a telephone number to verify the note. For an extended illness or injury of three (3) or more consecutive days, only a signed doctor's note will be accepted. EDCO staff verifies all absences and determines whether an absence is excused or unexcused.

When students are absent and there has been no phone call from the student or parent about the absence, the school coordinator, guidance counselor, or adjustment counselor will contact the student and his/her parent/guardian. If a student begins to show a pattern of poor school attendance or chronic late arrivals, the school coordinator and/or adjustment counselor will work with the student and his/her family to identify the reasons for the difficulty and to develop strategies for improving the student's attendance.

Not all absences, even with a note, are considered excused. The following are some examples of unexcused absences (UA):

- Student needed to babysit siblings or other family members
- Doctor's appointment that happens outside of the regular school day
- Extension of a religious or cultural holiday beyond the designated day(s) on the school calendar
- Family vacation or trip to visit distant relatives

Work missed during absences, even those which are excused, must still be completed.

All students are responsible for their own makeup work and should make it a habit to check in with teachers whenever they miss class time.

Early Dismissal and Cuts Outs

Students are expected to be in school for the full day once they arrive at school. Students are not allowed to leave the building during the school day, except during the lunch block if they have earned the privilege of off-campus lunch. Students may not leave the building to put money in parking meters.

Early dismissal is granted by the program director or school coordinator in special circumstances. If a student needs to be dismissed for an appointment, they must bring in a

note or have a parent/guardian call EDCO to let staff know. When students are dismissed before attending three full classes their attendance will be counted as an absence. Students are expected to make-up the work that they miss.

Students are expected to communicate with staff and get permission to leave school. If a student leaves without permission, s/he has a cut out. After the first cut out, a parent/guardian will be called, the student will be required to meet with the program director, and the student will receive one week (5 days) detention after school. If the student cuts out again, a parent/guardian will be notified and that student will be required to attend a meeting with their parent/guardian and the program director. Additionally, there may be further consequences and/or a contract put in place for the student.

Program Expectations

The rules and expectations of the EDCO Youth Alternative are designed to create a safe and comfortable environment in which students can learn and make progress towards their educational and career goals. Students are encouraged to review these rules carefully and ask questions to ensure they understand all of the rules and expectations. Students must make a commitment to abide by them when they enroll in the EYA.

This handbook will define expected behavior by explaining the rules and describing steps that will be taken if students do not follow them. All rules and expectations of the EYA are in effect during school as well as during school-sponsored activities that take place outside of 650 Beacon Street. In addition to the rules outlined here, teachers may also have specific classroom rules individualized to their classes and/or subjects. All classroom rules will be posted in the classroom so that they are visible at all times.

Cell Phones

The EYA cell phone policy is modeled on the Boston Public Schools policy and is designed to ensure that the use of cell phones does not interfere with the serious learning environment of the EYA. **The use of cell phones for any purpose**—including telephone calls, texts, tweets, social networking, taking or browsing photos, using a calculator, playing music, and other functions—**is not permitted during class time.*** Cell phones must be silenced and kept out of sight during class time. If they wish, students may voluntarily check in their phones with the school coordinator and they will be kept in a locked cabinet.

Students may not make or accept phone calls on their cell phone during the school day, except during breakfast (before 8:40am) and lunch. If a parent/guardian, work site, or daycare needs to speak with a student, they should call EDCO (617-262-9562) and we will gladly get the student from class to take the call. If a student receives a phone call and needs to call the person back, they can do so after class is over and with permission from a staff member.

If a student is found to be in violation of this policy, the student will be given a warning and asked to put their phone away. **If the teacher observes, the student will be required to**

check it in with the program director or school coordinator who will lock it up until lunch or for the rest of the day, depending on the timing of the incident. If a cell phone becomes an ongoing obstacle to a student's success in the classroom, then staff will work with the student to create a daily plan for the phone.

Students who wish to charge a cell phone at EDCO must have their own charger and be willing to turn their phone in to be locked in a cart while charging. Students will be able to access a charging phone only during lunch and will only get their phone back at lunch or at the end of the day. If a teacher observes a student charging their phone in a classroom, the phone will be confiscated and put in the charging cart. These phones will not be given back to students until the end of the school day.

**The only time this policy will not be enforced is if technology is being used within a class period as specified by a teacher.*

Music Players and Other Electronics

The EYA permits the use of music players and phones as music players only before classes begin, during lunch, and after the end of the class day. All music players, cell phones, and headphones must be kept out of sight during the school day. **Music and headphones should be off and away when students enter the school.** Occasionally, teachers may allow students to quietly listen to music while doing independent work in class. **Students are not allowed to listen to music during class unless specified by the classroom teacher.**

Tablets, laptops, e-readers, and other devices that connect to the internet are subject to the same acceptable use policy as EDCO computers. If a staff member deems their use inappropriate, the student will be asked to put the device away. As with cell phones, **if the device comes out again, the student will be required to check it in with the program director or school coordinator who will lock it up** until lunch or for the rest of the day, depending on the timing of the incident. If electronics become ongoing obstacles to a student's success in the classroom, then staff will work with the student to create a daily plan.

If students choose to bring tablets, laptops or other electronic devices to school, they should keep them on their person at all times or should ask for them to be locked in the school coordinator's office. EDCO is not responsible if items are lost or stolen. Please see the "Personal Property" section below for more information.

Clothing and Dress Policy

Students' faces and eyes must be visible during class. Teachers must be able to see that a student is awake and alert in class. Sunglasses and hats or hoods that are obstructing faces and eyes are not allowed in classes.

Clothing and accessories decorated with themes relating to violence, weapons, drugs, sex, and/or vulgarity are not permitted to be visible at EDCO. Likewise, students will be asked to

remove any gang/neighborhood affiliated hats. EDCO is a professional environment: shorts cannot be too short, shirts cannot be too low-cut and must completely cover a student's stomach, and undergarments cannot be visible. EDCO will provide t-shirts, sweatshirts or other clothing to cover up if necessary. Judgments on school-appropriate clothing will be made by EDCO staff.

School Telephones

If a parent/guardian, work site, or daycare needs to speak with a student, they should call EDCO at 617-262-9562. We will gladly get the student from class to take the call.

If any student needs to make a call during a break in a school day, the student must get permission from a staff member. Calls can only be made during class in the event of an emergency. A staff member will monitor all phone calls.

Breakfast, Lunch, and Eating and Drinking in Class

Breakfast and a light lunch are provided free of charge by the Boston Public Schools. Breakfast begins at 8:15am every morning. Students who plan to eat breakfast should aim to arrive at school between 8:15am and 8:40am in order to eat before classes begin. If a student arrives late with breakfast or wants to eat school breakfast s/he may go to class, as long as they are able to work and eat at the same time. **After 8:40am, the microwave is off-limits to students for breakfast.**

Students are allowed to leave the building during the school lunch period in order to get food in Kenmore Square. Open campus lunch is a privilege for students at EDCO, and students must be physically present at school prior to the start of 3rd Period (10:40am) in order to earn that privilege. **Students arriving during or after 3rd period will remain indoors for lunch on that day.** For all with the privilege, students must be back at EDCO by the end of the lunch period for classes. **If a student is late returning to school after lunch, even by one minute, s/he will receive a written notice and an after-school detention on that same day.** If student is consistently late returning from lunch, s/he will again receive a written notice and a parent/guardian will be contacted for a meeting with the student and Program Director. If students return from lunch outside under the influence of a controlled substance, the student will lose one week (5 days) of open campus lunch privileges, the student will receive a written notice, and parent/guardian will be contacted. (Please see handbook section on Drugs and Alcohol for more information.)

Food, drinks, and gum are allowed in classes, but they may not interfere with the teacher's instruction. Staff may ask a student to check in with a counselor if the food becomes a distraction in class.

Building Etiquette

EDCO Youth Alternative shares the space at 650 Beacon Street with other businesses, professional organizations, and college offices. Mature and appropriate behavior and language is expected and required in all common spaces, including the elevator, stairwell, lobby, and sidewalk outside the school. Students should be quiet when entering and leaving

the building. Individual students or all students may be prohibited from using the elevator if it is not kept clean or used properly.

Bathroom Facilities

Students are expected to use bathrooms during their break or with the teacher's permission during class time. Students will need a pass to use the bathroom during class time. Teachers will allow only one student at a time to leave class to use the bathroom. No more than one student is allowed in each bathroom at a time.

Leaving Class

Leaving class is allowed only with the teacher's permission. Students are expected to be in classrooms during the first ten (10) minutes of each class period. Teachers will not allow students to leave to use the bathroom or get a drink of water during those first ten minutes. After the first ten minutes of class, students must either have a pass with them or a slip to see a counselor if they are out of class. If a student leaves class frequently, his/her teacher will address that behavior individually. If a student would like to leave the class for any reason other than to use the bathroom or get a drink of water, s/he needs to check-in with a counselor or an administrator. **Students are not allowed to go into a classroom other than their assigned class for any reason.** Students who believe they need to go into another class for any reason must first check-in with a counselor or administrator for help.

Personal Property

Personal property is each person's responsibility. Students who choose to leave their coat or other belongings in classrooms or offices do so at their own risk. The EYA is not responsible for personal items left and lost in classrooms, offices, or hallways.

Restricted Areas

All non-classroom rooms, except bathrooms, are off-limits to students without the presence and/or express permission of a staff member.

Visitors

Visitors are not allowed at the EYA. If students have a friend or family member who is interested in the EYA, the friend should call the School Coordinator to initiate the intake process. If a parent wants to discuss their child's progress, s/he needs to call the EYA to set up an appointment to do so.

Loitering

Loitering (standing or hanging around) is not permitted directly in front of the building, in the lobby, or in the stairwell during or after school. Kenmore Square is a business and residential area and EDCO must be a responsible part of that community. Students should not spit, yell, smoke, or engage in inappropriate behavior in the vicinity of EYA. While we encourage students to give their business to the stores in the area, we expect students will

not linger or hang out in Kenmore Square beyond school hours. **Students are prohibited from smoking, loitering, or hanging out in Kenmore Square past 8:45am** (*NOTE: Please see page 18 for the policy around smoking outside of the building*).

Fire Drills

During a fire drill students should listen to the directions given by staff members and file out of the classroom in a quiet and orderly manner. Students must use the stairs to exit the building. Once outside of the building, students should assemble in the parking lot to the side of Barnes and Noble (660 Beacon Street) where teachers and other staff members will take attendance. **If a student goes home during a fire drill without permission, it will be considered a cut out.**

Search and Seizure

All EDCO programs follow all applicable laws and regulations regarding searching students and their property. Any searches and seizures will be conducted for the safety and wellbeing of students and staff at EYA. A student's person, personal possessions and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited or contraband items or materials. Any and all illegal, prohibited, or contraband items or materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

If the program director has reason to suspect that a student is in possession of illegal, prohibited or contraband items or materials, and wishes to conduct a search of that student's person or possessions or locker, the program director will notify the EDCO Associate Executive Director, in advance if possible, of the intent to conduct the search. Searches will be conducted by two staff persons at all times, and a written report concerning the search will be given to the EDCO Associate Executive Director. At EYA, school personnel are authorized to undertake administrative searches by the use of a hand held metal detector, if deemed necessary.

Behavioral Expectations

The behavioral expectations exist to create a safe and comfortable learning environment for all students, but they will also help prepare students for being successful in their lives after EDCO. Each student is responsible for his/her behavior and recognizing the impact it has on the general EYA environment.

Fighting, Aggression and Horseplay

Fighting between or among EYA students is not permitted inside or outside of school. Such behavior will result in termination from the program. Threats and/or intimidating behavior will result in suspension and may result in termination from the EYA. Whenever students exchange hostile words/actions with each other, they are isolated from the other student(s) and will have a chance to discuss their concerns with a member of the staff.

Students are required to resolve their differences through mediation before returning to class. **Horseplay or rough physical play, even when done in fun, is not allowed at EYA.** Students will be expected to process the incident with a staff member. If the situation is serious or persists, it may result in a parent meeting or more serious consequences.

EDCO is committed to non-violent conflict resolution. Corporal punishment in public schools is illegal in Massachusetts. Corporal punishment at the EDCO Youth Alternative is prohibited. Staff may not hit, strike or physically punish students. Staff members are trained in Nonviolent Crisis Management and may use reasonable force if necessary to protect students, other persons or themselves from an assault by a student.

Inappropriate Language and Topics

EDCO is a professional environment and students are expected to use school appropriate language while at EDCO. **Swearing and/or vulgar language is not an acceptable conversational mode at EDCO.** Most drug, sex, and violence related topics are not appropriate for discussion at the EYA, except when expected as part of a class discussion. Social conversations at school are public conversations and students should not have an expectation of privacy for those conversations. Students are expected to refrain from engaging in non-school related conversations during class time. Continuous language violations may result in a behavior contract. More serious violations directed at a student or staff member may result in more serious consequences. Students who refer to another student or staff member's nationality, race, sex, religion, intelligence or sexual orientation with inappropriate language and an apparent intent to offend must discuss the incident with a counselor. If issues around language persist, it may result in parent phone calls and/or parent meetings.

Cheating and Plagiarism

Cheating is the unauthorized giving, taking, or presenting of information or material that benefits oneself or another. Examples of cheating include but are not limited to: passing information in any manner during a quiz or test, utilizing unauthorized material during a quiz or test, passing of information about a quiz or test from one class to another, and submitting work that is not one's own. Collaboration on assignments, when directed by a teacher, is not considered cheating. **Plagiarism** is copying the words, ideas, or opinions of someone else without giving credit to that person through references or footnotes. Plagiarism is also submitting work that is not one's own.

Cheating and plagiarism are not acceptable at EDCO. If a student copies directly from another student on any assignment, quiz, or test, both students – the student copying the work and the student whose work was copied – will receive a zero (0) on the assignment. There will be no opportunity to make up the assignment. If a student is caught cheating on a quiz or test without another student involved, the student will receive a zero (0) on the assignment and will not be able to make it up.

If a student submits work to a teacher that has been plagiarized (e.g. phrase(s) or sentence(s) copied from a book or website without citing the source), the student will

receive a zero (0) on the assignment, but will have the opportunity to make up the assignment. If there are plagiarized portions in the make-up version or in any future assignment, the student will receive a zero (0) on the assignment.

A parent/guardian will be contacted in any case of cheating or plagiarism. In both cases, students will also meet with the counselor and school coordinator to discuss academic honesty and more serious implications of cheating and plagiarism at the college level. In both cases, a written record of the cheating may be kept in the student's file.

Weapons

Weapons are not allowed at the EYA. A weapon is defined as anything that can inflict harm, such as a firearm, knife, stick, brass knuckles, razor blade, club, studded belt or bracelet, explosive, mock gun, mace, tear gas, or any other dangerous object.

Massachusetts General Law, c.269, s.10, provides: "Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him/her under the provisions of chapter one hundred and forty, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means (Amended by St.1989, c.150, s.2)."

Possession of a dangerous weapon will result in a temporary suspension, referral to the Boston Public Schools Counseling and Intervention Center, and/or possible termination. Possession of a firearm will result in termination from the EYA. Weapons confiscated by EYA staff are sent to Boston School Police and will not be returned to the student.

If there are 'reasonable grounds' for suspecting that a student is violating either the law or the rules for the EDCO Youth Alternative by carrying a weapon, a search of that student by a member of the Youth Alternative staff is justified under a 1985 decision of the United States Supreme Court (New Jersey v. T.L.O.). If there are reasonable grounds for suspecting that a student is carrying a weapon and s/he refuses to allow an EYA staff member to search for it, the student will be temporarily suspended and may be terminated. Please see the Search and Seizure section of this handbook for further information.

Instruments or objects that may have a responsible use can also be irresponsibly used. Two or more fingered rings, nail clippers, nail files, lighters, laser beam objects, etc. should be kept in pockets or bags. If these items are seen, the student will be asked to put them away. If these items are seen again, they will be confiscated by the staff member and returned at the end of the day if this is a first-time incident. If items are confiscated a second time, they will only be returned to a parent/guardian.

Drugs and Alcohol

The EDCO Collaborative and EYA maintain that the possession and/or use of illegal drugs and unlawful possession and/or use of alcohol by minors is unhealthy, a barrier to academic success, and can be physically and/or emotionally harmful to students. An "alcoholic beverage" is legally defined as any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit (G.L.c.138, s.1). A "controlled substance" is any substance or drug defined as a controlled substance under the provisions of G.L.c.94C.

The use, possession, and sale or transfer of these substances in school or at school sponsored activities, including athletic and social events that occur outside the school day, is strictly prohibited. Discussion of drug and/or alcohol use is not permitted at EDCO and may result in a discussion with the counselor.

- **Use (Under the Influence of Drugs or Alcohol):** If a student is caught or suspected of using drugs or alcohol, either in school or prior to arriving to school: (1) a parent/guardian will be contacted, (2) the student will meet with the school social worker, and (3) the student will receive a written Drug/Alcohol Warning. Students may be sent home in the event of a drug warning. Subsequent drug warnings will result in a referral to a substance abuse program assessment through the Boston Public Schools counseling center and/or to support through a partner program.
- **Possession:** Drugs and alcohol are not allowed at the EYA. Possession of alcohol, drugs, and/or drug paraphernalia (i.e. pipes, cigars, blunts, papers, roach clips, etc.) used in association with drugs or alcohol will result in a Drug/Alcohol Warning. The items will be confiscated, and students may face school-based and/or legal consequences.
- **Sale or Transfer:** Drug dealing at the EYA will result in termination from the program. Possession of drug paraphernalia used in drug sales and/or distribution will result in a Drug/Alcohol Warning and suspension, as well as an investigation.

Prescription and Over the Counter Medications

All prescription medications must be brought to EDCO Youth Alternative by a parent or guardian in a container with the official prescription label on it. If necessary, ask your pharmacist to give you a duplicate container for safe storage of the medication at home and school.

EDCO follows the procedures of the Boston Public Schools health office for the administration of over the counter medication. EDCO program staff cannot dispense prescription or over the counter medication unless directed and trained to do so by the supervising School Nurse in order to implement an individual student's Individual Health Care Plan.

Smoking

In accordance with Massachusetts General Laws, Chapter 71, Section 2A, students are not permitted to smoke on school grounds. At no time may students smoke, use tobacco

products and tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes in any part of the building at EYA, including bathrooms, the elevator, and the lobby of 650 Beacon Street. Students may not smoke during school-sponsored field trips and all tobacco and related products must be kept out of sight. Additionally, state regulations require that students are at least 1,000 feet from the front of the school in order to smoke on the sidewalk. We expect that students move down the sidewalk beyond Amsterdam Falafelshop (642 Beacon Street) and Barnes and Noble (660 Beacon Street), respectively.

A student smoking in the building at EDCO or on a school-sponsored trip may be suspended for the day and a parent/guardian will be contacted. A second smoking warning will result in a meeting between the program director, student, and a parent/guardian. The student will be placed on a behavioral contract and may be suspended.

Vandalism and Graffiti

Vandalism and graffiti are not permitted within the EYA's premises, the elevator, or any other part of the building at 650 Beacon Street or buildings in the vicinity. Any acts of vandalism or graffiti may result in temporary suspension and possible termination from the EYA. In certain instances a student may be given the opportunity to repair the damage that s/he caused. If a student defaces the program's property, furniture or building on the 3rd floor, s/he must clean the markings and will need to discuss the situation with a counselor.

Stealing, Borrowing, Trading, and Selling

Stealing from the school, another student, or a staff member is not allowed. Searches may be conducted in accordance with the provisions of this Handbook. Upon investigation by the program director, if it is determined that a student has stolen an item, the student will receive an immediate suspension and may be terminated. A disciplinary meeting will be conducted by the program director with the student and his/her parent/guardian. Notification of the police shall be at the discretion of the program director.

The EYA strongly recommends that students do not borrow and/or trade personal items while at school. Staff are not responsible for student's personal items. Any items lost or stolen from a student are the responsibility of the student.

Selling items of any kind, without the expressed approval of the director, is prohibited at EYA. **Selling any kind of drugs or other controlled substances at EDCO will result in termination from the program, and may result in expulsion from BPS and/or Boston Police involvement.**

Anti-Hazing Policy

Massachusetts General Laws Ch. 269, s.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 (\$3,000) 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. Added by St.1985, c.536; amended by St. 1987, c.665."

Massachusetts General Laws Ch. 269, s. 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 a 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 practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1000)."

Massachusetts General Laws Ch. 269, s. 19:

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.

Consent to such treatment does not make it legal.

Legal Penalties for Hazing:

- Persons convicted of hazing are subject to a fine of not more than \$3000 and imprisonment for not more than a year or both fine and imprisonment (M.G.L. c.269, §17). Knowledge of such actions as those described above and failure to report them to appropriate law enforcement officials shall be punished by a fine of up to \$1000 (M.G.L. c.269, §18).
- At EDCO, victims of any hazing behavior, or witnesses to such an act, shall make this behavior known to a staff person.
- The Program Director, in conjunction with the EDCO Associate Executive Director, shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify the Juvenile Officer of the Police Department.
- If students outside the EDCO classroom are involved, the School Administrator will be notified.
- The appropriate administrators, in consultation with the Police Department, will determine whether to file charges.

Bullying Prevention and Intervention

EDCO Youth Alternative is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying within the school community. The Bullying Prevention and Intervention plan is summarized below and is posted in its entirety on the website of our parent organization, EDCO Collaborative, at www.edcollab.org.

EDCO Youth Alternative recognizes that that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. EDCO Youth Alternative will take specific steps to create a safe, supportive environment for vulnerable populations including the following actions:

- Dissemination of a Bullying Prevention and Intervention Plan

- Annual staff training about the Plan and other legal and regulatory requirements
- Ongoing professional development
- Written notice to staff about the Plan
- Facilitating access to appropriate counseling supports for students
- A bullying prevention curriculum for students enrolled at EDCO Youth Alternative
- Teacher training on instructional approaches that prevent bullying
- Procedures for reporting and responding to bullying and retaliation

“Bullying” is the repeated use by one or more students or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that:

- Causes physical or emotional harm to the target or damage to that student’s property
- Places that student in reasonable fear of harm to him/herself, or of damage to his/her property
- Creates a hostile environment at school for that student
- Infringes on the rights of that student at school
- Materially and substantially disrupts the education process or the orderly operation of a school.

“Cyberbullying” is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. This policy conforms with and follows the legal definition of cyberbullying put forth in M.G.L. c. 71, § 370.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected. For the purpose of this policy, whenever the term bullying is used, it denotes either bullying or cyber-bullying. In addition, for the purposes of this policy, a student or staff person who perpetrates an act of bullying is referred to as the “aggressor,” and the student who is the focus of an act of bullying is referred to as the “target.”

Bullying is prohibited:

- On school grounds
- On property immediately adjacent to school grounds
- At school-sponsored or school-related activities
- At functions or programs whether on or off school grounds
- Through the use of technology or an electronic device owned, leased or used by EDCO Youth Alternative

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by EDCO Youth Alternative if the act or acts in question:

- Create a hostile environment at school for the target

- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The EDCO Executive Director and/or his/her designee shall oversee the development, monitoring and updating of a prevention and intervention plan, in consultation with all Collaborative program stakeholders, which may include teachers, program staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The Bullying Prevention and Intervention plan shall be updated at least biennially.

The EDCO Youth Alternative Program Director, in conjunction with the Associate Executive Director, is responsible for the implementation and oversight of the bullying prevention and implementation plan at EDCO Youth Alternative.

Reporting

Students who believe they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the staff. The target shall, however, not be subject to discipline for failing to report bullying.

EDCO Youth Alternative will ensure a means for reporting of incidents of bullying, including anonymous reports. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible. A staff member shall immediately report any instance of bullying that he/she has witnessed or become aware of to the Program Director. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Investigation Procedures

The Program Director, upon receipt of a viable report, shall promptly address and investigate such reports. The Program Director shall promptly assess an alleged target's need for interim protection and create and, where necessary, implement a safety plan that shall restore a sense of safety for that student pending completion of the investigation. The Program Director shall further conduct a preliminary assessment as to whether the conduct complained of would support the filing of criminal charges and, if so, shall promptly notify the Associate Executive Director. If the reported incident involves students from another program, private school or school district, the Program Director shall promptly notify appropriate administrators of the other programs or school districts in accordance with state and federal privacy laws and regulations. In all cases of bullying involving students at EDCO Youth Alternative, the Program Director shall inform staff from the student's home school within Boston Public Schools.

The Program Director shall promptly investigate the report of bullying, considering all available information known, which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses. The Program Director shall maintain a written record of the investigation. Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the Program Director determines that bullying has occurred, he/she shall take appropriate disciplinary and/or corrective action. If it is believed that criminal charges may be pursued against the aggressor, the Program Director shall consult with the Associate Executive Director. The Associate Executive Director, or his/her designee, shall contact local law enforcement agencies if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

The Program Director or designee shall promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Program Director or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations. 603 CMR 49.00 The Program Director shall also inform the parents or guardians of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination. Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with disciplinary policies published in the EDCO Youth Alternative Student and Parent Handbook and the EDCO Collaborative Student Handbook.

EDCO will document any incident of bullying that is reported per this policy and a file will be maintained by the Program Director. The report shall be shared regularly with the Associate Executive Director and the Executive Director. Confidentiality shall be maintained consistent with the obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is strictly prohibited and may result in suspension or expulsion from the EDCO Program.

Target Assistance

EDCO Youth Alternative shall provide counseling to the students involved and shall notify the student's Boston Public Schools home school concerning a referral to other appropriate services.

Training and Assessment

Annual training in preventing, identifying, responding to, and reporting incidents of bullying shall be provided for school employees and volunteers who have direct contact with

students. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K-12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school. Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook. The Bullying Prevention and Intervention plan shall be posted on the EDCO Collaborative website. As stated in M.G.L. c. 71, § 370, the district or school is not required to staff any non-school related activities, functions, or programs.

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, gender identity and/or sexual orientation. (M.G.L. c.76, §5) The Bullying Prevention Plan does not prevent the Collaborative from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or EDCO Collaborative policies.

In addition, the Bullying Prevention Plan is not designed or intended to limit the authority of the Collaborative to take disciplinary action or other action under M.G.L. c. 71, §§37H, 37H½, or 37H3/4 and/or other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

Behavioral Interventions and Supports

Part of EYA's philosophy is to help students become advocates in their own lives. One of the ways EDCO staff do that is through students support and counseling services as part of the regular school day. The student support team is present to support teachers and students when classroom behavior is unsafe or substantially disruptive. Additionally, students may request to speak with a member of student support to address any important issues which may be impacting their school performance.

Check-Ins

Our goal is to teach the academic and life skills necessary to be a successful student and graduate. If a student's behavior is inappropriate for the classroom, the teacher will give the student redirection about what they need to do differently. In some circumstances, teachers will ask students to step into the hallway for a brief check in. Teachers will talk to students and model appropriate classroom behavior. If the student continues, the behavior becomes substantially disruptive to the classroom environment, and has not been modified after multiple requests, the teacher will refer a student to student support.

Student must ALWAYS check-in with a staff person when they are referred to student support. In this case, the student will be given a “green slip” to hand to the counselor. **The goal of a check-in is to identify difficulties which are interfering with the student’s learning, discuss problem-solving strategies, and help the students return to class.**

Following a check-in with student support, if a student is still not ready to return to class, staff will work on academic assignments with the student in a separate space and the student will be expected to participate in a mediation with the teacher later that day or the following day.

Mediations

EDCO is intended to be a safe place where students can focus on learning, not on conflicts or social problems. When staff become aware of a student’s conflict, disagreement, and/or argument with another student or with a teacher, the student will be required to participate in a mediation to resolve the issue so it will not further interfere with school activities.

In a mediation, each involved student or staff member will first meet individually with a counselor in order to understand individual perspectives and concerns. Counselors remain neutral and do not take sides. Each student or staff member is asked to reflect on what behaviors or actions they did to contribute to the conflict. The focus of mediations is on resolving the conflict and reaching an agreement, not blaming or pointing fingers. When the counselor feels that both students or the student and staff member are able to engage in a productive conversation, the students or student and staff member will meet together with the counselor for the mediation. During mediations, students and staff are expected to:

- Listen respectfully, without interrupting
- Refrain from blaming or attacking
- Talk about the impact of the other student’s or staff’s actions
- Take responsibility for how their actions may have contributed to the conflict

A student who needs to mediate with a teacher is expected to participate in a mediation on the day of the incident or the following day.

Detention

Detention is intended as a response for small infractions. The primary use of detentions is for students who come back late from off-campus lunch. Students who receive detention are required to stay for fifteen (15) minutes immediately after school on the same day the detention was received. Students cannot leave the building before serving detention. If a student has a conflict which won’t allow him/her to stay after, the student must raise this issue with the program director. The program director will determine if the reason can be verified and is appropriate.

Suspension

Suspension is intended to underscore the seriousness of an infraction and to focus the attention of all concerned, including parent(s) or guardian(s), teachers and other students on the student and the problem. EDCO Youth Alternative conforms to all pertinent regulations and laws concerning the suspension of students, particularly students with special needs (see below). EDCO staff work in conjunction with school based administrators and staff from the student's home school to ensure that all of the student's rights to due process and to special education services are enforced. These include due process rights regarding the hearing related to an infraction, special education entitlements as set forth in the IDEA regarding exclusions constituting a disciplinary change in placement and any applicable appeal rights under state and/or federal laws and regulations.

In addition, EDCO programs conform to M.G.L. c.71, §§ 37H, 37H1/2 and 37H3/4 regarding the authority of the principal/program director related to students in possession of weapons, controlled substances, assaults, felony charges and other disciplinary violations.

Definitions

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently,

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year.

**Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating cumulative days of suspension.*

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

**Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Program Director and the parent.

Program Director: The primary administrator of the school or the Program Director's designee for disciplinary purposes.

Disciplinary Due Process

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the Program Director determines that the student committed the disciplinary offense, the Program Director will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the Program Director will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

Out-of School Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Program Director will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Program Director, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond prior to the Program Director's imposition of a short-term/interim suspension of ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of formal disciplinary proceedings to consider the student's long-term suspension or recommendation for termination.

Program Director's Hearing

Short-Term Suspension: At the Program Director's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the Program Director's consideration in determining consequences for the student.

Long-Term Suspension/Termination/Expulsion: In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the parent to interpreter services at the hearing;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Program Director may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Program Director, and to

receive a copy of the audio recording upon request.

Program Director's Decision

Based on the evidence presented at the hearing, the Program Director will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Program Director shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Program Director decides to suspend or terminate the student, written notice of the Program Director's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Program Director's decision, the beginning and end dates of the suspension or termination, and the process for appeal. The Program Director will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Students excluded from school for disciplinary reasons and their parents or guardians will be required to attend a re-entry meeting prior to a student returning to school. The purpose of the meeting is to develop a plan, including a revised behavior plan if appropriate, to ensure that the student has a successful re-entry to the program. After three (3) non-consecutive days of suspension within one school year, EDCO staff will convene a meeting with parents, school staff, and Boston Public Schools representatives to discuss the appropriateness of the student placement at EDCO Youth Alternative.

Appeals

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the EDCO Executive Director. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the Executive Director. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Program Director but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress

Any student who is serving an in school or out of school short-term suspension, long-term suspension, termination or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the M.G.L. c.76, §21.

Discipline and Students with Disabilities

For all students attending EDCO Programs who are eligible to receive special education services or who have been determined eligible for accommodations and/or services under Section 504 of the Rehabilitation Act (“students with disabilities”), EDCO staff participates with the appropriate school administrators and representatives from Boston Public Schools to ensure that their due process rights are being protected.

EDCO Programs comply with all applicable state and federal laws and regulations concerning the discipline procedures for students with disabilities. Pursuant to these laws, EDCO programs adhere to the following procedures in addressing discipline for students with special needs:

Procedures for suspension up to 10 days and after 10 days: General requirements.

- A student with a disability may be suspended up to 10 days in any school year without implementation of procedures described below.
- After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
- EDCO Youth Alternative provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

- A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern of removal are considered to constitute a disciplinary change in placement.
- When a suspension will result in a disciplinary change in placement of a student with a disability, EDCO Youth Alternative, Boston Public Schools district representative(s), the parent(s), and other relevant members of the Student’s 504 or IEP TEAM will convene within ten (10) days of the decision to suspend to review all relevant information in the student’s file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior for which the student is subject to suspension or expulsion was caused by or had a direct and substantial relationship to the disability or was the direct result of a failure to implement the Student’s IEP or Section 504 Plan. Conduct for which a student is subject to suspension or expulsion which is determined to be caused by or directly and substantially related to the student’s disability or which is the direct result of the failure to implement a student’s IEP or 504 Plan will be considered to be a manifestation of the student’s disability. If the Manifestation Team determines that the behavior was NOT a manifestation of a disability, then the suspension or expulsion may go forward consistent with EDCO Collaborative policies and procedures and the student must be offered:
 - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and

- b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
- If the Manifestation Team determines that the behavior for which the student is subject to disciplinary exclusion WAS a manifestation of the student's disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with Individuals with Disabilities Education Act or where the student's enrollment is terminated in accordance with applicable state regulations, the student returns to the original placement unless EDCO Youth Alternative, parents and district agree otherwise or a judge or administrative hearing officer orders a new placement.
- Where a student is determined to have been in possession of illegal drugs, selling or soliciting a controlled substance, in possession of a dangerous weapon, or where a student commits substantial bodily injury to another at school or at a school sponsored event, the student may be unilaterally placed in an interim alternative educational setting for up to 45 school days without regard as to whether the student's conduct was a manifestation of his or her disability.

Not later than the date of the decision to take disciplinary action, the parents are notified of that decision and provided with the written notice of procedural safeguards.

Termination

Termination means that a student's enrollment at the EDCO Youth Alternative will come to an end. The EDCO Collaborative reserves the right to terminate a student's enrollment in any EDCO program in accordance with the procedures set forth in 603 CMR18.00 and 603 CMR 28.09. When terminated from the EYA, a student will be encouraged to return to his/her home high school or to seek enrollment in another alternative program to earn a high school diploma or a HiSet certificate.

Any student faced with termination has the right to: (a) written notice of the charges; (b) a formal hearing; (c) be represented by lawyer or advocate (at the student's expense); (d) adequate time to prepare for the hearing; (e) access documented evidence before the hearing; (f) question witnesses; and (g) a reasonably prompt, written decision including specific grounds for the decision.

Additional Policies and Procedures

Notice of Anti-Discrimination

In compliance with M.G.L. c.76, §5, EDCO programs protect the right of all persons to attend the public school programs in the town where they actually resides or to attend public school programs at no cost in other towns as mandated by the IDEA. No person shall be excluded from or discriminated against in admission to the public school programs of any town, or in

obtaining advantages, privileges and courses of study of such public school on account of race, color, sex, religion, gender identity, disability, national origin or sexual orientation.

The EDCO Collaborative has policies and procedures to protect the rights of students and staff to be free from discrimination and harassment, including sexual harassment. For more information regarding these policies, contact Judith Vaillancourt, Associate Executive Director and Special Education Administrator for the EDCO Collaborative, at 617-738-5600, ext. 5602.

Policy on Harassment, including Sexual Harassment

It is the policy of EDCO that all of its students should be able to enjoy a school or program environment free of discrimination and harassment. This policy refers to, but is not limited to, harassment in the following areas: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex, (7) handicap, (8) veteran status, (9) sexual orientation and/or (10) gender identity.

Harassment includes display or circulation of written materials or pictures degrading to either gender or to racial, ethnic or religious groups; and verbal abuse and insults directed at or made in the presence of a racial, ethnic, or minority group. Harassment also refers to behavior that is personally offensive, impairs morale and interferes with students' or clients' ability to benefit for the school or program instruction or service. Any harassment of students by other students or harassment of students by staff will not be tolerated.

Definition of Sexual Harassment:

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

All persons associated with the EDCO Collaborative including, but not necessarily limited to, the Board, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment, including sexual harassment and discrimination. Any person who engages in harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating in an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Because the EDCO Board of Directors takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such

inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

The Grievance Officer: Human Resources Director for the EDCO Collaborative

The Board will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of overseeing and ensuring the processing of all sexual harassment complaints in accordance with the procedure set out below:

Procedure for reporting for any student member of the school community:

1. Students who believe that they have been subjected to harassment, including sexually harassment, from another student or an EDCO staff member, should talk to an adult as soon as possible beginning with the adult closest to the situation. This adult shall facilitate the student's meeting with the Program Director who shall follow established procedures. If the Program Director is the subject of the complaint, the student should be instructed to request a meeting with the Associate Executive Director. The student will be asked to comment on the incident and complete a Harassment Investigation Form and submit it to the Program Director or Associate Executive Director.
2. If a student attending EYA wishes to report or allege harassment, including sexual harassment, on the part of another student or EDCO staff member, the reporting procedure shall be as follows:
 - a. The Program Director or Associate Executive Director will attempt to resolve the problem through the following procedures:
 - i. S/He will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts and may interview any witnesses.
 - ii. S/He will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
 - iii. S/He will hold as many meetings with the parties as is necessary to determine the facts.
 - iv. On the basis of his/her perception of the situation he or she may:
 - Attempt to resolve the matter informally through reconciliation.
 - Will notify the parties and the target and aggressor's parents of the findings of the investigation and will document such notification, the date/time and content of same, for the record.
 - Report the incident and transfer the record to the Grievance Officer or Executive Director for review and further action, as s/he deems appropriate.

3. After reviewing the record made by the Program Director or Associate Executive Director, the Executive Director or his/her designee may attempt to gather any more evidence if necessary to decide the case, and thereafter, impose any sanctions deemed appropriate, including a recommendation for termination or expulsion. At this stage of the proceedings, the parties may present witnesses and other evidence, and may also be represented (at private expense). The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

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|---------------------------------------|---------------------------|
| Office for Civil Rights | Telephone: (617) 289-0059 |
| United States Department of Education | Fax: (617) 289-0150 |
| 5 Post Office Square | TDD: (617) 223-9695 |
| 8 th Floor - Suite 900 | Email: OCR.Boston@ed.gov |
| Boston, MA 02109-3921 | |

The Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148
781-338-3300

Rights of Homeless Students

All EDCO Programs work collaboratively with sending school districts to ensure that the rights of students who are homeless, as specified in the McKinney-Vento Homeless Education Assistance Act, are protected.

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. The McKinney-Vento Act requires every school district to designate a staff person to serve as the Homeless Education Liaison whose role it is to assist homeless students to enroll in school and to ensure that they receive the educational services for which they are eligible.

School districts must immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment – such as school records, medical records or proof of residency. Furthermore:

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing
- Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing
- Homeless Education Liaisons must assist students who arrive without records by contacting the previously attended school system to obtain the required records.

School districts must adopt policies and practices to ensure that transportation is provided, at the request of the parent, guardian or unaccompanied youth, to and from the school of origin. Furthermore:

- If the homeless student continues to live in the area served by the district in which the school of origin is located, that district must provide or arrange transportation
- If the homeless student moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin
- If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

Homeless students are to be provided services and education programs comparable to those received by other students and for which they meet eligibility criteria, such as services provided under Title I or similar state or local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs.

Mandated Reporting Requirements

Massachusetts General Laws C119, Chapter 51A, relating to the care and protection of children, mandates the reporting of any situation or injury suspected of endangering the health or safety of a child by certain classes of professionals. Professionals considered to be mandated reporters include, but are not limited to, public or private teachers and education administrators; hospital personnel involved in the examination, care or treatment of children; guidance or family counselors; social workers; and day care workers or any person paid to care of or work with children in any public or private facility, home or program funded by the Commonwealth of Massachusetts or licensed by the Commonwealth to provide day care or residential services to children.

Any mandated reporter who, in his or her professional capacity, has reasonable cause to believe that a child under the age of 18 has suffered abuse (including sexual abuse) or any form of neglect (including malnutrition) must file a report with the Department of Children and Families (DCF). An immediate oral report must be followed by a written report to DCF within 48 hours. If the mandated reporter is a member of the staff of a medical or other public or private institution, school or facility, he/she should immediately notify the department or person in charge of such institution, school or facility. If notification is given to such an individual rather than to DCF, the person notified becomes the mandated reporter required to notify DCF with oral and written reports.

DCF must, within 60 days of receiving a report from a mandated reporter, notify such person in writing of its determination of the nature, extent and cause or causes of the injuries to the child and the services that DCF intends to provide to the family.

An individual assumes no liability, criminal or civil, by making a 51A report as long as the report was made in good faith and as long as the person making the report did not perpetrate or inflict any harm. No employer of a mandated reporter shall discharge or in any

manner discriminate or retaliate against any person who in good faith makes a 51A report or who testifies in any proceeding involving abuse or neglect.

In all EDCO programs, if a staff person has reason to suspect neglect or abuse, that person must notify the Program Director. The Program Director, in consultation with appropriate staff, may file a report with DCF if there is reasonable cause to believe there is abuse or neglect. The Program Director or his/her designee will file the report, both orally and in writing, with DCF.

Student Restraint

The EDCO Collaborative complies with the DOE restraint regulations, 603 CMR 46.00 et seq. (“Regulations”), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Methods and Conditions for Implementation

Program staff may use physical restraint only (1) when non-physical interventions would be ineffective and the student’s behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student’s IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint may not be 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 or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion is prohibited.

The Regulations do not prevent a teacher, employee or agent of the Collaborative from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

Staff Training

All program staff must receive training with respect to the Collaborative’s restraint policy (i.e., following the Regulations), including 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. Additionally, the school must identify specific staff to serve as resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

Reporting Requirements and Follow-Up

In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to a student or staff member, the staff must report the physical restraint to the Program Director. The Program Director must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law

and regulations. The Program Director must also verbally inform the student's parent or guardian and the student's school district liaison of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraint (1) lasts longer than 20 minutes or (2) results in serious injury to the student or staff member, the Program Director must follow the above regulations for notifying parents. In addition, the Program Director must notify the Associate Executive Director. Within five school working days of the reported restraint, the Associate Executive Director or his/her designee must provide a copy of the written report to DOE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian'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 not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

Complaints

Complaints and investigations regarding restraint practices should be directed to the Associate Executive Director of the EDCO Collaborative, 617-738-5600 x5602.

Procedures

All Collaborative staff who work in student programs will participate in an annual training regarding restraint regulations before the end of September of each school year. All EDCO programs will have staff who are certified to administer physical restraint according to DESE regulations. These staff will participate in recognized training programs or refresher courses such that their training remains current.

Time Out of Classrooms

EDCO staff work hard to provide the necessary structures and supports so that students can be successful in class. However, given our student's complex and varied issues, there are times when they are unable to participate in class or an activity. When this occurs, EDCO uses a structured behavior management system that highlights appropriate classroom behaviors. Expectations are posted in the classroom and reviewed frequently. If such interventions are not successful, students may be requested or offered the opportunity to visit a quiet area in or outside of the classroom. Students are monitored at all times in the quiet area and are not prevented from leaving the area if they choose to do so. This

intervention is used to interrupt the behavior in a way that allows the student to regroup and refocus by processing with classroom staff before returning to the classroom.

Student Records Protections and Management

All EDCO Programs follow all pertinent laws and regulations regarding the privacy of student records. Specifically, Massachusetts regulations require that student records are kept physically secure and that authorized school personnel are informed of all of the provisions of 603 CMR 23.00 and of M.G.L. c. 71, §§34A-H. Access to student records by students, parents, authorized and non-authorized personnel will comply with all federal and state laws and regulations. In addition, EDCO staff is trained annually on the federal Family Educational Rights and Privacy Act (FERPA).

With regards to requests to inspect records, families and students are referred to the Boston Public Schools to gain access to the student's temporary and permanent student record. Original copies of all records pertinent to the student's educational program, including IEP's, progress reports, evaluation reports, and report cards, are forwarded to the Boston Public Schools to be kept as part of their formal record. Parents or students over the age of 14 may request to review the student's file at the EDCO program site, which is considered a duplicate file. The Program Director will notify the EDCO Associate Executive Director and will respond to parents within two days of receiving the request.

When non-custodial parents request information regarding a student at an EDCO program, that parent is referred to the liaison from the sending Boston school. EDCO cooperates with the Boston Public Schools in ensuring compliance that laws regulating access to records by non-custodial parents.

EDCO Youth Alternative sends all grades to students' BPS home schools to be added to their formal school record and transcript. Official and unofficial transcripts are only available through BPS home schools.

EYA keeps its own student records for seven (7) years. Following that time, EYA will destroy all student records. Transcripts will still be available through BPS home schools.

Technology Acceptable Use Policy

I. Introduction

The electronic resources made available to the programs and administrative offices of the EDCO Collaborative are provided in consonance with our mission:

- Improving education through interdistrict and interagency collaboration
- Providing high quality education and related services to students-at-risk; and
- Enhancing equity, intercultural understanding and equal opportunity in education.

In addition, we seek to ensure a healthy and appropriate use of technology resources by making provisions for:

- Prevention of access by users to inappropriate or illegal matter on the Internet;
- The safety and security of users when using electronic communications;
- Prevention of unauthorized access, including "hacking" and other unlawful activities;

- Prevention of unauthorized disclosure, use and dissemination of personal information;
- The design of measures to restrict minors' access to harmful materials.

Our electronic resources—including, but not limited to, mobile devices, computers, network, telephones and Internet access—allow users access to local, national, and international sources of information and collaboration and usage is intended solely for EDCO Collaborative business and educational purposes. Users are required to conduct themselves in a responsible, ethical, and legal manner, in accordance with both EDCO Collaborative and, if applicable, host district policies, rules, regulations and guidelines and the laws of the Commonwealth of Massachusetts and the United States. This policy provides general guidelines for Acceptable Use of technology and examples of expressly prohibited uses. The policy does not attempt to state all acceptable or prohibited activities. Use of computer networks and the Internet are revocable privileges dependent upon compliance with EDCO Collaborative policy and these procedures. A user's failure to comply with policy shall result in limited network/Internet access, suspension of access, and/or other disciplinary action up to and including termination or expulsion. Any user who has questions regarding whether a particular use or activity is acceptable should seek guidance from the Director of Information Technology.

II. General Provisions

The EDCO Collaborative has established certain protocols to ensure the safety of our school communities, the security of computer networks, and compliance with applicable law. All users should be aware of the following provisions:

A. Network and Internet monitoring

The EDCO Collaborative locations and/or their host districts have software and systems in place that monitor and record all Internet usage. Users should have no expectation of privacy when browsing the web, sending or receiving e-mail, or using other electronic resources.

B. Filtering

In accordance with the Children's Internet Protection Act (CIPA), passed by the U.S. Legislature in January 2001 (Public Law 106-554), our schools shall employ filtering software to block access to inappropriate content on all computers with Internet access. The EDCO Collaborative, its schools, and districts certify that a policy of Internet safety and technology protection measures shall be enforced. Users are restricted from accessing visual depictions of subject matter that are obscene, pornographic, or harmful to minors. In compliance with CIPA, EDCO Collaborative policy, and, if applicable, host districts policy, shall, in furtherance of this set of Acceptable Use Procedures regarding Internet safety, monitor the online activities of users.

The EDCO Collaborative and host districts cannot be held responsible for misuse of material downloaded from any online service, or for inappropriate or sexually explicit material being obtained through the network.

III. User-specific Provisions

Students, administrators, staff and faculty shall **not**:

1. Use the network to access and/or transmit material in violation of any U.S. or Commonwealth law, including copyrighted material.
2. Access, download, display, transmit, produce, generate, copy or propagate any material that is obscene or pornographic; advocates illegal acts; contains ethnic slurs or racial epithets; or discriminates on the basis of gender, national origin, sexual orientation, race, color, ancestry, religion, handicap or age.
3. Degrade, damage or disrupt equipment or system / network performance (for example excessive bandwidth use that disrupts the network for other users).
4. Gain unauthorized access to network resources.
5. Permit or authorize any other person to use their name or login password.
6. Use an account of any other person or vandalize another user's data.
7. Waste electronic storage space by saving unnecessary files or programs.
8. Download, install, load or use programs without written permission of the Director of Information Technology or their designee.
9. Use the Internet for personal commercial purposes or for political lobbying.
10. Use inappropriate, offensive, foul or abusive language.
11. Harass or annoy any other party with obscene, libelous, threatening or anonymous messages, objectionable information, images or language.
12. Knowingly make use of pirated software or violate software licensing agreements.
13. Engage in the practice of "hacking" or knowingly engage in any other illegal or inappropriate activity using the network.

Students, staff and faculty **must**:

1. Use the Internet and other electronic resources only for legitimate educational and Collaborative business purposes.
2. Respect commonly accepted practices of Internet etiquette including, but not limited to, use of appropriate language.
3. Be aware of potential security risks at all times and take all reasonable steps to minimize risks by, at minimum, logging off the network when a computer is unattended and reporting all unauthorized use of one's account to the Director of Information Technology
4. Avoid bulk e-mailing and forwarding e-mails of broad interest, such as virus alerts to the larger community without prior approval from the Director of Information Technology.
5. Treat all computer areas and equipment with the utmost care and respect
6. Protect their own and respect other users ID's and passwords including practicing regular replacement of passwords
7. Students may access the Internet only with adult supervision for a specific task.
8. Abide by this procedure and specific host district policies where applicable.

IV. Electronic Communication

School and district resources for electronic communication shall be used for educational purposes. Electronic communication done for and on behalf of the EDCO Collaborative must be done with official EDCO Collaborative email accounts provided to users and should not use any personal accounts. Prohibited electronic communications include, but are not limited to:

1. Use of electronic communications to send copies of documents in violation of privacy or copyright laws.
2. Use of electronic communications to intimidate others or to interfere with the ability of others to conduct school/district business.
3. Constructing electronic communications to appear to be from someone else.
4. Obtaining access to the files or communications of others for the purpose of satisfying idle curiosity, with no substantial school/district business purpose.
5. Users will conform to the rules of e-mail archiving and document retention set forth by policy or applicable laws.

V. Software

Software which the EDCO Collaborative has standardized and use widely will be given priority in terms of installation, troubleshooting and training.

Installation, troubleshooting and training for all other software used by faculty, staff and students will be supported as time permits. Software to be used in the curriculum or in a lab environment must be purchased in “lab packs” of sufficient quantities to account for the greatest number of simultaneous users or as site licenses, and must be owned by the EDCO or host school/district. Single copies of software are considered evaluation copies and will not be supported, installed on multiple computers, or made available from the network to multiple computers.

Software which makes the computers and network harder to maintain and support and which offers little or no benefit over comparable software will not be supported. Do not install any software on any EDCO Collaborative computer without prior permission from the Director of Information Technology or their designee. The Director of Information Technology reserves the right to uninstall unsupported software or reimage any computer as necessary.

VI. Data Storage and Backup:

The Technology Department has the right to reimage any computer as necessary. No personal data or files should be stored on a local machine or network server.

The EDCO Collaborative makes every effort to run regular backups on data and e-mail hosted on its systems and networks; however, it cannot guarantee that in the event of data loss or catastrophic failure all information will be recovered.

VII. Hardware:

Use of equipment other than that owned by the EDCO Collaborative or the host school/district:

1. The EDCO Collaborative provides limited support for equipment brought in from the outside by any user.
2. If a computer network is provided that is designated for guests, users must only connect outside devices to these networks.
3. The Director of Information Technology has the right to confiscate or disconnect any outside equipment that interferes with operation of the system/network.
4. The EDCO Collaborative and host school/district are not responsible for damage to or loss of equipment brought in from the outside.