



WAYPOINT ACADEMY 2021-2022 STUDENT CODE OF CONDUCT

Waypoint Academy does not discriminate on the basis of race, color, ancestry, gender identity, age, pregnancy, or related medical condition, religion, limited English speaking, sexual orientation, disability, or homelessness.

WAYPOINT CORE VALUES

The core values for the Cape Cod Collaborative / Waypoint Academy are formulated on the basis of two general principles; **SAFETY and RESPECT**. Safety is first and foremost. All students are expected to conduct themselves in a manner that is safe and does not cause harm to themselves or others.

Respect for people and property is modeled by all faculty and staff at Waypoint Academy, and is expected of all students. Waypoint Academy provides the opportunity for learning and growth for all. Positive reinforcements are used to promote further understanding of this important practice and value. Appreciation and acceptance of differences is modeled and taught by all faculty and staff, and expected of all students. Waypoint Academy strives to broaden every student's understanding and acceptance of differences, including but not limited to ethnicity, gender, religious beliefs, sexual identity or orientation, abilities, age, and cultural practices.

Note: Unless there is a distinction indicated between middle (grades 5-8) and high school (grades 9-12) the information contained in this Student Code of Conduct applies to both.

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Attendance

Here at Waypoint Academy, attendance is important not only for academic reasons but also to attain levels and privileges. A student must be at school, at a school related activity (e.g., field trips), or receiving academic instruction for at least half of the school day to be considered present. Students who are not physically present at school but who are receiving academic instruction from the district for at least half of the school day are considered present. Examples of academic instruction include tutoring and online or distance learning. Taking assignments home is not considered receiving academic instruction.

Extended absences (5 or more consecutive days) will be investigated and documented via multiple attempts to reach parents / guardians by phone and/or email. Sending school districts will also be notified of all extended absences.

Consistent attendance is integral to each student's academic, social and behavioral progress. Attendance records are shared at the end of each month with a student's sending district.

For students working towards meeting graduation requirements of their sending district, ten or more days absent per quarter may affect a student's overall grade.

Students who are not excused from school, refuse to attend, or are not able to attend school due to a bus suspension will receive a "0" for the day.

Daily Evaluation Sheet (Ifeedback) Responsibilities

Waypoint Academy uses a level system for privileges as well as a "token economy" for our school store. Daily Evaluation (Ifeedback) Sheets are used to note student performance in all areas beyond academics including following school rules, classroom behavior, and personal goals. Ifeedback Sheets are school documents and must be treated with respect. All students are expected to take personal responsibility for their Daily Evaluation (Ifeedback) Sheet, fill the sheet out properly, and use the sheets appropriately.

1. Students must legibly fill out Ifeedback sheets during homeroom using blue or black ink. All information must be accurate and students must write goals as approved by faculty.
2. The Ifeedback sheet must be brought to each class and given to a faculty member at the beginning of class.
 - a. If a student forgets to bring his/her sheet, or if it is lost during the course of the day, the student may not earn points that day and may be required to fill out a new one
 - b. If the missing sheet is located within 24 hours, he or she may apply to receive points for the day the sheet was missing
3. Tampering with the sheet will result in receiving a zero for the day. Tampering includes, but is not limited to:
 - a. Attempting to change points
 - b. Altering or defacing the sheet

AGENDA BOOKS AND BINDERS

1. Students are provided with an agenda book on the first day of entrance to Waypoint Academy. Agendas/binders are provided for two reasons: first, to develop and strengthen organizational skills with regard to classwork and homework; second, to create a sense of personal responsibility.
2. Students are expected to write assignments into their agenda book and, when absent, gather missing assignments. Students refusing to follow teacher directions regarding agenda book use may fail to earn points.
3. Students may be asked to bring their agenda book and/or Ifeedback Sheet home every night.
4. High School: Students are expected to bring academic materials as needed for each class to school each day. Students who do not have materials may lose points on their Ifeedback Sheet
5. Middle School: Students are expected to bring agenda books / binders to school each day. Students who forget their agenda book will lose 10 points from the day's total. Students who fill out an 'Agenda Replacement Page' may earn OCE points in their classes. If an agenda book is missing for more than five school days, students will be required to purchase a replacement agenda book and reimburse the school \$8.50 or use earned tokens.
6. Students are expected to maintain binders and agendas in a consistent, organized and respectful fashion. Papers are to be neatly organized by class and free of stray marks and inappropriate writing and/or drawing. Pictures and appropriate "décor" are allowable, at faculty discretion. Inappropriate or unacceptable graffiti, vulgarities, drug references, etc. are not allowed.
7. Students are expected to use pens / ink to write assignments in the agenda book.
8. Students are encouraged to self-monitor and record daily scores in the agenda book. Students who record scores for the entire month are awarded a "special treat," at the start of the following month.

General Rules and Expectations

All Waypoint Academy students are expected to follow the general rules and expectations of our school. Our number one priority is the safety of all who attend. The following list includes guidelines for student conduct and are not all inclusive.

1. Leaving a room without permission may result in receiving a 0 for the day.
2. Students are expected to follow faculty directions. Not following directions may result in a failure to earn points
3. Any unauthorized touching of others or school property including phones, walkie-talkies, or fire alarms will result in a 0 for the day and other potential consequences.
4. At the discretion of staff, a prompt may be given to remind students that the following are not acceptable and may result in failure to earn points:
 - a. Feet on furniture
 - b. Tipping chairs on rear legs
 - c. Sitting behind faculty desks
 - d. Sitting on desks
5. In order to speak with his or her counselor (other than at a scheduled time) students must ask for staff permission. Aside from emergencies, meeting with counselors should be done during breaks or during the last five minutes of class.
6. Students are expected to be prepared for class. Students are responsible for coming to class with proper writing tools, notebook, and / or work binder. Failure to be prepared may result in an automatic 0.
7. The following items are strictly prohibited and will be confiscated:
 - a. Liquid white-out, glue, rubber cement
 - b. Aerosol cans (excluding personal hygiene items)
 - c. Cigarettes/Tobacco paraphernalia/Electronic (or Vapor) cigarettes
 - d. Weapons or combustible materials
 - e. Drugs/Alcohol/Alcohol-based products
 - f. Any item or substance deemed a potential safety hazard to students or faculty.
8. Students are expected to speak appropriately and with respect. Students who swear, rap/sing or “rhyme” words will fail to earn.
9. Students are expected to walk safely in the hallways.
10. Students may not draw inappropriate symbols or pictures (i.e. gang related, violent or sexual in nature) on school or personal property Continued actions may result in a 0 for the day.
11. Students are expected to complete all assignments on time. Refusing to do work may result in a 0 for the class period.
12. Any work that is a product of “best effort” will receive due credit. Effort is expected of all students at all times. Cheating will result in a 0 for the day, earn 0 points for the assignment and the student will be asked to re-do the assignment. The student’s parent/guardian will also be notified.
13. Students are expected to be alert in order to learn. Students attempting to sleep during class or repeatedly having his or her head down may earn a 0 for the class. Sleeping / head down is not acceptable and is equivalent to a staff directed therapeutic support break. Missed classwork and / or assignments must be made up.
14. Students are expected to be under staff supervision at all times unless at a level that allows for more freedom of movement. Students deliberately evading faculty supervision will earn a 0 for the day and may have additional consequences imposed by Program Administration.
15. Students may not write / inscribe on themselves or on clothing. Students who do so may fail to earn points and will be asked to clean the area.

16. Containers brought into the building must be commercially sealed. All drinks, soda bottles, water bottles, etc. must be unopened when they come into the building or be confiscated. Any open drink containers will be required to be emptied.
17. Any materials or activities related to gang culture are unacceptable in school.

Note: In order to provide a safe and secure school environment, random searches may be conducted at any time for all students. Occasionally, students may be required to be searched daily to ensure school and student safety.

Homework Policy

Homework should be completed as assigned. It is the teacher's option to assign or not assign homework based on instructional objectives of the class and the needs of students. Homework assignments are purposeful and differentiated.

1. Homework is the responsibility of each student and should be completed daily.
2. Incomplete homework assignments may result in not being eligible to earn all potential points. If failure to complete homework assignments is deemed habitual, students may fail to earn more points.
3. Missing homework assignments may count against eligibility for certain activities. Time spent out of the activity is to be used to complete outstanding work. Failure to complete work may result in failure to earn points.
4. Middle School: Homework assignments made up to earn Friday activity / movie will not be accepted after the start of first period on each Thursday.

Time on Learning

Cape Cod Collaborative/Waypoint Academy awards credit for all academic and school-related work based on the Massachusetts Department of Elementary and Secondary Education time on learning requirements.

- Elementary school students participate in a minimum of 900 hours of regularly scheduled structured learning activities over a 180-day school calendar annually.
- Secondary school students participate in a minimum of 990 hours of regularly scheduled structured learning activities over a 180-day school calendar annually.
- Structured learning activities are regularly scheduled instruction, learning or assessments within the curriculum of core subjects and other subjects as defined in 603 CMR 27.02 Learning time includes direct study (activities directly related to a program of studies, with a teacher available to assist students), independent study (a rigorous, individually designed program under the direction of a teacher, assigned a grade or credit), technology-assisted learning, presentations by persons other than teachers, school to work programs, and statewide student assessments.

District Graduation Requirements

All students participate in courses and receive academic work according to the Massachusetts Common Core State Standards. All high school students are working toward meeting his or her sending district's graduation requirements.

MCAS Testing/Schedules 2021-2022

The MCAS testing schedule will be set as directed by the Department of Elementary and Secondary Education and is subject to change. As retests, tests, and dates are made available, all information will be shared accordingly.

General Classroom Guidelines

All students are made aware of specific classroom expectations pertaining to behavior, effort, and academics. While each classroom may have individual differences, the following general classroom guidelines apply:

1. Arriving late to class results in one verbal prompt. Continual tardiness will result in a point deduction for classroom expectations.
2. Students are expected to work on owed work during free time (i.e. last five minutes of class, break times or homeroom time).
3. Students are required to bring both his or her binder and Ifeedback sheet home on a daily basis unless otherwise determined.
4. Sharing of lunch/food is discouraged.
5. Lending or borrowing of personal property is not allowed and will result in failure to earn points.
6. Gum chewing is discouraged unless otherwise allowed by faculty.
7. Sharing of any materials, either earned on a level as a privilege (i.e. snacks, etc.) is discouraged and may result in a level drop.
8. Students are expected to put effort into any standardized testing and be respectful and considerate of others participating. Any student who earns a faculty directed therapeutic support break during such times will earn a 0 for the day.

Homeroom

Students are expected to report directly to his or her assigned homeroom upon arrival at Waypoint Academy. Homeroom is a “time-on learning” activity focused on social development and organizational skills. In order to earn all homeroom points, students are expected to:

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

Breakfast, Snack & Lunch

Waypoint Academy provides a healthy selection of breakfast, snack, and lunch items for all students – free of charge. A review of expectations is below:

1. Students are offered breakfast daily which includes a variety of cereals, granola, juice, milk, and yogurt.
2. Students are expected to order lunch during homeroom. If choosing to bring lunch from home, students are encouraged to follow the healthy initiative followed by Waypoint Academy (i.e. avoid soda, candy).

3. Students are offered healthy snacks during break time. Students interested in ordering snacks for break-time and/or lunch may do so during homeroom. Students interested in ordering snacks for the end of the day may do so during lunch. Students may purchase up to 2 items and 1 drink per day with tokens from the school store.
4. Students are allotted designated times to eat breakfast, lunch and snack. Students are expected to eat during those designated times.
5. Students may not bring open containers of any kind. Water bottles and/or juice boxes are welcome, but need to be sealed and opened in the presence of a faculty member.
6. Whether in homeroom, or the cafeteria; all students are expected to clean up after themselves at the end of lunch and snack.
7. At faculty discretion, any student, having earned no points the period before lunch, may be asked to eat lunch in the therapeutic support area.
8. Any student remaining in a faculty directed therapeutic support break within ten minutes of lunch will be required to eat lunch separately.

Microwave and Refrigerator use during lunch is an earned privilege.

Middle School Morning Break

Students in middle school are offered a school wide break after period two. Snacks may be eaten during break, and if a student's individual level allows, break may include outdoor activities or time spent in the gymnasium. Overall rules for break include:

1. Students must remain in the break area unless given permission to leave by faculty and monitored by that faculty member.
2. Students may choose to complete missed / owed schoolwork for the duration of break and/or lunch period and earn points.
3. Students in danger of failing a class may be asked to stay in a designated classroom for break in order to make up work.
4. Students refusing to complete owed work during break are expected to remain in the work room or therapeutic space and may not earn break points.
5. Students who are medically excused from physical education may not be allowed to participate in sports activities that occur during break.
6. Students who have earned less than half of their points during the class periods before break may not earn break.
7. Misuse of any sporting equipment (i.e. throwing balls at someone, etc.) during break may result in the loss of equipment use for a period of time as determined by faculty.

Friday Activity

Middle School

1. Students who earn 75% of their points for the week (personal and daily, Friday through Thursday) will earn the privilege of participating in the Friday afternoon activity.
2. Students who earn the Friday privilege may not sleep during the activity. Students are allowed to read, draw and color during the activity.
3. Students who do not earn the activity will be given assignments at the discretion of faculty. Such assignments are to be completed during the activity period.
4. When available, Level 3 students and higher may have the option to participate in the "Level 3 and up Room" for computer, games, and other activities with their peers.
5. When participating in the "Level 3 and up Room" students are expected to participate in activities with other students. The purpose of the "Level 3 and up Room" is to promote appropriate socialization with peers.

6. Students earning a staff directed therapeutic separation during Friday activity may lose the privilege of joining the activity the following Friday.
7. Three missed assignments occurring in any one class, may count against the student's eligibility for the Friday activity (both homework and classwork). Time spent out of the activity is to be used to complete outstanding work, and the failure to complete the work will result in the failure to earn points.

Dismissal

1. Students return to homeroom at the end of the day and are expected to follow classroom rules and perform daily classroom tasks while gathering personal belongings and school supplies while waiting for busses to arrive.
2. Faculty members dismiss students from homerooms when student transportation is ready.
3. Students who are disruptive in any way during dismissal will fail to earn afternoon homeroom points. Additionally, he or she may be required to begin the next morning in a faculty directed therapeutic support break to resolve the issue.

Driving to School

Students who want to park on school grounds must request permission in writing from the Program Director. Signed approval will be issued upon receipt of a completed request form. A copy of the student's license is required. Drivers must adhere to rules and regulations stated on the request form and must display the approval pass while the vehicle is parked on school grounds. Parking passes are non-transferable.

All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt, or otherwise properly restrained, will be subject to disciplinary action.

Parking on school grounds is considered a privilege. It is understood that the vehicle may be searched by school authorities if reasonable suspicion exists. Should a search be deemed necessary, the student will be required to unlock the vehicle or be subject to disciplinary action for insubordination.

Students driving to school:

- a. May park in designated parking areas.
- b. Must lock vehicle upon arrival at school and may not visit vehicle again until dismissal time or other times authorized by the administration.
- c. Must obey all posted and written safety and traffic regulations as well as display maturity and common sense in the operation of the vehicle.
- d. Must maintain a speed limit of 10 miles per hour at all times when entering and leaving school property.
- e. Must not park or drive on grass.

Students found in violation of these rules are subject to the loss of parking privileges.

Bathroom and Water Requests

Middle School

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

High School

Students on levels 1, 2, and 3 must be escorted to the bathroom by faculty. Faculty checks the bathroom before and after the student uses it.

1. Only one student is allowed in the bathroom at a time.
2. Bathrooms and water requests are permitted during the last five minutes of class. Bathroom use outside of this timeframe may result in point loss.
3. Students may use the bathroom at any time during homeroom and social development periods.
4. Bathroom use follows all US Department of Civil Rights, (OCR), and US Department of Justice, (DOJ), in implementing Title IX regulations prohibiting discrimination based on a student's gender identity, including discrimination based on a student transgender identity.

Dress Code

Waypoint Academy students are expected to dress in a manner consistent with other public school settings. Clothing should be worn appropriately and follow the guidelines below:

1. Attire or accessories must not be a distraction to the learning environment or a safety issue. If necessary, students may be required to change clothing.
2. All shirts must meet the top of the pants.
3. Sleeveless shirts are not permitted.
4. Shorts and skirts must be an appropriate length.
5. Inappropriate words or pictures on clothing are not permitted. Shirts that are deemed inappropriate must be turned inside out or changed. Failure to do so may result in being asked to leave the classroom.
6. Pants must be worn in a manner that undergarments are not visible. Students who continue to violate this rule will receive 0 points for the day.
7. Bandanas and coats are not allowed to be worn in school.
8. Hair picks or combs are not to be worn in school.
9. Any clothing worn with rips or holes above the knee is not allowed.
10. Jewelry and accessories are permitted in school, however; dangerous or inappropriate items such as dog collars, spiked necklaces/bracelets/belts, and wallet chains are not allowed.
11. Hats and hoods are not to be worn in the building unless otherwise allowed by faculty.
12. Sunglasses are not to be worn in the building.

Positive Behavior Shaping System

Students have the opportunity to earn points throughout the school day in every class including each Homeroom Period /Social Development Period. Points are earned in different categories which are all listed on the Evaluation / Ifeedback sheet. In order to track points earned, students carry their sheet to each class and submit it to staff. Staff record points and students may expect an explanation of why and how points are received. The results of the point system are important in four ways:

1. Points demonstrate a student's progress and pave the way for achieving personal, social and educational goals.
2. Evaluation / Ifeedback Sheets are school documents that become part of a student's record.
3. Points determine eligibility for students to advance in the Level System.
4. Points are the basis for earning tokens which may be used in the school store.

At the beginning of the academic school year there is a seven-day probationary period for all returning students. Returning students who were on Levels 1 and 2 from the previous academic year will retain that level during the probationary period. Students on Levels 3 or higher will retain Level 3 (with the exception of the backpack privilege) during the probationary period. All students will return to his or her respective level after the seven-day probation as long as a minimum point average required for the level (Level 4- 90%, Level 5- 95%, Level 6-97%) is earned.

Students transitioning from Middle School to High School at the start of the academic year will begin on Level 1. Transitions at any other point during the school year will be at the discretion of staff.

The Positive Behavior Shaping System is set up to acknowledge and reward students for positive and sought-after behavior. As trust is developed, and students earn points consistently, he or she is promoted. Level promotions imply an increasing sense of responsibility and students are granted more privileges. Status on the level system is also used as a measure of overall progress and can be used as one indicator of readiness to transition out of the program.

Level Systems

Middle School Privileges: Adjust Each Tuesday Afternoon					
Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Break with group Tech Use for Ed Games	Left Column +	Left Column + Tech for Games at Break Opt out of Fridays Water Bottles	Left Column + Lunch with Friend 1x Choose Fri Movie Lunch Out Fri on Us Teacher Helper	Left Column + Friend Lunch 2x / week Hall Passes Not Needed Cell Phone on Breaks Help with Admin	Left Column + Friend Lunch 3x/week Cell Phone All Day Micro No need to carry lfeedback sheet
75% Friday Activity 71-75% = 3 points 77-80% = 4 points 82-86% - 5 points 88-89% = 6 points 91-95% = 7 points 96-100% = 8 points	71-75% = 5 points 77-80% = 8 points 82-86% - 9 points 88-89% = 10 points 91-95% = 11 points 96-100% = 12 points	1-73% = 5 points 75-78% = 8 points 79-80% - 10 points 82-86% = 12 points 88-89% = 14 points 91-95% = 16 points 96-100% = 18 points	71-73% = 5 points 75-78% = 8 points 79-80% - 10 points 82-86% = 12 points 88-89% = 14 points 91-95% = 16 points 96-100% = 18 points	71% = 7 points 73-75% = 8 points 77-79% = 10 points 80-82% = 12 points 84-86% = 14 points 88-89% = 18 points 91-93% = 20 points 95-96% = 22 points 98-100% = 24 points	71% = 7 points 73-75% = 8 points 77-79% = 10 points 80-82% = 12 points 84-86% = 14 points 88-89% = 18 points 91-93% = 20 points 95-96% = 22 points 98-100% = 24 points

Level Systems Continued

High School Privileges: Adjust each Tuesday Afternoon				
Level 1	Level 2	Level 3	Level 4	Level 5
Desktop Computer at Lunch 71-75% = 3 points 77-80% = 4 points 82-86% = 5 points 88-89% = 6 points 91-95% = 7 points 96-100% = 8 points	Water bottles Backpacks Chromebook on Break BBall Tokens Points 71-75% = 5 points 77-80% = 8 points 82-86% = 9 points 88-89% = 10 points 91-95% = 11 points 96-100% = 12 points	Left Column + Eat with Staff Free Snack Friday Coffee / Tea in HR HR in gym 71-73% = 5 points 75-78% = 8 points 79-80% = 10 points 82-86% = 12 points 88-89% = 14 points 91-95% = 16 points 96-100% = 18 points	Left Column + Bathroom Alone Self Alone (gym) Fri Take Out Self-Pay Eat with Friend Phone on Breaks Use of micro 71-73% = 5 points 79-80% = 10 points 82-86% = 12 points 88-89% = 14 points 91-95% = 16 points 96-100% = 18 points	Left Column + Fri Take Out on Us May Have Phone All Day No need to carry IFeedback form all day Ability to work with admin Asst. Selfs may be outside without staff 71% = 7 points 73-75% = 8 points 77-79% = 10 points 80-82% = 12 points 84-86% = 14 points 88-89% = 18 points 91-93% = 20 points 95-96% = 22 points 98-100% = 24 points

Student Application for Promotion

Waypoint Academy students are able to apply for Level Promotion.

Middle School

1. Students must complete the application form and may request assistance from teachers and / or a counselor. The completed form is then submitted to the counselor by the end of the day on Tuesday for consideration. Once a student's application is submitted, he or she is considered on probation for that level until a faculty decision is made. Once an application is submitted, students are entitled to both the privileges of that level and are required to maintain the level responsibilities.
2. Students will be responsible to identify three behaviors in need of improvement. Students will record the behaviors on the application, which will serve as the contract and commitment.

3. All faculty members review the application for promotion. Faculty will base the decision on: (1) Maintaining the percentage of points needed to move up to the next level and (2) Meeting the goals identified by the student.
4. Level 6 requires a meeting with School Administration.
5. In the event that a promotion is denied, the homeroom teacher and counselor will meet with the student to review the application, provide feedback to support the decision, and work out a strategy to assist the student to earn the promotion.

High School

Students must officially apply in order to be considered for promotion from one level to the next. Students must complete the application form independently, but if necessary, may request assistance from teachers and counselors. The completed forms must be submitted to a faculty member. Upon review, the student may receive a provisional level status until a final approval is made at the faculty meeting.

All faculty will review the application for promotion and a decision will be based on:

- A. Maintaining the percentage of points needed to move up to the next level
- B. Displaying growth and progression on personal goals

Level 5 requires, in addition to A and B:

1. An interview with the School Administration
2. An “A-B” grade average
3. 2 letters of reference – one from a teacher and one from a parent or guardian.

Students may meet with school counselors on the following day, to discuss the results of the application for promotion. In the event that a promotion is denied, the homeroom teacher or counselor will meet with the student to: review the application, provide feedback to support the decision and discuss strategies to assist the student to earn the promotion.

Token Economy

Waypoint Academy maintains a “token economy” as a tangible reward system for positive behavior. Students may use tokens to purchase items at the school store. Students may earn tokens, which are recorded in a token account in homeroom, on a daily basis. Students are encouraged to save and budget tokens. Students may, however, spend / use tokens on a daily basis, provided the student has completed a token economy check during homeroom. Students are expected to spend all tokens by the end of the school year, as they cannot carry over to the next school year.

Self and Staff Directed Breaks

Students are allowed to take breaks throughout the day, with staff permission. Student initiated breaks are referred to as “Selfs”. Each student is allowed two selfs in the day. Upon request, a student may receive additional “selfs”. Each break is up to ten minutes and is to be taken in the therapeutic break space unless a level allows for a “walking” self. Staff directed support breaks are assigned at the discretion of faculty members with the goal of promoting a safe, respectful and positive learning environment. Staff directed breaks are used by faculty to assist students in learning coping skills. A staff directed break is typically a result of disruptive behaviors. The following outlines expectations of students while in the therapeutic space:

1. The staff support break begins once the student is in the designated support break room beyond the line on the floor/door frame.
2. The student must process / talk through the issue with the faculty member who directed the break before the student returns to class.
3. Faculty will decide when the student is ready to return to class. This is based on the outcome of the processing / preventive planning and the student's attitude and willingness to accept some responsibility for his or her actions and participate in the class upon their return.
4. Students are responsible for, and held accountable for, behavior while in a support break.
5. Any student who exceeds 3 faculty directed de-escalations in one day will earn 0 points for that day.
6. Students may not begin the support break until all pens / pencils and / or any and all personal items are given to a faculty member. Under certain circumstances, students may be given special permission from a counselor to retain stress relieving items while in a faculty directed therapeutic support break.
7. Students in support breaks are responsible for erasing / cleaning any graffiti they may have placed on the walls before he or she leaves the room.
8. Students are not allowed to speak with other students during support breaks and time will not start until refraining from doing so.
9. Other than giving directions, faculty members (excluding counselors in some circumstances) should not speak with a student in therapeutic space until the student has demonstrated calm, settled, and appropriate behavior for three minutes.
10. If the faculty member requesting the therapeutic space is not available, the student's counselor will process with the student.
11. Middle School: One point is deducted from the student's total points for each time a faculty directed space is received. High School: Five points are deducted from the student's total points for each staff directed break received.
12. If a student is demonstrating difficulty in processing with a teacher, the student's counselor may intervene and act as a mediator to facilitate the processing of the incident.
13. If a student remains in faculty directed therapeutic space for successive periods he or she will earn a new faculty directed de-escalation for each 45-minute time period.
14. At faculty discretion, a staff directed break may be taken in a classroom or other space deemed appropriate by faculty.

Community Activities, Field Trips, & Transportation Rules

Bus transportation is considered an extension of the school day. Conduct on the bus may be reflected in a student's points and levels at the discretion of faculty. Discipline reports from the bus could result in loss of points for the day. All behavior on a bus should be appropriate bearing safety in mind at all times.

1. Anytime a student is riding in a school vehicle they are expected to follow ALL rules as explained by the driver. Failure to do so may result in the loss of transportation.
2. All school rules apply during any activity or bus ride with Waypoint faculty regardless of the time or location.
3. Any behavior that could require a faculty de-escalation may result in a 0 for the day when in the community and on privileged trips.
4. At the discretion of faculty, Level 3 and higher students may use headphones and/or iPods, tablets, MP3 players, and handheld games on field trip van/bus rides. Students must not share items with other students. If a student is on level 5 or above, he or she is permitted to use their

phone for games or music. Any student using their device for another application will result in a 0 for the day.

5. Any student sitting on the bus must wear a seat belt (as instructed by the manufacturer such as lap belt, shoulder harness) at all times.
6. Seat belts will be checked by faculty when entering the bus and at the end of the ride.
7. If a seat does not have a working seatbelt, that seat may not be used.
8. Movement may occur only after the vehicle comes to a complete stop.
9. Eating and drinking on the bus is not allowed unless permitted to do so by faculty under special circumstances.
10. Actions or behavior that would earn a faculty de-escalation in school will earn a 0 for the day on the bus. Loss of the next trip is at the faculty's discretion.
11. Male and female students may not sit in the same row/seat on the bus.
12. All passengers must face forward during the bus ride.
13. Students receiving a faculty directed de-escalation during special events at school may lose the privilege of attending the next event. At faculty discretion, students may be asked to complete an assignment to earn the next event.
14. Students who receive a bus write-up from the transportation company will lose 10 points toward the day's total points. Some infractions may lead to automatic bus suspensions or additional consequences.

Chromebook and Computer Use

Students are issued Chromebooks for academic use. All students must agree to the acceptable use policy. In addition to school-issued Chromebooks, students have access to classroom desktop and laptop computers. The following guidelines are in effect:

1. Students may not have food or drink near computers.
2. Students must have permission from a teacher before using a computer.
3. Students are allowed to use appropriate web-sites ONLY.
4. Students who have outstanding homework assignments may not earn computer use during free time in homeroom periods. Instead, he or she will make up any missed work and seek assistance from teachers as necessary.
5. Level 1 and 2 students may use the computer for educational games.
6. Level 3 and higher students may use the computer for non-educational games.
7. Students who do not follow the above rules will have the following *consequences:

1st Offense = 2 Day Suspension of computer privileges

2nd Offense = 5 Day Suspension of computer privileges

3rd Offense = Loss of computer privileges for 45 school days**

**If an IEP states (or if a teacher has an assignment) that a student is required to use the keyboard/word processing portion of a computer, a student will not be suspended from doing so.*

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

Physical Education/Gym Use

1. All students must have appropriate sneakers and clothing to participate in physical education activities.
2. Tank tops are not allowed. T-shirts are available to wear from Waypoint as necessary.
3. Participation in Physical Education is mandatory for students enrolled in the class. Excuses will only be accepted if written by a doctor, counselor, or parent / guardian.
4. Excused and/or students refusing participation must complete an assignment in order to earn points / grade for the physical education period.
5. Valuables should not be taken into the gymnasium. Waypoint staff are not responsible for any lost or stolen items.
6. Behavior that results in numerous staff de-escalations during physical education class may lead to the development of an alternate activity.
7. Any student who is unprepared for physical education will be expected to complete a written assignment with the opportunity to earn no more than 2 points for that period.

Respect for Others

Here at Waypoint Academy we show respect for all. Every individual in our building is asked to treat one another in respectful and appropriate ways. The follow list, while not comprehensive, is to be avoided:

1. Derogatory comments or behavior toward any race, gender identity, sexual orientation, color, creed, or religion may result in failure to earn points or a 0 for the day. The incident will be documented and parents/guardians and school officials will be notified. Cultural sensitivity lessons or assignments may be provided. If persistent in nature, students may be suspended until a hearing / conference is held.
2. Any threat against another person (student or faculty) may result in automatic 0 for the day, possible suspension and notification to parent / guardian. Threats take many forms (direct, indirect, etc.) and any / all forms will be dealt with swiftly and seriously, to include the possibility of suspension, termination and / or legal action.
3. Inappropriate topics of conversation are unacceptable in school. For example, discussing past or present violence, past or present drug issues, gossip/teasing, personal situations, etc. may result in failure to earn points for OCE.
4. All students must respect personal/physical boundaries. If a student is demonstrating close personal contact (PC), one reminder will be given for the student to refrain. Refusal to adhere to the personal contact policy may result in failure to earn points. Habitual non-compliance may result in earning an immediate 0 for the day, and / or level demotion. Parents and school officials will be notified.
5. Sexualized behaviors / verbalizations are not acceptable in school at any time. Physical contact may be considered sexualizing and inappropriate. Individual instances will be assessed and addressed accordingly. Such actions may result in failure to earn points for the day. Sexual misconduct will result in parental involvement and possibly suspension or legal action.
6. Assaultive behavior is not tolerated. Consequences are serious and may include, but not be limited to: failure to earn points, level demotion, loss of special activity privileges and possible

criminal charges. The school will notify parents and the referring school district. A conference/hearing may be scheduled for repeated instances of assaultive behavior.

7. Continual verbal or physical harassment or intimidation is considered bullying and will be properly investigated and result in an inability to earn points, and may result in a faculty directed de-escalation.

Respect for Property

1. Students may not touch other people's property without permission from faculty.
2. Incidents of property destruction will result in a 0 for the day. Such incidents are expected to be followed by restitution (fixing / making amends). Restitution is made through a community service contract, which specifies the necessary responsibilities to resolve the matter. School-based privileges may be suspended until the community service contract has been fulfilled.
3. Destruction of property includes, but is not limited to:
 - a. Graffiti on any surface
 - b. Writing in books / tearing pages from books
 - c. Hitting, kicking, striking, walls, doors, or school property
 - d. Deliberate acts to break, damage, or alter school property

Discipline

All students are expected to follow the Waypoint Academy Code of Conduct and meet requirements for behavior, unless otherwise determined through the special education TEAM process. State and federal special education and civil rights laws require that additional provisions be made for students who have been found by an evaluation TEAM to be eligible for special education or Section 504 services and whose program is described in an Individualized Education Plan (IEP) or Section 504 Plan. The IEP or Section 504 Plan will indicate whether the student is able to conform his/her behavior to the regular discipline code or if a modification is required. If a modified disciplinary code is required, it will be written into the IEP or Section 504 Plan.

In accordance with Chapter 71 Section 37H, the following applies:

[a] Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the Program Director.

[b] Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the Program Director.

[c] Any student who is charged with a violation of either paragraph [a] or [b] shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Program Director. After said hearing, a Program Director may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph [a] or [b].

In accordance with Chapter 71 Section 37H½, the following applies.

a) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, Program Director may suspend such student for a period of time determined appropriate by said Program Director, if said Program Director determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Executive Director.

b) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Program Director of a school in which the student is enrolled may expel said student if such Program Director determines the student's continued presence in school would have a substantial detriment effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Executive Director.

In accordance with Chapter 71 Section 37H¾, the following applies

(i.e., suspension or expulsion for offenses other than those covered in M.G.L. c. 71, § 37H (a) or (b) (dangerous weapons, controlled substances, and assaults on educational personnel) and M.G.L. c. 71, § 37H½ (felony complaint)):

a. The Program Director or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion, consider ways to re-engage the student in the learning process, and avoid using expulsion as a consequence until other remedies and consequences have been employed.

Student Rights under Sections 37 H, 37 H ½, 37 H ¾ to appeal:

- The student shall have the right to appeal a suspension or expulsion to the Executive Director.
- The student shall notify the Executive Director in writing of his request for an appeal no later than five calendar days following the effective date of the suspension or ten days from the date of the expulsion.
- The Executive Director shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal.
- At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of a discipline section.
- The Executive Director shall have the authority to overturn or alter the decision of the Program Director, including recommending an alternate educational program for the student.
- The Executive Director shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be final.

Should the Collaborative suspend or expel a student under this section it shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 chapter 76.

Assaults, Property Destructions and Attempted Run

Any occurrence of assault, property destruction or attempted running of students will earn a 0 for the day, level drop, loss of community trips, and possible criminal charges. Notification will be made to parents and school officials.

Seriously aggressive physical acting out behavior that presents imminent danger or harm to self or others may result in immediate suspension and probable termination from the program. Any action or incident that violates the Massachusetts Criminal Code for crimes against a person or personal property may also be reported to local police and a criminal charge filed.

Hazing

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

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

The protocol for such investigations, reporting, and documentation will follow the same procedures that are outlined in the Cape Cod Collaborative Parent/Student Handbook.

Possession / Use of Weapons or Controlled Substances

The possession or use of weapons, explosives, or incendiary devices is forbidden and will not be tolerated. Possession of such materials will result in termination from the program and possible expulsion from the referring school district; this consequence is based on the Education Reform Act of 1993. Seriously aggressive physical acting out that presents imminent danger or harm to self or others will result in immediate suspension and probable termination from the program. Possession of any controlled substance, illegal drugs, alcohol, prescription medication etc. will also result in immediate suspension, possible filing of criminal charges, and termination from the program pending a hearing with the LEA. Any action or incident that violates the Massachusetts Criminal Code for crimes against a person or personal property may be reported to local police and a criminal charge filed.

Smoking / Vaping

In accordance with the law, smoking (including e-cigarettes/vaping) is not allowed at any time within the school building or on school grounds.

Smoking / Vaping: The use or possession of tobacco products and smoking / vaping related products on school property, at school sponsored activities, and on vehicles used in the transportation of students is strictly prohibited. Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any other form of tobacco. Vaping products include vaping liquid and vaporizers or e-cigarettes of any kind. Violations will result in the following consequences:

Suspicion of Smoking or Vaping: No loitering is permitted in the bathrooms and only one student in a stall at a time. Any student or students observed in a closed lavatory stall from which smoke or vapor odor (eg. a fruity smell) is emanating will be reported to the Program Director

Possession of Tobacco / Vaping Products: Possession of tobacco products (cigarettes, cigars, chewing tobacco, snuff or any other form of tobacco), tobacco related paraphernalia (cigarette lighters, pipes, papers and cigarette holders), or vaping products (vapor liquid or vaporizers / e-cigarettes of any kind) on school property will result in confiscation. This includes students that are 18+ as well.

Discipline as a result of possession of tobacco products will be:

- 1st offense - confiscation, warning, education (e.g. meeting with nurse, counselor, or administrator).
- 2nd offense - confiscation, in-school suspension
- 3rd offense - confiscation, out-of-school suspension

Suspension

Suspension is a last resort and is used only in response to the most serious of incidents. The decision to suspend a student is made by the Program Director in consultation with the Director of Special Education Programs.

The following guidance shall be in effect:

- A written incident report will be provided to the Program Director by those who directly observed and / or were involved in the incident within 24 hours. The Program Director, or designee, will request a meeting with the family / guardians and school district liaison to discuss the incident and recommend a plan of action.
- In the event that a suspension should be necessary, the school shall immediately notify parents / guardians and the public school or human service agency responsible for the placement. Within 24 hours, the school shall send a written statement explaining the reasons for suspension to the parents and district.
- No student may be sent home unless a responsible adult is available to receive the student. Once a student has been suspended for 3 consecutive school days or 5 non-consecutive school days in a school year, the school, parents, and public school district, consistent with federal requirements, shall explore together all possible program modifications within the school in an attempt to prevent lengthier suspension of the student from the program.
- Procedures must be in place to record and track the number and duration of suspensions, including suspensions from any part of the student's IEP program (including transportation).

In the event that the suspension should be 10+ days, the sending district will be notified and a Team meeting held to discuss further student needs and / or placement options along with the following guidance:

- A request is made of the student's responsible school district to convene an IEP Team meeting prior to a suspension that constitutes a change in placement of a student with disabilities.
- If the Team determines that the behavior is NOT a manifestation of the disability, the school may suspend or terminate the student consistent with policies applied to any other student. The responsible school district must, however, offer an appropriate education program to the student that may be in some other setting.
- If the TEAM determines that the behavior IS a manifestation of the disability, the TEAM takes steps to modify the IEP, the behavior intervention plan, and / or the placement.

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