

# Pathways Academy

## Handbook



617.855.2847

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**MISSION STATEMENT**

Pathways Academy provides a safe and comfortable learning environment for students with autism spectrum and related disorders. Pathways Academy focuses on the social pragmatic and academic advancement of each student so that they may successfully face challenges in all aspects of their life.

Pathways Academy was developed to meet the physical, social, and academic needs of children and adolescents who are out of or struggling in school. Our students often have difficulty understanding social cues and tend to misunderstand and misinterpret social situations. They may have difficulty integrating their experiences and interactions and drawing expected inferences. Their reduced ability in these areas often leads to feelings of frustration, limited success, and low self-esteem. They also may have coexisting psychiatric diagnoses, including depression, social and academic anxiety and other behavioral difficulties. Each student's program is customized based on his/her individual academic, social, and cognitive profile.

## **ABSENCES**

To report a student absent or tardy call the main school number (617-855-2847) before 7:30 am.

## **ACADEMIC CREDIT**

Progress reports are sent home quarterly and address each objective on the students' most recently signed IEP.

Transcripts reflect student grades as follows:

- P = Passing
- I = Incomplete
- F = Failing

## **BEHAVIOR MANAGEMENT**

Pathways Academy utilizes consistent positive behavioral supports and natural consequences to manage student behavior. Every effort is made to encourage positive behavior by acknowledging and reinforcing cooperative interaction, developing consistent, clear rules in conjunction with the student; and designing classrooms/play spaces with student's needs and behaviors in mind.

Pathways Academy's methods for preventing student violence, include but are not limited to: supervision of students maintained at all times, all staff are trained in verbal de-escalation techniques and physical restraint in the Crisis Prevention Institute methods, all staff are provided walkie-talkies to increase communication among staff, the availability of possible harmful items are limited in the classrooms and students are taught to seek out assistance from staff when needed.

Pathways Academy does not withhold food as a form of punishment or behavior management for any reason other than those related to medical prescriptions. No meal shall be denied or unreasonably delayed for any reason other than medical prescription. Nor does Pathways Academy use any form of corporal punishment, cruel or severe punishment, shaming, verbal abuse, or denial of food or other physical needs. Pathways Academy does not punish for soiling, wetting, or not using the toilet. Due to the specific needs of our student population, Pathways Academy does not employ level/point systems of privileges.

In the event a staff member observes the initial stages of "acting out behavior" (AOB) (including, but not limited to, non-compliance, name calling, yelling and/or throwing of an object), the staff member will immediately suggest that the student "take a break" and suggest an alternative activity. If the student is unable or unwilling to leave the area, the staff member will remove the other students in the area. If it is safe to do so, in an effort to avoid the use of physical restraint, the student will be allowed to de-escalate in the room in which the incident occurred. If it is deemed necessary for safety reasons, the student may be asked to go to a Sensory Integration (SI) room. Only if the student is deemed to be an imminent danger to themselves or others, will staff "put hands on" to restrain and escort the student to an SI room in accordance with the Crisis Prevention Institute's Nonviolent Crisis Intervention. Such an event is logged and reviewed by the Milieu Manger or designee. If possible, the student will rejoin the community when and if a staff member has deemed him or her safe to do so.

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A student at Pathways Academy may be denied access to on-campus services such as use of fitness center, McLean cafeteria, and music room, only if the he or she is deemed to be unsafe to self or others. These restrictions are re-evaluated once a student has demonstrated safe behavior. Then he or she is welcome to utilize the on-campus program services.

A student may be suspended from Pathways Academy if they are deemed by Pathways Academy staff to be unsafe and/or disruptive to the education of others; this includes but is not limited to acting out behavior and/or the threats of acting out behavior.

A student's placement may be terminated when Pathways Academy can no longer ensure the safety of the student and others. Termination occurs only after alternative avenues have been explored and the student has proven to require a more intensive school setting than Pathways Academy can provide.

### **BULLYING PREVENTION & INTERVENTION**

Pathways Academy prohibits bullying and retaliation against a person who reports bullying, provides information during an investigation about bullying, and witnesses who have reliable information about bullying as provided in G.L. c. 71, § 37O.

#### **Bullying Prevention and Intervention Plan**

Pathways Academy expects that all members of the school community will treat each other in a civil manner and with respect for differences. Our commitment to providing a safe learning environment includes one that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Many students who enroll at Pathways Academy have already been the targets of bullying, harassment, or teasing in other settings. We will therefore take specific steps to create a safe, supportive environment for our vulnerable population within our school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Pathways Academy will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The Pathways Academy Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying and cyber-bullying, and we are committed to working with students,

staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. The Director or designee is responsible for the implementation and oversight of the Plan.

#### DEFINITION OF BULLYING, CYBER-BULLYING, AND RETALIATION

For the purpose of this Plan, aggressor will be used to identify the person(s) who has engaged in the bullying, cyber-bullying or retaliating behavior. Target will be used to represent the person(s) to whom the action is directed.

Bullying is defined as the repeated use by one or more students or staff members\* of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- a) Causes physical or emotional harm to the target or damage to the target's property;
- b) Places the target in reasonable fear of harm to himself or of damage to his property;
- c) Creates a hostile environment at school for the target;
- d) Infringes on the rights of the target at school; or
- e) Materially and substantially disrupts the education process or the orderly operation of a school.

For the purposes of this policy, bullying will include cyber-bullying.

\*The term "staff members" includes, but is not limited to educators, clinicians, administrators, the school nurse, paraprofessional, secretarial and support staff. Pathways Academy does not employ cafeteria workers, custodians, bus drivers, athletic coaches or advisors to extra-curricular activities.

Cyber-Bullying is defined as bullying through the use of technology or any electronic communication, which will include, but will not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, text messages or facsimile communications.

Cyber-bullying will also include:

- a) The creation of a website or blog in which the creator assumes the identity of another person
- b) The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (a) to (e), inclusive, of the definition of bullying above.
- c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (a) to (e), inclusive, of the definition of bullying.

Retaliation/intimidation will not be tolerated and may result in disciplinary action. This includes:

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- a) Retaliation against or intimidation of a person who reports bullying;
- b) Retaliation against or intimidation of a person who provides information during an investigation of bullying;
- c) Retaliation against or intimidation of a person who has witnessed or has reliable information about bullying.

Other behaviors which are rude and hurtful but do not meet the criteria to be termed bullying, may not require reporting under the law, but will be addressed.

### LOCATIONS

Bullying is prohibited:

- a) On school grounds. Including property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school; and
- b) Off school grounds. Including 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 a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

### REPORTING

Pathways Academy Director or designee will ensure safety and support anonymity, if possible, of all involved in reporting, witnessing or interviewing about incidents of bullying. If the school cannot be sure of the safety of all involved, we will then contact the Arlington Police Department per our procedure. All students will be afforded equal protection, regardless of their legal status.

Parents/guardians and others who witness or become aware of an instance of bullying or retaliation involving a student are to report it to the Director or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Parents or guardians, and others may request assistance from a staff member to complete a written report. This report to the Director or designee is best if done in direct conversation but may also be done by email, phone message, or other written communication.

Students who believe they have been subjected to bullying, cyber-bullying, or retaliation, or who witness or become aware of an instance of bullying or retaliation involving a student are to report it to the Director or designee. This report may also be made to the student's teacher, counselor, or any adult staff member.

Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with the Director or designee, or with a staff member. This report is best if done in direct conversation with the staff member but may also be done by other means or through the student's parent/guardian. The report may also be submitted anonymously.

Anonymous reports of bullying, cyber-bullying or retaliation, or reports by students or

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parent/guardians who wish to remain anonymous may be submitted to teachers and school administrators and will be investigated. No disciplinary action will be taken based solely on an anonymous report.

A Reporting Form is available in the main office for use by any party. This form may be submitted directly to the Director or designee or sent anonymously to the Director or designee of the school.

False Reports submitted knowingly alleging bullying, cyber-bullying, or retaliation will be subject to disciplinary action, possibly including community service, meetings with parents/guardians and school personnel, suspension or other appropriate consequences.

#### INVESTIGATING AND RESPONDING TO REPORTS

Upon receipt of a report of possible bullying, cyber-bullying, retaliation, or intimidation, the Director or designee will, before fully investigating the allegations of bullying or retaliation, take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents.

In conducting an investigation, the Director or designee, will consider how the bullying behavior might impact the general learning environment of the school or the impact it may have on bystanders or other students in the school. Consequences may be necessary even if the target indicates the aggressor(s) behavior is permissible.

The Director or designee is required to investigate all reports of potential acts of bullying or cyber-bullying. This obligation exists regardless of requests from reporters to not investigate or talk with certain students or individuals. We encourage reporting but reporting on the condition that no action will be taken, or limits placed on the investigation cannot be accepted.

#### Steps of the Investigation:

1. Report is received;
2. Interview the target and assess the level of threat present;
3. Interview reporter, if other than target, and note and interview other witnesses (especially adults) or any online involvement;
4. Interview the alleged aggressor(s);
5. Determine the merit and plausibility of the report; and
6. Determine the circumstances and establish disciplinary or other consequences, if necessary.

#### CONSEQUENCES AND RESPONSES TO BULLYING

If the Director or designee determines that bullying, retaliation, or intimidation has occurred, and consequences are merited, the Director or designee will:

- a) promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and what action is being taken to prevent further acts of bullying or retaliation.
  - i. All notices 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 Director or designee cannot report specific information to the

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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.

- b) take appropriate disciplinary action; and
- c) notify the local law enforcement agency if she/he has a reasonable basis to believe that the incident may result in criminal charges against the alleged aggressor.

### CONSEQUENCES AND SUPPORT SERVICES

Bullying behavior can take many forms and can vary dramatically in its seriousness and its impact on the target and other students. Accordingly, there is no one prescribed response to verified acts of bullying and retaliation. Consequences and disciplinary action will be applied in accordance with the Pathways Academy Policies and Procedures Manual. The responses will range from redirection of future behavior to suspension and possible expulsion from school for students. For staff members, the responses will range from verbal warning, to suspension, and possible termination of employment. These actions will escalate in severity for repeated offenses or with the severity of the implication of the negative conduct. Actions may be accompanied by the referral to additional counseling or other therapeutic support for all aggressors and their families. The specific action will be age appropriate, concrete, and immediate. The nature and extent of disciplinary action imposed, or consequences applied, is a matter within the sound discretion of the Director or designee. The Director or designee will balance the need for accountability and safety with the need to teach appropriate behavior to maintain a positive and supportive educational environment.

Consequences and discipline for acts of retaliation will be imposed at the same, or more severe, level as the underlying bullying, cyber-bullying or inappropriate behavior. Students, or staff members who are not primary participants in the reported act of bullying, cyber-bullying, or retaliation but join in, may be subject to disciplinary action or consequences as if they were primarily involved. "Joining-in" is a form of endorsing the behavior. Consequences or disciplinary actions taken in an instance of bullying will be shared with the appropriate school staff members, and McLean Hospital administrators to ensure awareness and follow through.

When it is determined that a target is in fear or is being threatened, the Director or designee will develop a safety plan to immediately take steps to limit and control the behavior of aggressor(s) who are causing the threat. The safety plan will be developed in collaboration with the appropriate staff and administrators and shared with staff to ensure enforcement and follow-up.

The Director, or designee, will periodically follow-up with the target(s) and their parents, as well as his/her school clinician to ensure the student believes the situation has improved and that any threat or fear has been significantly reduced or eliminated. Those found to be the aggressor or target are provided continued Bullying Prevention and Intervention education.

### PARENT AND STUDENT EDUCATION OF THIS PLAN

- a) Parent Education and Resources.  
Pathways Academy offers education programs for parents and guardians that are focused on the parental components of the bullying prevention and intervention curricula.

Pathways Academy recognizes that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status,

gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics. In an effort to create a safe, supportive environment for vulnerable populations in our school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing Pathways Academy addresses the topic of Bullying in Pragmatics class for the students and a yearly in-service for the staff.

Within the school milieu Pathways Academy staffs actively address each episode of teasing, taunting and/or bullying in real time to educate all parties involved and respond in an expeditious manner. Pathways Academy strives to provide a safe, supportive environment for all students in the school community, and provide students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

### **CELL PHONE USE**

Use of live news media sites or applications by students during the school day is prohibited. Pathways Academy students should refrain from using their cell phones during class time unless a plan has been previously established. Pathways Academy students may not play online games with non-Pathways Academy students during the school day.

Use of cell phones to place/receive phone calls and/or send/receive messages/texts by students during the school day is prohibited.

Pathways Academy staff may deem it necessary to limit or revoke use of a student's cell phone. Pathways Academy staff will make a land line available for supervised calls home if necessary.

### **COMMUNITY OUTING**

Pathways Academy students go on monthly Pragmatic Outings to locations in the community. Students are driven by Pathways Academy staff in a McLean-owned van. Pathways Academy maintains a 1:2, staff to student, ratio both at Pathways Academy and while on field trips.

### **COORDINATION WITH PUBLIC SCHOOL DISTRICTS**

Pathways Academy works closely with sending public school districts. If a student, parent or Pathways Academy personnel wishes to convene a Team Meeting, the Educational Administrator will notify the public-school liaison, who will take the lead in scheduling the meeting and sending out invitations. If Pathways Academy has cause to terminate a student from the program, the school will immediately contact the public-school liaison to schedule a team meeting and assist in developing a plan for the continuation of services, or an interim alternative education setting if necessary.

### **DAILY SCHEDULE**

On Monday, Tuesday, Thursday and Friday there are six 45 minutes academic classes daily and six 15-minute Sensory Integration breaks daily (including lunch). On Wednesday and other scheduled early release days there are four academic classes and four sensory integration breaks.

### **DISMISSAL WITH ANOTHER STUDENT OR BY ALTERNATE MEANS**

Regardless of the students' age, Pathways Academy requires written permission from the parent of each student before allowing a change in their regular transportation. Students will be required to leave via their typical transportation unless written parental permission is received by the main office.

### **DRESS CODE**

Students are expected to wear their clothes in a pragmatically appropriate way, demonstrating respect for themselves, their education and each other. Clothing for school must not contain messages or graphics that are profane, racist, sexist or illegal. This includes but is not limited to images of: tobacco, drugs, alcohol, weapons or nudity. If a student's attire is deemed to be inappropriate or distracting to the learning environment, the student will be required to wear school supplied clothing for the day and parents will be notified to help the student be more mindful when choosing clothing appropriate for school. Students clothes should cover their mid-section and upper thigh.

### **EARLY RELEASE**

On rare occasions when weather is deteriorating during the school day, Pathways Academy may decide that it would be safer to dismiss students earlier than the regularly scheduled time. A student will not be released until contact with a parent / guardian or emergency contact has been made.

### **EVACUATION AND EMERGENCY PROCUDURES**

Pathways Academy conducts at least 4 evacuation/fire drills per year under the direction of the Arlington, MA Fire Department. Pathways Academy conducts at least 2 enhanced lockdown drills per year. The Milieu Manager and Educational Administrator will meet with every classroom 2 times a year to review the emergency drill protocol and the nature of the drills.

#### Alarm and Signals

- Fire Alarm – for fire emergencies
- “Lockdown” on walkie talkie – for life threatening intruder

#### Notification of Appropriate Persons/ Emergency Telephone Numbers

- In the event of an evacuation and/ or emergency situation, Pathways Academy staff will immediately contact McLean security (x4141 on the Arlington campus).
- McLean security will contact the Arlington Police or Fire Department via their direct emergency phone.
  - 617-855-4141 McLean Security
  - 9-1-800-682-9211 Poison Control Center
  - 9-1-617-484-3473 Local Fire Department
  - 9-1-617-484-1215 Local Police Department
  - 9-1-617-499-5025 Local Emergency Room – Mount Auburn
- Pathways Academy will notify parents and guardians of an emergency once the situation is deemed over and it is safe to do so.

#### Evacuation Routes and Procedures

When at all possible staff and students should get out of the building/vicinity in which the

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incident is occurring.

- In the event of a fire staff and students should meet at the tables in the amphitheater.
- Notification to return is transmitted to the Milieu Manager or designee by McLean Hospital Security and/or the Arlington Fire or Police Department.
- If students must be sent home, Milieu Manager or designee will notify parents.
- In the event of a Lockdown, staff and students should meet at one of the two Rally Points, which are the parking lots of:
  - Park Ave Congregational Church, 50 Paul Revere Rd, Arlington
  - Arlington Park Circle Fire Station, 291 Park Ave, Arlington
- At the conclusion of a Lockdown event, if necessary, students should be picked up by their buses, parents or guardians at the Reunification Point: the Arlington Town Hall, located at 730 Massachusetts Ave, Arlington, MA 02476

### Specific Incidents

#### Fire Emergency

- Pathways Academy conducts at least 4 unannounced evacuation/fire drills per year under the direction of the Arlington, MA Fire Department.
- Staff and students evacuate through the nearest exit and meet in designated area of the back yard by class.
- The Milieu Manager or designee records attendance and ensures all students are accounted for.

#### Explosive Device Threat

- In accordance with the McLean Hospital policy Pathways Academy staff will attempt to keep person on phone and gather as much information as possible.
- Pathways Academy staff will signal another person in the area to call 4-1-4-1 and report Bomb Threat and begin evacuation of Pathways Academy to the blue tables in the amphitheater
- Per McLean Hospital policy, security will initiate the McLean Hospital Bomb Threat Evacuation Protocol, including but not limited to, contacting local law enforcement agencies.

#### Armed Assailant

- In accordance with McLean's Active Shooter Policy and Procedure, and aligned with the Run, Hide, Fight model Pathways Academy uses the A.L.I.C.E. (ALERT LOCKDOWN INFORM COUNTER EVACUATE – does not have to occur sequentially) protocol.
- The Milieu Manager and Educational Administrator will meet with every classroom 2 times a year to review and practice the Lockdown protocol.
- Staff and students will leave the building via the closest exit.
- In the event that during a Lockdown event staff and students are unable to evacuate the building/vicinity staff and students should initiate an Enhanced Lockdown
  - If an incident requires staff and students to remain inside the building, staff will activate a "lockdown".
  - Staff should call x4141 to alert McLean Hospital Security of the incident. The Milieu Manager or designee will call x4141 to alert McLean Hospital Security of the incident when they have been made aware of said incident.
  - McLean Security will alert the Arlington Police Department if necessary.
  - The word "lockdown" followed by available information in the incident will be

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- announced via walkie-talkie to alert and signal all staff and students.
  - This will alert all staff and students that if evacuation is not possible they are to remain in the room, or go to the nearest room, close the door and lock it if possible, and pull down the shade and/or cover vision panel and turn off the lights.
  - Staff and students should barricade the door.
  - Staff and students should spread out as much as possible outside the line of sight from the door and behind a solid wall.
  - Staff and students should locate and obtain an object that can be thrown at the armed intruder if necessary.
  - Staff should listen for information and continually reevaluate evacuation and enhanced lockdown options.
  - Staff should take attendance
  - The Milieu Manger will walkie-talkie "All Clear" to alert staff and students that they may return to their regularly scheduled activities.
- In the event of a gas leak, flood, or other such event that calls for an evacuation of the building Pathways Academy will follow the fire drill evacuation plan.

## HAZING PREVENTION & INTERVENTION PLAN

Pathways Academy does not tolerate Hazing of any kind. In the event of a hazing incident, Pathways Academy administrators will meet with members of the clinical team to determine the length of suspension and any other disciplinary action to be taken against participants. Pathways Academy files an annual report with the Department of Elementary and Secondary Education, certifying (a) compliance with the responsibility to inform student groups, teams, or organizations, and every full-time enrolled student, of the provisions Massachusetts Anti-Hazing Law (b) adoption of a disciplinary policy with regard to the organizers and participants of hazing; and(c) assurance hazing policy has been included in the student handbook or other means of communicating school program policies to students. In the event that Pathways Academy were to have affiliated or unaffiliated student groups, teams, or organizations they too would be given a copy of Pathways Academy anti-hazing disciplinary policy approved by the program's Director.

### **Massachusetts Anti-Hazing Law**

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.

*Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health 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.*

269:18 FAILURE TO REPORT HAZING.

*Section 18: Whoever knows that another person is the target of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.*

269:19 COPY OF SECS. 17-19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

*Section 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*

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*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 member, 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.*

### **HEALTH SERVICES**

A full-time registered nurse is available during the school day. Advice regarding health problems and first aid is available to all students.

Dismissal for health reasons, if deemed advisable, is the decision of the school nurse. No student is allowed to leave school without the approval of a responsible adult as designated on the emergency contact form and kept on file in school. Emergency contact forms are updated annually.

### **INFECTIOUS DISEASES**

If a student is determined by Pathways Academy to be unable to participate in school because of a health-related issue; e.g., onset of cold, intestinal flu, etc., he/she will be sent home after a call to his/her parent/guardian, notifying the need to pick up the student. The school does not have the staff nor the facilities to accommodate daily care of ill children except for short-term care awaiting parent/guardian pick up.

Should a student develop a gastrointestinal illness (diarrhea, vomiting), a respiratory illness (severe cold with fever, flu) or skin rash or other direct contact infection, the student will be isolated and cared for by the school nurse or designee. A call will be made to the student's parent/guardian to arrange to have the student taken home as soon as possible.

Staff and students will wash their hands with soap and water and will dry with disposable towels before eating or handling food, after using the bathroom, after coming into direct contact with bodily fluids and after cleaning.

Disposable gloves will be worn when in contact with blood or other bodily fluids. A red biohazard trash can with a red biohazard trash bag is located in the nurse's medication room for disposal of gloves and other trash as a result of caring for a situation that involved contact with blood or other bodily fluids.

### **INTERNET USE**

Pathways Academy students may access the internet under direct teacher supervision for educational purposes. It is up to the discretion of Pathways Academy staff to determine what constitutes the scope of educational purposes. Pathways Academy staff may deem it necessary to limit or revoke student access.

## **MEDICATION**

Medications of any type must be taken under the supervision of the school nurse or their designee. Massachusetts General Law (MGL Chapter 112, Section 80B) requires that the following forms be on file in a student's health record before the school nurse can administer any medication at school:

- Signed consent by the parent or guardian to give the prescription medication.
- Signed medication order completed by the students' licensed prescriber and returned to the school nurse. This order must be renewed at the beginning of each academic year, or as needed.
- Signed consent by the parent or guardian to give over the counter medication.

Medications must be delivered to the school in a pharmacy container. No more than a 30-day supply of the medicine with a valid expiration date should be delivered to the school.

## **NON-DISCRIMINATION & EQUAL OPPORTUNITIES LAWS & REGULATIONS**

*Federal Non-Discrimination and Equal Opportunities Laws and Regulations*

*McLean Hospital and its affiliates, the Arlington School and Pathways Academy (collectively, McLean), do not discriminate on the basis of race, color, religion, national origin, age, sex, gender, sexual orientation, or disability in admission or access to, treatment or employment at, or any other aspect of the educational programs and activities that McLean operates. McLean is required by Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (Age Act), and their respective implementing regulations at 34 C.F.R. Parts 100, 104, 106 and 110, not to discriminate on the basis of race, color, national origin, disability, sex, or age in the educational programs and activities that McLean operates. Inquiries concerning the application of each of the aforementioned statutes and their implementing regulations to McLean may be referred to the U.S. Department of Education, Office for Civil Rights, at (617) 289-0111 or 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, or to the applicable McLean coordinator:*

- *Arlington School: Ethan Solomon, 617-855-2124, McLean (Arlington School), 115 Mill Street, Belmont, MA 02478*
- *Pathways Academy: Roya Ostovar, Ph.D., (or designee in event of absence, Karen Steves, Milieu Manager), 617-855-2847, McLean (East House), 115 Mill Street, Belmont, MA 02478.*

*Title VI of the Civil Rights Act of 1964 This title declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy.*

*The Equal Educational Opportunities Act prohibits specific discriminatory conduct, including segregating students on the basis of race, color or national origin, and discrimination against faculty and staff Furthermore, the EEOA requires school districts to take action to overcome students' language barriers that impede equal participation in educational programs.*

*Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities by recipients of federal funds. Title IX has been applied to ensure equal opportunities for female students in athletics and in cases of sexual harassment by school administrators, teachers and students.*

## **PARENT ADVISORY GROUP (PAG)**

At least twice a year parents are invited to participate in a Parent Advisory Group. The topic of the PAG meeting is chosen in advance and presented by Pathways Academy staff or invited outside experts. Parent questions, comments, concerns and/or ideas as well as considerations for future meetings can be submitted to the Pathways Academy Educational Administrator.

## **PERSONAL SENSORY ITEMS**

Pathways Academy recognizes that some students find that using a personal sensory item helps increase success throughout the day. Students are allowed one personal item out a time. Pathways Academy is not responsible for the safety and security of the chosen sensory item. We expect that students will comply with teachers' requests to restrict the use of personal sensory items in class.

## **POLICY AND PROCEDURE MANUAL**

Pathways Academy's Policy and Procedure Manual is available in its entirety in the main office at Pathways Academy. If you would like a copy mailed to your home, please request one by calling our main number (617) 855-2847.

## **PHYSICAL EXAMINATIONS**

Physical examinations are mandatory for all students and must be completed either within one year prior to enrollment or within 30 days after enrollment. In addition, Massachusetts General Law (MGL Chapter 71, Section 57) requires that all students entering Grade 10 have a documented physical examination. Parents are required to send a copy of the most recent physical to the school nurse upon admission to the school and annually thereafter.

## **SCHOOL CANCELLATION/DELAYED OPENING**

Pathways Academy follows the school closings of the school district in which Pathways Academy is physically located:

- Closure: If the school district within which Pathways Academy is located is closed, Pathways Academy is closed.
- Delay: If the school district within which Pathways Academy is located has a delayed opening, Pathways Academy has the same delayed opening.
- Information: School closure information can be found on the television, the radio and the internet.

In the rare event that Pathways Academy closes early or is closed, and the school district within which Pathways Academy is located in is not, parents and guardians will be contacted directly. If the student's local school is cancelled and Arlington remains open check with the transportation company about their specific transportation policies.

## **SMOKING AND TOBACCO**

Pathways Academy prohibits the use of any tobacco products within school buildings, facilities, grounds, or on school buses by any individual, including school personnel.

## **SOCIAL MEDIA**

Use of social media sites or applications by students during the school day is prohibited.

### **STUDENTS DRIVING TO SCHOOL**

Given parental consent, students with a driver's license may drive themselves to Pathways Academy. Students who do drive to school may not access their car during the school day unless accompanied by a school staff.

### **STUDENT ILLNESS**

Pathways Academy requires that students be kept home/ sent home from school for the following, but not limited to, illnesses/symptoms:

- A cold in the contagious stage (first few days).
- Undiagnosed rash or skin eruptions.
- Earache, red eyes or drainage from eyes.
- Fever of 100.4 degrees F or higher in the past 24 hours. A student must have a temperature below 100.4 degrees F a full 24 hours without taking a fever reducing medicine before re-entry into school.
- Vomiting or diarrhea within the past 24 hours. A student must be kept home a full 24 hours post last episode of vomiting or diarrhea before re-entry into school. If a student has an allergy or a condition which regularly causes stool to be characteristic of diarrhea in its consistency, please alert School Nursing.
- Any communicable diseases such as, but not limited to, chicken pox, strep throat, scarlet fever, conjunctivitis, ear infection, or fifth disease. Please notify School Nursing in the event of such illness.

In some cases of contagious illness, such as conjunctivitis and strep throat, a child may re-enter school before their temperature is below 100.4 degrees F without fever reducing medicine, per comfort/stamina level and after a full 24 hours of antibiotic therapy has been initiated.

This list is a guideline and is not all-inclusive. Pathways Academy School Nursing reserves the right to dismiss students, in nursing professional opinion, that are contagious or too ill to be in school.

### **TRANSITION PLANNING**

Pathways Academy's Transition Planning program is individualized for each student. Pathways Academy staff members work with students to develop a transition plan and work on pre-vocational and career skills, which may include, but are not limited to: community service work, gaining experience, attending community college, and obtaining a part time job. Transition planning activities are also addressed in pragmatics class.