



Student Handbook

2022-2023

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ABOUT PHILLIPS ACADEMY

MISSION STATEMENT

The Phillips Academy's mission is to provide a personalized educational experience for students with diverse and complex learning and emotional styles by addressing the needs of the whole child. In addition to developing academic skills, our students learn to become competent self-managers, life-long learners, critical thinkers, active community members, and develop strong interpersonal skills. We are committed to preparing students for successful transitions to public school programs, to post-secondary educational institutions and to vocational training programs, upon completion of our program.

PHILOSOPHY OF THE PHILLIPS ACADEMY

All students can learn.

The Phillips Academy was founded on the principle that all students can learn if provided with right instructional strategies, the right support, and the necessary motivation. A skill building approach using the behavioral principles of task analysis (breaking down a task), shaping (recognizing steps to the achievement of a final goal) and positive reinforcement (acknowledging positive behavior) has been adopted for all areas of student development.

Individualized educational plans and the experience of success lead to self-efficacy and a willingness to face new challenges.

Relationships foster learning.

Growth is seen as a direct outcome of the positive relationships students develop with staff and peers.

Students have a voice.

Students are viewed as crucial and active participants in their educational plans, are taught self-management skills, and are encouraged to express their concerns openly, appropriately and effectively.

A team approach.

A team approach, including family participation, is cultivated to develop the most comprehensive and effective plans.

Process and outcome-based program.

The implementation of instructional strategies and behavioral interventions is evaluated for fidelity and effectiveness on an ongoing basis. Teaching strategies and plans are modified as needed.

CORE VALUES

The Phillips Academy is guided by, and attempts to instill in students, the following core values: **respect, integrity, resilience, cooperation, and humor.**

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

The Phillips Academy's goal is to educate students with challenges so that they can actualize their fullest potential. Academic goals are balanced with socio-emotional goals so that the wellbeing of the whole student is considered. While goals are individualized for each student, The Phillips Academy has the following goals for all students:

- **To develop interpersonal effectiveness.** This means that students will develop the skills to get along with many different people and will be able to develop and keep a wide variety of relationships. They will be able to communicate, listen, and use problem solving skills to deal with conflict with others. They will help others when needed and be sensitive to the needs of others.
- **To become competent self-managers.** This means that students will be able to set goals, to plan, to organize themselves to meet goals and will use good decision-making skills. They will use good problem solving and coping skills when faced with challenges and will take good care of themselves.
- **To be active community members.** Students who are active community members contribute to the well-being of others within their community, participate in their community, and act as good citizens.
- **To be critical thinkers.** Students who are critical thinkers are those who evaluate whether the information they receive is believable, consider the sources of the information, use information to develop their own opinions, and can tell the difference between fact and opinion.
- **To be lifelong learners.** This means that students continue to seek new information, new experiences, new skills even when they are not in school. They ask questions and know how to find the answers using a variety of resources.

COMMUNICATION

ANTI-HARASSMENT POLICY – SAY SOMETHING!

Any harassment based on race (including traits historically associated with race, such as hair texture, braids, locks, and twists), color, ancestry, national origin (which includes, but is not limited to, national origin groups and aspects of national origin such as height, weight, accent, or language proficiency), religion (including religious dress and grooming practices), age, sex, sex stereotype, sexual orientation, gender identity, gender expression, transgender, physical or mental disability is contrary to the standards of conduct of the school and is unlawful. Such conduct will subject a student or employee to disciplinary action up to and including immediate suspension and /or dismissal from employment.

Students who feel they have been discriminated against or harassed should immediately report such concerns or incidents following the procedures described below without fear of retaliation. Confidentiality will be maintained to the extent permitted by the circumstances.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, offensive sexual propositions, sexually degrading or abusive words, or any other form of verbal, physical, or visual harassment. This includes conduct by students, teachers, and staff.

If a student is being harassed, they should immediately inform one or more of the adults listed below so that the matter can be investigated promptly and appropriate corrective action taken. If harassment is established, the offender will be disciplined up to and including suspension or dismissal. Retaliation against any individual for reporting an incident of possible harassment is prohibited.

Report possible harassment to any one or more of the following:

- A classroom teacher
- Therapist
- Support staff
- Principal, Vice Principal
- Executive Director

Please be advised that an allegation of harassment is very serious and should not be made as an act of retaliation or to avoid responsibility for one's own actions.

REPORTING THE DANGEROUS BEHAVIOR OF OTHER STUDENTS

Students are highly encouraged to inform staff of any dangerous behavior or threats of dangerous behavior on the part of other students. If a student has any information or suspicion to suggest that a student may hurt themselves, other students, or staff, or engage in property damage, or in any illegal activity, or has possession of a weapon or illegal substance, it is the student's responsibility to communicate that information to a staff member or to a parent who will then inform a staff member. The staff member will report to the administration and an investigation will occur. The action of reporting a threat of harm to self or others is critical to the safety of all students

STUDENTS/PARENTS/GUARDIANS GRIEVANCE POLICY

The student/parent grievance procedure is designed to assist the administration and school employees in improving two-way communication with students and parents. A grievance is defined as any belief that a student has been treated unjustly, that a rule or policy has been improperly administered, or that conditions exist which are detrimental to the student or their parent/guardian. Students and their parents are encouraged to discuss their concerns with the person(s) involved or with the person's immediate supervisor to arrive at an acceptable resolution before invoking formal grievance procedures. If such attempts are unsuccessful, students/parents/guardians are advised to follow the procedures below:

Step 1: Conference with the Principal or Executive Director

A student/parent/guardian wishing to invoke the grievance procedure shall request a conference with the Executive Director to discuss the grievance and seek resolution.

- A grievance shall be filed as soon as possible but in no event longer than 30 days after the disclosure of the facts giving rise to the grievance. If possible the grievance should be put in writing by the parent/student/guardian or a written version will be constructed by the Executive Director following the initial meeting and signed by the person making the report.

- The Executive Director will conduct an investigation of the grievance and may call a meeting of all involved parties to seek resolution. If a resolution is achieved, the parties will sign the agreement and indicate a review date to determine that the specifications of the agreement are being followed.

Step 2:

If the student/parent/ guardian is not satisfied with the outcome, they may appeal to the Board of Trustees, the referring School District, or the State Board of Education.

If the parent/guardian/student has a grievance regarding the Executive Director, the complainant can contact the President of the Board of Trustees and request a conference. Contact information for the President of the Board can be obtained from the School Office.

SPREADING RUMORS

Students are expected to respect the privacy of others, to tell the truth, and to mind their own concerns.

If a person contributes to or incites a conflict by spreading information (he said/she said/they said situations), they will receive appropriate consequences and will be referred to the administration for counseling. Rather than spreading rumors or information, students have the responsibility to respect the privacy of others and to report potentially dangerous situations to a staff member.

CONFIDENTIALITY

Students must understand that all Phillips Academy staff are required to report any instances in which students are a threat to themselves or others to the proper authorities, including but not limited to parents or guardians and child protective agencies. Similarly if there is reasonable suspicion that someone else is hurting a student in any way, The Phillips Academy staff must make a report to the proper authorities on behalf of the student. The Phillips Academy staff cannot maintain the student's confidentiality under these circumstances.

Students should also realize that the sharing of information about a student to other students may be a violation of that student's confidentiality. If they are concerned about a student such that the student's behavior poses a danger to self or others, they should confer with staff.

Students should also be mindful of the personal information that they share with other students in terms of the level of privacy they hope to maintain, the appropriateness of the topics for the school setting, the ability of the other students to cope with the information, and the effect the sharing may have on others. Students are encouraged

to seek staff support to help them with the appropriate disclosure of personal information and past traumatic experiences.

IN THE CLASSROOM

WORK COMPLETION

Students are encouraged to put forth their best effort in their academic work, to persist when challenged, and to view mistakes as opportunities to learn. If a student is having difficulty getting started or completing assignments, or understanding instruction, a student- teacher conference should be scheduled to develop supportive solutions.

TAKING A BREAK

Students are permitted to take two breaks per period and encouraged to limit the breaks to no more than five minutes. Students should communicate that they are taking a break and should remain outside the classroom within view of the teacher during their break.

Getting a drink of water or using the restroom is an acceptable break, but students should return in a timely manner. In all cases students should not disrupt or agitate others, who may also be taking a break or who may be working outside.

If a student is upset, angry, etc. and needs to leave without communicating with staff, the student should go to one of the approved locations. Support or available staff will check in with the student to assist in managing the situation.

If a student's needs are not adequately met with the above rules for taking breaks, a personalized contract may be developed for that student. Due to the need to be mindful of student safety issues, taking a walk around the block during instructional time must be done under a staff member's supervision. If this is not feasible, alternate avenues for walking/movement breaks will be explored.

HOMEWORK

Students will receive about one hour's worth of homework 3-4 times a week and at least one long term project per quarter. The purpose of these assignments is to provide students with practice on newly learned concepts and to help students develop skills in planning and time management.

Students are expected to complete homework assigned by their subject teachers and their classroom teachers. Consequences for failure to complete homework vary but may necessitate the use of free time during the school day to catch up on missing work. Students will receive guidance on how to identify and address the barriers to

homework completion. Use of student planners or an equivalent is required.

INTEGRITY

Students are expected to do their own work and to exhibit trustworthy behavior. No student shall cheat by giving or receiving any unauthorized aid or assistance or the actual giving of unfair advantage on any form of academic work.

No student shall copy the language, structure, idea and/or thought of another and represent it as one's own original work. No student shall engage in any verbal or written statement of any untruth particularly that which could cause harm to self or others.

Consequences for these actions will be in accordance with the student's classroom rules and may vary depending on the developmental level of the student and the severity of the action.

REPORT CARDS

All students will receive four report cards per year with academic and citizenship grades. Quarterly progress reports on IEP goals will also be distributed. Students of high school age will receive credits toward graduation for academic periods.

A certain percentage of a student's grade is based on the following components: participation, completion of in-class assignments, graded projects, tests and quizzes, and completion of homework.

STANDARDIZED TESTING

Students are expected to participate in all state and district sponsored standardized testing with the accommodations indicated on their IEP unless they are exempted per their IEP.

ATTENDANCE

ATTENDANCE POLICY

Students should make every effort to attend school regularly. The Phillips Academy is an 11- month school, which includes the extended school year session. Parents must notify the school of any student absences and provide sufficient information such that the absence may be coded as excused or unexcused. Parents should inform the school of extended planned absences (e.g. family vacations) at least one week in advance, so teachers may prepare independent study work for the student to complete during their absence. Students are responsible for obtaining and completing missed work due to

absences.

REPORTING AN ABSENCE

While regular attendance is important, a student who is ill should not come to school. Parents/guardians must call the school office on each day their student is absent due to illness or for any other reason, at 510.769.7100 for the Middle/High School Program.

TARDIES AND EARLY RELEASE

Students must check-in in the office, when they are late or if they need to leave early. They may do this without a pass in the morning as they should report directly to the office if they are late, but they must have a pass for early release.

RULES AND POLICIES FOR MIDDLE AND HIGH SCHOOL STUDENTS

WHY WE HAVE RULES

We encourage students to grow in self-control, to develop a sense of regard for fellow students and to take pride in their school and community. In order to guarantee the rights and safety of all students, students are required to know the expectations and share the responsibility for the maintenance of a healthy, educational environment. Staff will always attempt to help a student make safe choices and to use coping strategies to handle challenges so that disciplinary procedures are not needed. However, it is expected that students will make mistakes. We will be embracing the practices of restorative justice to build community, so fewer issues will arise, as well as those practices associated with response-to-harm circles to facilitate the healing of strained relationships. The guidelines in this handbook are designed to help students learn from their mistakes by having students accept responsibility for their actions, when appropriate, experience the consequences of their actions, and become aware of the effect of their behavior on others.

General guidelines regarding school expectations for appropriate and respectful behavior follow, as well as the guidelines for the appropriate use of privileges. If students have difficulty meeting these expectations and using their privileges in a safe and respectful way, restrictions on the use of a privilege may occur. These restrictions would, in most cases, be temporary and accompanied by additional support in the form of a contract or student support plan to help develop the necessary skills. For high school students, these supports may be referred to as Tier II or Tier III supports. The student, the students' team, the Executive Director, the Dean of Students and the student's parent or guardian may be involved in the development of student support plans.

BUS CONDUCT / TRANSPORTATION SAFETY

Students' right to ride the bus depends on their safe behavior and observance of bus rules. Students are required to behave on the bus in a manner consistent with the established standards of the school, and their behavior on the bus may be monitored with the use of bus notes and citations. Students are to comply with the bus driver's directions. The following rules apply for safe bus behavior.

- Students must sit and stay in their assigned seats and keep their seat belts securely fastened.
- Students must not in any way bother, tease, or annoy other riders.
- Students must keep all body parts to themselves.
- Students may exit the bus at their stop only (unless an emergency situation exists).
- Students may not engage in profanity.
- Students must be courteous to other drivers on the road.

- Students must keep all possessions to themselves and not discard any trash or objects on the bus or through the windows.
- Students must respect the possessions of others.
- Students must keep their hands and heads inside the bus.
- Students may not eat or drink on the bus.
- Students may not distract the bus driver.
- Students must respect bus property.

Students who violate these rules may lose the privilege of riding the bus and may receive consequences for their behavior at school. The same rules of behavior apply to students traveling in all other forms of transportation - private vehicle, taxi, van, etc

SCHOOL DAY BREAK RULES

Break time is non-academic time, which is part of the overall program, sometimes must be earned, and may be structured by the homeroom teacher. However, The Phillips Academy recognizes that students need time to move around, get some fresh air, and socialize.

Whenever possible, students will be given as much freedom as is safe during break times. Rules for break time include:

- Students must be supervised at all times by a staff member.
- Sports equipment must be used safely.
- Roughhousing/play fighting is not permitted.
- Students must respect others (take turns, share, be polite, no threats, follow rules of game).
- During school hours, scooters, skates, bicycles, etc. may only be used off campus with teacher permission.
- Middle school students need to follow the rules of their homeroom teacher.

Students who do not follow break time rules will be asked to sit out. If the behavior is dangerous they will be asked to go to the quiet area. Break time privileges may also be temporarily revoked if the guidelines are not followed.

RELATIONSHIPS

Students' relationships should be positive, appropriate for school, and should not interfere with the educational program. The Phillips Academy does not have any specific policy regarding the formation of special relationships between students as long as students engage in appropriate behavior at school, respect their classmates' privacy, and follow all other school policies and rules. To ensure appropriate behavior is completely understood, all students should pay close attention to the following rules:

- Students are not permitted to give or accept gifts from another student at school.

- Students are not to share the phone number of another student with anyone else.
- Students are not permitted to write or exchange relationship letters with another student at school.
- Students are expected to respect the privacy of other students.
- If a relationship is viewed as harmful in any way to either party or to another student, or disruptive to the school's educational program, appropriate interventions (counseling, parent/guardian contact, etc.) will occur. Staff will maintain supervision of students' behavior at all times.

PUBLIC DISPLAYS OF AFFECTION

It is often distracting and embarrassing to both students and staff to observe open displays of affection between students at school. Students are not permitted to engage in physical contact (handholding, leaning against each other, arms around each other, touching, kissing, etc.) or suggestive conversation at school, and at school sponsored activities that occur on or off campus, during or after school hours.

CELL PHONES

In the interest of safety and security, students may bring cellphones to school. It is an expectation that students turn in their phones at the beginning of the day. The purpose of this expectation is because many students are easily distracted by their phones during class and do not participate in class discussions or complete work toward their certificate/diploma/academic progress. Additionally, use of phones can be distracting to other students and impact the academic environment. TPA hopes to teach students the importance of engaging in classes without the distraction of phones, and most post-secondary programs/job opportunities do not allow individuals to use phones during class or job obligations.

If students do not turn in their phones, staff will inform students of the possible consequences:

- Inform administrative team
 - Inform caregivers
 - Request that caregivers keep phones at home during school day
 - Request that caregivers utilize apps to disable phones during the school day
 - Decline privileges to students who are using phones inappropriately during the day
- All content on cell phones must be appropriate for the school setting at all times (content is not graphic, does not violate the rights of another student, is nonviolent).

The Phillips Academy is not responsible for lost, stolen, or damaged cell phones. If students have permission to charge their devices at school, they must recognize that they are responsible for the safekeeping of that device.

TEXTING

The Phillips Academy cannot monitor the use of student cell phones outside of school hours. However, parents/guardians are encouraged to monitor phone use and to set appropriate rules.

Students should use cell phones and other means of communication with respect for others' rights and feelings. Repeatedly calling a student, use of inappropriate language, or any other unwanted phone behavior is a form of harassment.

At school, students are not to reveal phone numbers to others nor are they to repeat private conversations, texts, or photos that occurred on the phone between them and other students.

COMPUTER USE

Students must use computers responsibly so that they do not expose themselves or others to any dangerous situations. Students may only use computers with staff permission and only for approved activities. Students are not to access unapproved sites. Staff retains the right to monitor any student communications made with school computers as well as sites accessed.

- Chromebooks and school-issued tablets are to be used for instructional purposes only. They are not to be used during breaks, lunch, or for recreation. Students are expected to handle their Chromebooks with care in order to retain the privilege of using them.
- Computer time that has been granted as a privilege may occur on classroom computers only. All content on devices must be appropriate for the school setting at all times (meaning content is not graphic, does not violate the rights of another student, is nonviolent).
- Students' home computer use and internet access should be monitored by parents/guardians.
- Students should not share their own personal information or photos or that of others with anyone that they have just met online, on any sites, or on cell phones without parental permission.
- Cyber bullying in the form of publicizing photos or personal, embarrassing, untrue or any information regarding another student without their permission is a serious form of harassment and will be treated as such. Students are expected to use social networking sites responsibly and in ways that do not hurt or endanger themselves or others.
- Misuse of technology may result in the loss of access and the need to develop a student support plan.

ELECTRONIC EQUIPMENT

Portable game systems may be used when permitted by staff. Games played on any device should not involve the use of guns, knives, or other weapons. All content on all

devices must be appropriate for the school setting at all times (meaning content is not graphic and is nonviolent).

Headphones are not to be used during transitions and when moving through the campus. All devices should be turned off when transitioning and moving through campus.

The Phillips Academy bears no financial responsibility for lost or missing electronic equipment. If students have permission to charge their devices at school, they must recognize that they are responsible for the safe keeping of that device.

MUSIC

Students may listen to music as a coping strategy with teacher permission and/or through a personalized contract that has been previously established between the student and parent.

DRESS CODE

The Phillips Academy has no official dress code for students. However, it is expected that students' clothing will be neat, clean, and appropriate for school. Students are expected to dress appropriately for school and for school-related activities (P.E.). Students CANNOT wear or accessorize

- Violent Language or images
- Images of language depicting drugs or alcohol(or any illegal item or activity) of the use of same
- Hate speech, profanity, pronography
- Images of language that creates a hostile or intimidating environment based on any protected class
- Visible underwear or garments that are serving as such.
- Bathing suits
- Tube tops
- Helmets, headgear that obscures the face excluding face masks.

Violation of the dress code will result in enforcement of our disciplinary policy which may include asking for a change of clothes to be brought to you and/or accessories to be left at home indefinitely.

SPORTS

Students may participate in school sports teams or the cheering squad. This privilege may be temporarily revoked if the student engages in unsafe behavior during a sports event, at a sports practice, or at another time, which makes taking the student off-campus for a sports event ill-advised.

Student requirements for participation in basketball during break:

- Attend all classes prior to playing

- Display appropriate behavior during basketball activities - follow directions, show good sportsmanship
- Appropriately attend classes after basketball activity - Be on time, engage in the activity, remain in class

Conduct while participating in basketball

While playing, students should follow all directions from staff. Refusal may result in the student losing the privilege of participating.

PHYSICAL CONTACT

While it is understood that students like to be able to be playful with each other and that might sometimes include poking or tapping or various forms of greetings that involve contact, physical contact can quickly escalate and can be uncomfortable for some students. For that reason, it is essential that any kind of physical contact used to greet another person or to be playful with another, be done with the other student's permission only. Staff may intervene in these situations on behalf of a student who may be uncomfortable, if the student is unable to do so for themselves, or if the staff perceives the need.

Grabbing another person or grabbing their possessions is not permitted. Playful fighting, kicking, pushing, tripping, stepping on each other, bumping into each other, and slapping are not permitted. Students will be told to stop if any of the above actions occur and if they do not follow staff directions, additional consequences will follow. Students must stop when asked to stop by a staff member or another student. After they have stopped, they may request clarification if they do not understand what was wrong with their actions. Students must understand the following:

- Behaviors can quickly escalate.
- It is the staff's responsibility to maintain a safe and comfortable environment for all students.
- Students do not always know the personal history or comfort level of their peers and should approach everyone with sensitivity that even if a student does not have a problem with a form of contact, the staff may judge that it is inappropriate/risky because of their knowledge and experience.

OFFICE VISITS

The main office and business office are places of business and should not be accessed by students without permission. Students must have a pass in order to enter the office and must conduct their business in a timely way. The following rules regarding office visits:

- All students are required to have a pass to enter the office.
- Students are expected to conduct office business in a timely way and be mindful that it is a place of work.
- Students should not interrupt or distract staff that is present.
- Students are permitted to enter the office to take care of medical needs, run

errands for staff, call home, etc. but must still have a pass.

- Students are not permitted in the kitchen area, to come to the office to make tea, or to sleep, unless they are accompanied by a staff member.
- Students may enter the office for water, to fill water bottles, or to check-in about something during break and lunch with a pass.
- If students would like to check in/socialize with office staff, they must get permission from their teacher. The teacher will call to check for the availability of the desired person, and if available, students may then visit/check-in with that person, using a pass.
- Students who enter the office without a pass, who linger or who attempt to access restricted areas will be redirected by office staff. If needed, other staff will be contacted to enforce these rules.
- Students may be in the office without a pass if they are accompanied by a staff member.

Students may obtain tea, use their classroom microwave and obtain other food related items in their classrooms with permission. In this way, they may still have these options, but not need to use the office to obtain them.

PERSONAL POSSESSIONS

Students should refrain from bringing personal possessions to school in the event they may get damaged, lost, or stolen. Personal possessions, if not specifically permitted by the classroom teacher, should be kept in a student's backpack. If the classroom teacher permits the items, they may be shared with classmates, but The Phillips Academy is not responsible for their safe return. Students should not trade personal possessions at school or on the bus.

VIDEOS AND MOVIES

Students need parental permission to view any films with rating above PG in the middle school and PG13 in the high school.

RULES AND POLICIES FOR MIDDLE AND HIGH SCHOOL STUDENTS

PROFANITY/INAPPROPRIATE LANGUAGE

Students should use polite language at all times when addressing staff and peers. The use of profanity, vulgarity, and inappropriate language or gestures toward staff or other students is unacceptable conduct. Students will be counseled and will practice alternative ways of expressing strong emotions and/or cooling down.

When inappropriate language includes slurs related to race, ethnicity, religion, gender, disability or sexual orientation, the student will meet with the Executive Director or the Principal, will be counseled, and may be asked to participate in peer conflict resolution and/or restorative justice response-to-harm processes. If the nature of the language represents harassment, consequences associated with harassment will be enforced. It is important that students understand the negative impact of this type of language on the recipient, the community, and on themselves. The level of intervention and/or support plan will be determined depending on the nature of the incident.

GANG AFFILIATION

Students are encouraged to engage in cooperative group behavior that promotes prosocial values. Students are not permitted to wear gang related clothing or in any way display gang affiliation at school. Joining a fight in progress that is not yours, threats on behalf of another person or groups, intimidation, or harassment are considered gang related behavior and are not permitted.

GAMBLING

Students are not permitted to gamble on campus.

DRUGS / ALCOHOL / TOBACCO / VAPING

Students should engage in healthy behaviors and abstain from the use of illegal substances. Although the recreational use of marijuana for adults is now legal, it is illegal for minors and also against school policy for any student to possess or be under the influence of marijuana. It is important for young people to know that it is well documented that marijuana use adversely affects the brain development of teenagers, and impairs memory, motivation, and learning.

The use or possession or transmittal of drugs and alcohol is prohibited during school hours

on or off school premises or at any time the student is under the supervision of The Phillips Academy staff. The Phillips Academy will notify the appropriate authorities if any illegal activity is evident. The student's parents/guardian will be notified and the student will be removed from the group and required to remain in the Quiet Area. If deemed appropriate, the Executive Director or their designee may suspend the student. Repeated offenses may result in an IEP to request a change of placement in accordance with IDEA procedures. Treatment resources will be provided to the student and family.

If there is reasonable suspicion, similar procedures will be followed if the student arrives at school under the influence of drugs or alcohol. Reasonable suspicion of use or possession may also lead to a staff request for the student to empty pockets and personal belongings. Parents will be notified as soon as is feasible.

The use of tobacco products or vaping during school hours, on school premises, or when the student is under the supervision of The Phillips Academy staff is also prohibited. The student will be warned, and the parent/guardian will be contacted. If the student persists in violating this rule, their privileges will be restricted such that they will be closely supervised by staff at all times.

AGGRESSION

Students are expected to behave in a socially appropriate manner with their peers and with adults, to use problem-solving skills to resolve conflicts and to use coping skills to handle frustration.

No student shall attack or assault or behave in a manner that may cause physical injury to another person while under school jurisdiction. Aggression results in removal to the Quiet Area, while repeated aggression that endangers others may result in a physical restraint and eventual removal to the Quiet Area. Students who behave aggressively may also receive an in-school or out of school suspension of 1- 2 days. Suspension is terminated when the student has demonstrated that they are ready to return to class by following directions and completing assigned work.

Students may also be asked to complete a "Think Sheet" to process how they could handle the situation differently in the future, as well as identify forms of reparation, if appropriate. Peer conflict resolution may also occur if indicated, as well as a response-to- harm restorative justice circle to help students make repairs, reintegrate into the community, and realize the impact of their behavior on others. Staff will also work with the student to develop an alternate way of dealing with the frustration or anger that initially may have triggered the aggressive behavior.

BULLYING / HARASSMENT / INTIMIDATION / HATE

Students should exhibit tolerance for others' differences, embrace diversity, and respect the rights of others. Rude, abusive, manipulative or threatening comments/gestures/behaviors toward others will not be tolerated. Students who engage in these behaviors may receive an in or out of school suspension, will be counseled regarding the rights of others, and will follow peer conflict resolution and restorative justice procedures, if indicated.

DISRUPTIVE, DESTRUCTIVE, OR DANGEROUS BEHAVIOR

Students are expected to follow the rules and regulations of The Phillips Academy. Appropriate behavior is promoted through a process of skill development, community building, collaborative problem solving, and positive reinforcement.

Students are not permitted to be disruptive, to threaten, or to endanger themselves or others. Students are encouraged to accept responsibility for inappropriate behavior and the consequences that follow as a result. Disruptive or threatening behavior may result in students being removed from the group, while dangerous or aggressive behaviors may result in students being escorted to the Quiet Area.

Students are always first requested to comply with directions related to safety voluntarily. In extreme situations, they may, however, be physically assisted if they continue to behave dangerously and staff support is not sufficient to help them regain self-control. If a student is behaving dangerously and cannot be contained by The Phillips Academy staff, the assistance of the local police department or fire department may be requested. Under some circumstances an involuntary hospitalization (5150) procedure may be indicated. Students should be aware that parents and guardians will be informed of all behavior that occurs at school or during school sponsored activities.

SELF-INJURIOUS OR SELF-DESTRUCTIVE BEHAVIOR

Students are expected to demonstrate self-respect. Students will not be permitted to engage in self-injurious or self-destructive behavior to the extent that the act may indeed cause injury. If they fail to terminate the behavior when support is provided, if feasible, they will be physically prevented from continuing the behavior. If needed, the assistance of the appropriate authorities will be enlisted and parents/guardians will be notified.

In some instances, self-injurious behavior or self-destructive behavior is a call for help. If the intensity of the behavior is mild, staff may not address the specific behavior, while attempting to engage the student in problem identification and problem solving. Supervision will be maintained at all times.

FIRES, EXPLOSIVES (FIRECRACKERS), OR THREATS THEREOF

Students are required to follow all fire safety rules. Any student who willfully sets a fire or causes an explosion which is a clear and present danger to human life or property on campus or at school-sponsored events shall be immediately suspended pending an investigation, and shall be subject to change of placement. Possession of explosives, lighters or matches may result in a two-day suspension, counseling regarding risks, and parent/guardian notification.

False alarms, uncooperative behavior during a fire drill or other emergency drill or situation will result in an investigation and/or suspension.

STEALING AND DESTRUCTION OF PROPERTY

Students shall respect the property of others, the school, and the community. No student shall steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage any school property or private property while under school jurisdiction. They are not to destroy or deface the school grounds, the restrooms or school equipment. Common areas such as classrooms, restrooms, the school store, and the schoolyard are to be kept clean and used appropriately and hygienically.

Consequences shall include financial or physical reparation, return of property, or school or community service as well as possible loss of classroom privileges and/or in school suspension. Restorative justice response-to-harm-processes may be invoked. Students may be asked to submit to search of person and belongings in the case of repeated stealing.

WEAPONS

Students will engage in safe behaviors at school. No person shall possess, handle, or transmit any loaded or unloaded firearm, including a gun, pistol or rifle, explosives, fireworks, knives, or other weapons (slingshot, leaded cane, blackjack, metal knuckles, BB gun, stun gun, ice pick, box cutter, lighter razor or blade) at school or during a school sponsored activity. This also includes objects, which may be used as a weapon (baseball bat, hammer, scissors etc.).

Reasonable suspicion of possession of a weapon will lead to a staff request for the student to turn over the weapon and/or to empty out pockets and personal belongings. The student may be sent to the Quiet Area and parents/guardians may be contacted. If found, the weapon will be confiscated, and the parent/guardian will be contacted. An assessment of the student's intent and their dangerousness will be conducted, and appropriate action will be taken. This may include contacting the appropriate legal authorities, Child Protective Services, or Mental Health Services. If a higher level of intervention is not required, the student will receive in school suspension and may be required to submit to searches of their person and/or

personal belongings. Counseling regarding risks associated with weapon possession and use will be provided.

BOMB THREATS

Any student apprehended for falsely reporting that a bomb or other explosive has been placed in school buildings or on school grounds shall be suspended pending an investigation. The student may also be subject to transfer, expulsion, and arrest. Bomb threats must be reported to the police.

STUDENT DISCIPLINE

JURISDICTION OF SCHOOL

Students are under the jurisdiction of the school for disciplinary purposes while on school grounds, while going to or coming from school, on off-campus outings during normal school hours or school sponsored outings outside of normal school hours, and for all school sponsored events. This means that all policies within this Student Handbook, conduct and associated consequences for the violation thereof, apply during these times. Such jurisdiction, however, does not mean that the school is liable for student actions.

RESTORATIVE JUSTICE

Definition- “Processes that proactively build healthy relationships and a sense of community to prevent and address conflict and wrongdoing”

- Restorative Practices provide a framework for building community connection and interpersonal social-emotional competence
- Restorative Justice focuses on ‘righting a wrong committed and repairing harm done. The goal is to place value on relationships and focus on repairing relationships that have been injured’ (restorative conversations).
Occasionally, this may include input or support from parents/caregivers

SUSPENSIONS

The Phillips Academy adopts a treatment philosophy when behavioral mistakes and disturbances occur, rather than one of suspension or change of placement. However, if dangerous behavior occurs, an in-home suspension may be required. Suspensions occur for aggressive or seriously dangerous, disruptive, or threatening behavior.

The Executive Director or the Director's designee may suspend a student. Suspensions will almost always be followed by a response-to-harm restorative justice process to help the student reintegrate, to make repairs, and to fully understand the impact of their behavior on the community. Further, the student will be provided with the next level of behavior support to develop the needed skills to prevent future occurrences.

CHANGE OF PLACEMENT

There are occasions when a student's behavior is of such severity that The Phillips Academy believes it cannot ensure the safety of that student or of other students. At that time The Phillips Academy will follow the IDEA procedures specified in the Special Education Rights and Responsibilities Handbook regarding consideration of change in educational placement.

OFF-CAMPUS

FIELD TRIPS

Students may attend field trips with written parent/guardian permission and with the recommendation of the classroom teacher. Students must not have engaged in any recent problem behavior that would make attending an off-campus event potentially risky. For example, It is especially important that students follow staff directions when off campus. Therefore, a recent incident of ignoring staff directions might suggest that taking the student off-campus at this time is ill advised.

Whenever possible, recreational field trips are voluntary. Certain educational field trips may be mandatory for all qualifying students. Students may be permitted to remain on campus with a written note from a parent/guardian.

As indicated above, a higher level of appropriate student behavior is required for all field trips. Students must follow the teachers' directions and behave in a safe manner. Any behavior deemed inappropriate for the community or unsafe may lead to a temporary revocation of the privilege of participating in field trips.

OFF-CAMPUS LUNCH PRIVILEGES

Students who are 18 and who have the permission of their parents may earn the privilege of going off-campus to the corner store at lunch time without a staff member. These students must have a record of safe behavior on and off-campus, respectful behavior with staff and other adults, positive, non provocative behavior with peers, and good time management skills. The privilege may be revoked for a period of time if incidents occur off- campus or the student is late returning to campus from lunch. Similarly, the privilege may be rescinded if the students' on campus behavior does not meet the above criteria of safety and respect.

Expectations/Rules for Store

In order to go to the store:

- 1) Students must have followed the rules and behaved respectfully with staff and peers in the preceding time period
- 2) Students must have shown good effort in their morning classes

Store rules: In order to keep the privilege of going to the school store, students must follow the rules below, which are oriented to ensuring that what students purchase and consume is healthy, not

excessive, and are only for their own consumption. Students may not be aware of the food restrictions of their peers and we do not want to endanger the well-being of another student.

- Buy for yourself only (No buying for others)
- Healthy drinks only (No caffeinated drinks, no energy drinks)
- Only one junk food item
- \$5.00 purchase limit
- Consume your purchases yourself (no sharing of items purchased at the store)



STUDENT ACKNOWLEDGEMENT OF RIGHTS

In addition to many other papers which you and your parents may have read and signed when you enrolled at The Phillips Academy, there are two important rights which you have as a student which the Department of Education especially wants you to know. Those rights are:

- 1. The right to be free from harassment at school**
- 2. The right to speak confidentially with any member of your IEP Team.**

Any harassment (hurtful or irritating words or actions) based on race (including traits historically associated with race, such as hair texture, braids, locks, and twists), color, ancestry, national origin (which includes, but is not limited to, national origin groups and aspects of national origin such as height, weight, accent, or language proficiency), religion (including religious dress and grooming practices), age, sex, sex stereotype, sexual orientation, gender identity, gender expression, transgender, physical or mental disability is a violation of conduct and it is unlawful. Any person who harasses you may be subject to disciplinary action up to and including immediate suspension and/or dismissal from employment.

Students who feel they have been discriminated against or harassed should immediately report such concerns or incidents to one of the following people: (1) a teacher, (2) the Executive Director, or (3) any other responsible adult at the school. If harassment is found to have happened, the offender will be disciplined up to and including suspension or dismissal. It is against school policy for anyone to seek revenge against any individual for reporting an incident of possible harassment. An allegation of harassment is very serious and should not be made as an act of retaliation or to avoid responsibility for one's actions. For more information about your right to be free from harassment, please talk to the Executive Director.

You always have the right to speak confidentially with any member of your IEP Team. In addition to you, there are a number of people involved in helping you get a good education. These include your teachers, the Executive Director, certain other people who work for the school such as a therapist or behavior specialist, speech and language teachers, occupational therapy teachers, specialists from your local school district and any other service providers who might be working with you or your family on your education. All of these people together are called "the IEP Team" since any or all of them may or must attend regular meetings at which your school program is

discussed. You have the right to speak to any of these people in private, and to discuss any thoughts or concerns you may have about the classes you are taking, the lessons you are learning, the extra subjects you are offered, any vocational or job concerns you might have, or any matters that you would like to discuss. If you would like to speak with any member of your IEP team confidentially, please let staff know and the Executive Director will help you set up a meeting.

In addition, it is important that each student be instructed in passenger safety when traveling to and from school and going on field trips. Please note the section in your handbook on bus and safe transportation behavior and acknowledge that these procedures have been reviewed with you by signing below.

Each student must sign an acknowledgement that they have had these rights explained to them and that they understand them.

I have read and/or had the above rights read to me, and I understand them:

Student Name (written or printed, either is fine)

Date

An unsigned version of this form should be posted in each classroom where students can see it.