



Empowering Non-Traditional Learners

STUDENT & FAMILY HANDBOOK

2018-2019

Bellamy Academy

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Dover, New Hampshire 03820
(603) 516-6790*

www.bellamy.dover.k12.nh.us

POLICY STATEMENT

All rules and regulations of Dover High School, as stated in the Dover High School and Career Technical Center handbooks, apply to Bellamy Academy students, unless otherwise stated in this handbook.

DOVER SCHOOL DISTRICT STRATEGIC PLAN

The Dover School District's 2018–2023 Strategic Plan articulates the district's focus on four essential goals:

- ***Goal 1:*** *The Dover School District will improve educational outcomes for students by effectively engaging with the broader community.*
- ***Goal 2:*** *The Dover School District will develop and sustain a culture that is characterized by optimizing social, emotional, civic, physical, and rigorous academic learning.*
- ***Goal 3:*** *The Dover School District is committed to continued investments in infrastructure to support student learning inclusive of facilities, technology, safety, and security.*
- ***Goal 4:*** *The Dover School District will recruit, hire, develop and retain effective and caring educators and support them in their growth as a strong school community.*

DOVER SCHOOL DISTRICT MISSION

Working collaboratively to empower all learners to become dynamic global citizens.

DOVER SCHOOL DISTRICT CORE VALUES

- *Diversity*
- *Opportunity*
- *Voice*
- *Engagement*
- *Rigor*

SEXUAL HARASSMENT AND DISCRIMINATION POLICY

It is the policy of Dover High School/Bellamy Academy not to discriminate in its educational programs and activities on the basis of race, color, national origin, language, religion, sex, sexual orientation, age, or handicapping condition.

Sexual harassment is a form of unlawful discrimination and is against school district policy. Sexual harassment is described as an unpleasant environment caused by unwelcome verbal or physical conduct of a sexual nature, which interferes with an individual's academic performance.

A concern or complaint concerning sexual discrimination or discrimination of any kind should be made to the Administrator of Bellamy Academy. A complaint concerning the program Administrator should be made to the Assistant Superintendent of Student Services.

ABOUT BELLAMY ACADEMY

Bellamy Academy is a specialized program within Dover High School in beautiful Dover, New Hampshire. Our facility is located at 50 Alumni Drive directly across the street from Dover High School. Bellamy Academy services students in grades 9-12 who have an individualized educational program. Students who have been identified as having a specific learning disability, speech and language impairment, other health impairment or emotional disturbance may be considered for enrollment into Bellamy Academy. Bellamy Academy considers students for enrollment from Dover as well as surrounding communities. Students who reside outside of Dover must be referred from their sending school district to be considered for enrollment.

OUR MISSION and GOAL

Bellamy Academy's mission is to meet the needs of students who have demonstrated a lack of success within the general school setting, even with modifications and support. Our students require additional supports and services to achieve their potential. Our philosophy is predicated on the belief that all children have worth and can be successful if provided with the proper supports.

The ultimate goal within the program is to inspire a passion for learning and develop the skills within each student to enable them to achieve their high school diploma and be successful in the future.

OUR BELIEFS

At Bellamy Academy we believe in and value:

- ❖ Empathy, Kindness and Tolerance of others' differences - We build others up, not put others down.*
- ❖ Resiliency - We resolve conflicts, persevere when faced with challenges and display grit.*

- ❖ **Self-Actualization** - We constantly reflect on our actions and interactions, gain insight and strive to become more self-aware.
- ❖ **Connectedness** - We seek to positively connect to others, our environment and to our community through our actions, interactions and service.
- ❖ **Empowerment** - We are creative and curious. We empower ourselves and others to take risks that help us grow and believe that failure is an opportunity to learn.
- ❖ **Purpose and Productivity** - We seek fulfillment through setting and achieving our goals.
- ❖ **Physical Wellness** - We work towards building healthy bodies and healthy minds.

BELLAMY ACADEMY PROCEDURES & SERVICES

POSITIVE REINFORCEMENT SYSTEM

Students at Bellamy Academy earn recognition within their classes for displaying pro-social behavior and effort with academics. They can save their tickets and use them towards the Bellamy River Food Truck or for other activities offered. In addition, each month a student is selected for student of the month or most improved student. These students are selected based on a rubric developed by the community. The selected student earns a small token of recognition for their efforts.

BELLAMY RIVER FOOD TRUCK

Housed within Bellamy Academy is the Bellamy River Food Truck or school café. This is a student run school store. Students can purchase snacks, beverages and other items during store hours. All proceeds go back into the operations of the store.

COMMUNITY MEETINGS

Community meetings are held on a regular basis. These meetings are the venue for program development as well as an opportunity for Bellamy Academy community members to discuss issues and enhance relationships.

COMMUNITY-BASED TRIPS

Bellamy Academy provides multiple opportunities for learning/service within community-based settings. These experiences are an integral component of our program and not considered “extra”. Students who are accepted into Bellamy Academy will be required to participate in these opportunities.

At times, different students will be participating in different experiences outside of the school building. When a student is not part of that community-based trip, they are expected to attend the daily programming within the school building. These days are not a “day off” for those students not attending.

In addition, it is school policy that students cannot be dropped off or dismissed from these opportunities. When being transported by Bellamy Academy staff, students are required to wear their seatbelts at all times, keep the vehicle clean and damage free, and obey all instructions from the driver.

FAMILY INVOLVEMENT

The staff at Bellamy Academy believe that consistency between home and school is crucial for a student’s success. Each family will have contact with, at a minimum, the student’s clinician, special education case manager and academic mentor on an on-going basis, including family support group meetings. In addition, the administrator will also reach out to families to provide both positive updates as well as information related to disciplinary issues. It is crucial that families/staff communicate any concerns to one another in a timely fashion so that we can work together to resolve any issues. In addition, we expect that families will support the rules and expectations of Bellamy Academy with their children.

ADMISSIONS POLICIES

REFERRAL PROCESS

Application: *The first step in the referral process is the completion of an application and transmission of required documents (current IEP, evaluations, transcripts) to the program administrator, Dr. Joan Breault. Dr. Breault will review the provided documentation to determine if Bellamy Academy can meet the student's needs. Dr. Breault will inform the referring district whether the referral process will move forward.*

Interview: *The next step in the process is an on-site interview with the student, family and sending district. The interview consists of a conversation with all involved parties focusing on the student's strengths and struggles as well as the academic and social/emotional needs of the student. The interview is a strong predictor of whether the student/family will be open to the expectations/opportunities offered at Bellamy Academy. During this site visit the student/family will be given a tour and explanation of program offerings.*

Shadow Day: *Based on the outcome of the interview the student may then be invited to spend a "shadow" day within Bellamy Academy. This provides an opportunity for the student to experience a typical day within the program and for staff to begin to understand how the student functions within our environment. Once all the referral requirements are met Dr. Breault will consider a student for acceptance and will inform the district of the decision. Consideration is based on the "fit" between student needs and program offerings. A good "fit" needs to be present for students to be successful while at Bellamy Academy.*

Intake: *Students who are accepted at Bellamy Academy require an intake which consists of the family and student completing the required forms for enrollment into the program.*

Special Education Meeting: *Once a student is accepted into Bellamy Academy, an IEP team meeting is required to propose/approve Bellamy Academy as the program placement. Students with educational disabilities may not begin attending*

Bellamy Academy until the LEA and family have provided written agreement to the placement proposal. Students with educational disabilities will be assigned a special education case manager at Bellamy Academy to monitor the implementation of their IEP, including evaluation needs and transition planning.

Probationary Status: *We acknowledge that students who attend Bellamy Academy present with challenges in various areas. Our program is designed to address these challenges and meet the needs of the students. On occasion, regardless of interventions and opportunities to make good decisions, students are unresponsive or inflexible and consistently struggle to meet the expectations of the program. These students may require probationary status within the program.*

During this probationary period, the student will be placed on a behavior contract for a specified time period and they will be expected to exhibit effort towards the goals outlined in their contract. If progress is not made, a recommendation of termination of placement may be made by the administrator.

TRANSITION

A student may remain at Bellamy Academy provided he/she is benefitting from the program and it is considered by the student, family, and/or IEP team to be the most appropriate placement for the student. Students transition from Bellamy Academy under the following circumstances:

- ***Graduation*** - *to transition to post-secondary education, vocational training programs or employment. The staff at Bellamy Academy work closely with students/families to facilitate successful transitions.*
- ***Return to sending school district high school*** - *Students who wish to attend their regular high school will discuss these options with Bellamy Academy staff. Not all students will be ready/recommended to transition back. Transitions may occur slowly until the student is fully transitioned. The staff at Bellamy Academy make recommendations to sending school districts regarding the appropriateness of transitions based on the student's progress. Families, student, and district administration or IEP team make the final decision.*

- ***Another program/placement*** - This process is similar to the decision-making process to transition back to the high school. A student's IEP team may determine that Bellamy Academy is no longer appropriate for the student and the team seeks a different placement.
- ***Withdrawal from school*** - A student age 18 or older can make the decision to withdraw from school prior to graduation. Staff encourages students to pursue other options such as an adult diploma or HiSet through the Adult Learning Center. Students with educational disabilities who are 18 and withdraw before graduation remain eligible for special education and/or related services (student is placed on "Child Find") until age 21.

TRANSITION FROM BELLAMY ACADEMY TO DOVER HIGH SCHOOL

Placement at Bellamy Academy occurs because a student has academic or other difficulties that stem from social/emotional and/or developmental issues. These students have demonstrated challenges in their ability to succeed in a large, traditional high school.

The goal for all students who attend Bellamy Academy is to successfully reintegrate into their high school, if desired. For some students, this is not possible or in their best interest. For others, success may include reintegration for portions of the day. Bellamy Academy staff work closely with high school counselors to choose courses/activities that ensure a high degree of success for a transitioning student.

Any requests for a change in placement (by a sending school district or at the request of Bellamy Academy administration) triggers the reconvening of the student's IEP team to determine if the change in placement is appropriate or in the best interest of the student.

ACADEMICS

CURRICULUM

At its core, Bellamy Academy closely follows the curriculum of Dover High School and Regional Career Technical Center (see Dover High School Program of Studies). That being said, Bellamy Academy also embraces the concept of Alternative Learning Pathways for students. Alternative Learning Pathways is an educational term that means that students are given access to multiple instructional, evaluation and learning environments or opportunities to best meet their needs, strengths and interests. These options may include traditional instruction and evaluation, personalized learning plans, independent studies, project-based learning, portfolio development, on-line learning, or extended learning opportunities (see Dover High School Program of Studies).

Bellamy Academy's curriculum provides instruction in the skills, concepts and knowledge required to receive a high school diploma. A wide array of courses is offered with a focus on maintaining a small, personalized academic and therapeutic environment for all students. There is a low student-to-staff ratio and the curriculum includes extensive experiential, hands-on learning.

Bellamy Academy also provides social, emotional, and behavioral programming to meet the needs of the students. A system of rewards and consequences are used to enhance this programming. Students frequently apply learned knowledge and skills to real life situations, through a combination of both in-class and community-based projects. Therapeutic and academic opportunities offered at Bellamy Academy are designed to maximize student learning about themselves, their community and society, with an emphasis on tearing down barriers and building up bridges.

Programming geared towards specific careers/trades can be accessed through the DHS Career Technical Center. Students also take courses in physical education, health education and elective credits relating to a variety of topics. Up to two

career elective credits are available for work experience. These are overseen by the Administrator of Bellamy Academy or counselor.

A student's learning is assessed continuously by program teachers. Regular communication between all teachers ensure that both the curriculum and supporting materials are current. Juniors take standardized tests in the spring of that year.

Students attending Bellamy Academy may also take courses at Dover High School with permission from the administrator. When attending Dover High School, students are subject to the rules/consequences of Dover High School.

GRADING/HIGH SCHOOL CREDIT

All students attending Bellamy Academy, whether from Dover or out-of-district, are enrolled in Dover High School. The Guidance Department maintains transcripts on all students.

The Administrator of Bellamy Academy, or designee, works closely with the Dover High School guidance department, administration and sending school districts to determine the credits/classes for each student in preparation for graduation (20 or 26 credit diploma). The staff at Bellamy Academy make every effort to prioritize graduation requirements when establishing a student's class assignments.

Students receive grades in accordance with the Dover High School grading system. Student grades are updated within MMS as often as possible (minimum of once per week). Students receive a progress report in the middle of each quarter, and Bellamy Academy submits grades to the Dover High School guidance department on a quarterly basis. At the end of each school year, Bellamy Academy submits final grades to the Dover High School guidance department, where grades are entered on the student's high school transcript. Credits earned by out-of-district students can be transferred.

ATTENDANCE

SCHEDULE

Bellamy Academy follows the calendar and cancellation practices of the Dover School District. Bellamy Academy's day is from 7:40am to 2:30pm. Staff is available at the school from 7:30am to 2:45pm, Monday – Friday. Additional times are available for student/parent conference by appointment.

DUTY OF CUSTODIAN

Regular student attendance is essential to academic success. "Every child between six and eighteen years of age shall attend the public school within the district or a public school outside the district to which he is assigned or to an approved private school during all the time the public schools are in session, unless he has been excused from attending on the grounds that his physical or mental condition is as to prevent attendance or make it undesirable (RSA 193.1)."

Duty of custodian: *Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session (RSA 193.2).*

This policy is intended to emphasize class attendance as a major dimension in a student's education. An absence from school (class) deprives a student of the teacher's presentation and class discussion which is crucial to the educational process and student success. To receive credit for a course, the student must fulfill the course requirements as set forth by the teacher and meet the quarterly attendance requirement set forth by school policy.

Consistent discussion regarding attendance will occur within counseling sessions and community meetings. Our intent is to have students develop personal awareness about this aspect of their school performance.

ABSENCES

Students are expected to be in attendance each day unless excused by a parent for reasons described per school board policy. Families are required to call the administrative assistant each day and provide the reason for a student's absence/tardiness.

Every effort will be made to work with students/families to enhance attendance. However, the eighth (8) absence in one quarter shall trigger Bellamy Academy staff to review a student's situation. Continued absences could impact whether a student passes and receives credit for that class. This may mean a student will have to take an additional semester of that class to fulfill graduation requirements. Excessive truancy/unexcused absences may lead to discussions regarding the appropriateness of the placement for a student.

*Excused absences will not be counted against a student. An excused absence is defined as either a school directed suspension, an illness, or an appointment with a professional or outside agency, which **MUST** be accompanied by written documentation of dates and times.*

Students will be allowed to make up work and receive credit for missed work, regardless of the nature of absence. Those students who are physically unable to complete missed assignments at home due to the nature of their illness, will be given up to an equal amount of days to their absence to complete missed assignments, up to 10 academic days. Failure to make up work will impact academic grades and performance.

DISMISSALS

All dismissals by a parent during the school day must go through the administrative assistant. Acceptable methods of dismissal include a written note signed by the parent, an email or phone call by the parent, or by a parent using the sign-out sheet in the office.

Students who feel ill and wish to be dismissed must go through the school nurse.

A student who leaves school before the end of the school day (not properly dismissed or truant) may not return to school on the same day unless readmitted by a parent or responsible adult.

If a student chooses to leave school without permission, the following protocol will be followed:

- *Parent is notified*
- *School Resource Officer is notified (police may be contacted to look for the student)*
- *Dover High School is notified*
- *Students are not allowed to hang around on campus/disrupt school procedures if they have chosen to leave school without permission. We will work with families of students to determine the best protocol for an individual student if this issue arises. We do not follow students. Based on individual conversations with families, the Dover Police Department may be dispatched to locate a student.*
- *At times, certain students require an opportunity to pace outside as a coping skill. This is allowed based on individual student support plans developed by the school counselor and approved by the administration. Students are expected to communicate their need to use this coping skill.*

LONG-TERM ABSENCES

As per Dover School Board Policy, any student who has exceeded the maximum allowable number of absences may not receive credit for effected classes. The Dean of Bellamy Academy in consultation with the Dover High School Principal will perform a review of absences. Any appeal or review process must be accompanied by valid documentation of excused absences.

TARDINESS/TRUANCY

Families must inform staff of all absences, lateness or dismissals in writing or by phone. Late arrival to school will be considered late to class. If more than one half of a period is missed, it will be considered an absence for that class. All

excused absences may be reviewed and may not be accepted without proper documentation. Any absence can be referred to the School Resource Officer. If a student does not arrive by 9am and a parent has not notified the school, a staff member will call his/her parent to determine the nature of the absence. The parent is informed of the attendance policy (Dover School District Policy JH: Student Excuses and Absences) and the ramifications of an unexcused absence.

If a student leaves school before the end of the school day or leaves a school activity without being properly dismissed, a staff member will call his/her parent as soon as possible and report the truancy to the School Resource Officer. The student may not be excused after the fact. A student is considered to be in school once he/she enters a school bus or van or, if not using school transportation, once he/she enters a school.

STUDENT CONDUCT

EXPECTATIONS & GUIDELINES

Our expectations of students are based upon our foundational beliefs and values. Students are positively reinforced and experience academic and social/emotional success when they consistently follow the expectations.

- ❖ **Respect**
- ❖ **Responsibility (goals, attendance, classwork, belongings, technology)**
- ❖ **Safety (self/others/property)**
- ❖ **Conflict Resolution (staff/students)**
- ❖ **Accountability (actions/interactions)**
- ❖ **Communication (needs versus wants)**

PARTICIPATION

Excessive absence from class will negatively impact a student's success at Bellamy Academy. We work closely with students/families to support regular attendance in school. Consistent truancy will result in a referral to outside agencies.

Students are expected to attend all their classes. We understand that our students have a variety of needs. If a student is unable to be in class it is expected that they communicate their needs to an adult and staff will work to support them and accommodate their needs to the extent possible.

Students are expected to complete all assignments in a timely fashion. Staff are willing to allow for flexibility with time/assignments, but it is the student's responsibility to complete work to earn academic credit. In addition, staff will hold students to high expectations and may ask students to revise their work to enhance its quality.

RESPECT

Students will treat others in a respectful manner. The use of slurs (racial, disability related, sexual, etc.) will not be tolerated.

DRESS CODE

Students must follow the dress code established by the Dover School Board (Dover School District Policy JICA: Student Dress Code). If staff determine that a student's appearance is deemed unsafe, disruptive, or offensive, according to the dress code policy, the student will be required to correct the situation (at school or at home). Judgments related to unacceptable clothing shall be made by the staff and are not subject to arbitration.

SMOKING POLICY

There is no use of any tobacco products anywhere on school property, on a community-based trip, or other school sponsored event on or off school grounds. In accordance with RSA 8:12-C "No person under 18 years of age shall purchase,

possess or use any tobacco product.” Please note: In Dover, a new ordinance was passed which raised this age to 21. Students caught smoking or in possession of tobacco products and/or lighters shall be subject to the school’s discipline procedure. Students in the presence of others who are smoking, or who act as lookouts for smokers may be subject to disciplinary action as well. Recognizing that tobacco use is an addiction problem, every effort will be made to work with students on all issues related to smoking cessation.

LEGAL VIOLATIONS

Families and appropriate legal authorities (School Resource Officer/Local Police Department and other necessary community agencies) are notified immediately if a student violates any legal code. This includes, but is not limited to: disorderly conduct, sexual harassment, bullying, threatening, fighting, smoking, possession, use or selling of illegal substances or look-alikes, vandalism, theft, and possession of weapons or dangerous objects. Any legal infractions are subject to consequences imposed by legal authorities as well as any Bellamy Academy or Dover High School sanctions.

Prior to making any disciplinary decisions for a student who is identified with a disability under Special Education or 504, a team meeting will be held to determine if the behavior is a manifestation of the student’s disability.

If any student residing in Dover (including students in a foster placement), Barrington or Nottingham violates a rule that requires an expulsion hearing, that student may be brought before the Dover School Board. If the student has been placed at Bellamy Academy by any other school district, then that school district will be informed of the violation(s) and the student may be removed from Bellamy Academy. The sending school district will address any change in placement.

DISORDERLY CONDUCT

Disorderly conduct is defined as behavior which disrupts the educational flow of the school. Examples of disorderly conduct are: continued loud and disrespectful

behavior in an area that disrupts other students and refusing to leave an area that is needed by a staff and/or other students. If a student persists with disorderly conduct, regardless of staff intervention, beyond a 3-5-minute period of time, staff may call the School Resource Officer to remove the student. The School Resource Officer/local authorities determine their course of action in response to the call for assistance. In addition, students will be held accountable for their choices.

FIGHTING, THREATENING, AND BULLYING

Bullying (Dover School District Policies JICK, JICK-E: Pupil Safety and Violence Prevention Policy; Bullying and Cyberbullying), fighting, intimidating, harassing or threatening (Dover School District Policy JICD: Student Conduct, Discipline, and Due Process) others will not be tolerated at Bellamy Academy. Our staff makes every effort to redirect and eliminate antisocial behaviors in order to help students maintain safety and make positive proactive social choices within the context of school district policies.

Students who engage in these actions/interactions will be subject to disciplinary action. If a “third party” becomes involved in any manner with an incident in progress, then the individual/group may be subject to disciplinary action as well. Disciplinary action may include suspension and referral to local authorities. Students who are suspended from school will require a reintegration meeting with the Dean of Bellamy Academy or designee in order to return. Students may be required to meet specific expectations (incident reflection, conflict resolution, student contract) upon their return in order to be fully reintegrated back into community areas. In addition, any damages resulting from acts of violence may require some form of restitution. Records related to these incidents will be maintained in the student’s file.

DRUG AND ALCOHOL POLICIES

(Dover School District Policy JICD: Student Conduct, Discipline, and Due Process)

User:

A user is defined as one who is on campus and/or at a school function under the influence of alcohol and/or a controlled substance. It is further defined as one who is on campus and/or at a school function having consumed alcohol or a controlled substance.

Possession:

Being in possession is defined as being on campus and/or at a school function in possession of any amount of alcohol and/or controlled drug, drug paraphernalia, and/or look-alikes (as defined below).

Selling/Distributing and Purchasing/Receiving:

Selling, distributing, purchasing, or receiving alcohol, controlled substances or look-alikes on school grounds or at a school sponsored event will not be tolerated. If in the opinion of the administration a student is in possession of a large quantity of alcohol and/or a controlled substance or look-alikes, it will be considered possession with the intent to sell.

Look-Alikes:

Look-alikes are defined as a substance, which one represents or attempts to represent as alcohol or a controlled or narcotic drug, whether in using, possessing, or selling said substance.

Solicitation:

In accordance with our desire to create a safe learning environment, we view attempting to obtain drugs and alcohol while in school to be a major distraction and in some cases a harmful act.

A student who is not in compliance with the Drugs and Alcohol policy will be reported to the School Resource Officer and will be subject to the disciplinary and restorative action outlined in the discipline policy.

Records: *Records related to these incidents will be maintained in the student's file. All cases will be referred to the proper authorities.*

VANDALISM OR THEFT

Any student involved in vandalism or theft of school or personal property including computers, software, network equipment, and illegal use thereof, may be subject to suspension or other disciplinary action, reported to the School Resource Officer, or responsible for restitution. Serious or repeated violations may result in termination from the program.

DANGEROUS OBJECTS/EXPLOSIVE DEVICES/FIREARMS

(Dover School District Policy JICI: Weapons on School Property)

*Any object deemed as dangerous will not be allowed. Such objects will be confiscated. Any student possessing or knowingly being in the presence of such an object will face **administrative suspension and a possible expulsion hearing**. A referral will be made to the Dover Police Department. Any student who brings a firearm to school will be immediately suspended pending an expulsion hearing with the school board. Students expelled for a firearm violation face a mandatory 12-month expulsion from school in accordance with State Law (RSA 193:13, III).*

FALSE ALARM/BOMB SCARE/RUMORS

*If a student deliberately causes a false alarm, bomb scare, tampers with the sprinkler system, or creates a malicious rumor concerning the safety of students in the school; the student will be **suspended pending an expulsion hearing** with the Dover School Board and will be referred to the Dover Police Department.*

ENDANGERING

Due to the unique nature of the approach to delivering Curriculum (pg. 9), which includes many Community Based Trips (pg. 5), there exists a heightened need for safety for both students and staff. If a student acts in a way that poses a threat to the safety of themselves or others they may be subject to administrative suspension as per Dover School District Policy JICD (STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS).

OTHER VIOLATIONS

Gambling, littering, electronic tampering (including misuse of the internet and e-mail), conduct unbecoming to a high school student, including inappropriate language and any action that may emotionally or physically endanger a student, staff or property will be reported to the administration. Violations may result in a warning, loss of privileges, behavior plan, ASI, In-School Suspension or Out of School Suspension. Serious or repeated violations may result in expulsion.

INTERNET POLICY

Responsible use of internet access by students includes, but is not limited to, the following:

- 1. Only using the Internet after getting permission from a teacher who is in the room with the student*
- 2. Not interfering with the normal and proper operation of the network or the Internet*
- 3. Not adversely affecting the ability of others to use equipment or services*
- 4. Not conducting themselves in ways that are harmful or deliberately offensive to others*
- 5. Only using the network for legal purposes*
- 6. Only accessing or changing computer files that belong to the user*
- 7. Only storing or transferring files that are relevant to classroom assignment.*
- 8. Not creating, transferring or otherwise using any text, image, movie, or sound recording that contains pornography, profanity, obscenity or*

language that offends or tends to degrade others

9. *Not attempting to install any software on the computers*

10. *Not downloading software or screen savers from the Internet*

11. *Not revealing their personal home address, home phone number, or phone numbers of any individual.*

Records: *Records related to internet violations will be maintained in the student's file. Certain violations may be referred to the School Resource Officer.*

ELECTRONICS

Students are not allowed to have personal electronics (including phones, tablets, laptops, etc.) in classes. They will have an opportunity to secure it in a locked cabinet at the beginning of each day. If a student is seen with a personal device in class it will be removed from their possession, secured and returned at the end of the day.

It has been our experience that access to these devices inhibits students' success academically and socially. In addition, many students become extremely pre-occupied with their devices and do not focus on the expectations of the program.

Taking pictures or videotaping in school is strictly prohibited. The inappropriate use of electronic devices will result in loss of privileges.

District owned electronic devices will be available to students for learning purposes. Students may only use the program phones during breaks or lunch unless the administration determines otherwise.

PERSONAL ITEMS

Before school begins, students must turn off and store away personal electronic devices. Personal items can be distracting to the learning environment and should be stored in the student's locker or other designated area. Staff may confiscate personal items if they become a nuisance and students do not follow protocol. Skateboards, scooters and bikes must be stored in designated areas. Students may

earn the permission of using specific personal items based on administrator approval and as deemed appropriate by staff.

CONSEQUENCES

Each infraction of the rules is considered per student per event. In addition, patterns of behavior are looked at when determining consequences. Consequences for rule infractions include:

- *Redirection*
- *Warning*
- *Conference with the administrator or other staff*
- *Conference with a parent*
- *Conflict Resolution*
- *Community Service*
- *Restitution*
- *After/before school detention*
- *Removal from the community/community-based trips*
- *In-school suspension*
- *Out of school suspension (requires re-admittance meeting with parent/guardian)*
- *Referral to the School Resource Officer*
- *Placement on probationary status*
- *Request for removal from the program*

INFORMATION FOR FAMILIES

STUDENT RECORDS

It is the policy of Bellamy Academy to comply with the Family Educational and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPPA), and other applicable statutes.

In accordance with this policy, Bellamy Academy provides a digital copy of this handbook on their website as well as a paper copy upon acceptance and then annually upon request. Parents and eligible students who wish to review student records must provide the Bellamy Academy administrator with written notice indicating their desire to review a student's educational records.

Parents and eligible students shall have the right to make copies of all educational records that pertain to the student in question unless this right to make copies of the material in question is specifically prohibited by law.

Bellamy Academy keeps on site only student cumulative and special education records. Records for students from other districts are maintained within their district. For more information about the district's policies on student records and access, please see school board policy JRA-R available from the office of the Superintendent or on-line under school board policies for SAU 11.

STUDENT RIGHTS

Bellamy Academy strives to create an optimal learning environment. Such an environment must include dignity and respect amongst all its members. To meet this goal, Bellamy Academy acknowledges the following student rights:

- 1. The right to an environment that promotes learning and an education free from prejudice.*
- 2. The right to be treated honestly and with respect.*
- 3. The right to physical privacy and that of your possessions from others (unless you are potentially endangering yourself or others).*

4. *The right to have your personal space honored and entered only upon invitation (unless you are potentially endangering yourself or others). Students are expected to keep the hands/bodies to themselves and refrain from physical contact in school.*
5. *The right to express yourself (respectfully), and to be heard without interruption and criticism.*
6. *The right to expect and request equal participation from all class members.*
7. *The right to structure your own break time in accordance with the rules.*
8. *The right to give your input regarding school rules, policies, and privileges through participation in Bellamy Academy school meetings.*

EXCEPTIONS TO PRIVACY/CONFIDENTIALITY

It is the philosophy of the Dover Alternative Program that students have the right to privacy. However, if staff members have cause to be concerned that a student is in possession of any illegal substance or objects that may be dangerous to themselves or others, the Administration may conduct searches of property on the Bellamy Academy campus, including but not limited to; lockers, backpacks and clothing. Parents/guardians will be informed of these searches. Searches are conducted to ensure the safety of staff and students. The Superintendent or his/her designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

If a staff member hears information that indicates a student may be posing a danger to him/herself or others, the staff will report the information to a parent, probation officer (when applicable) or, when required as a mandated reporter, to the Department of Children, Youth, and Families.

ADDITIONAL PROCEDURES & POLICIES

MEDICAL PROCEDURES

Students are not permitted to carry prescription or nonprescription medication (other than carrying Albuterol inhalers according to physician orders). All medication, including nonprescription, such as aspirin, must be brought to the office. Medications are administered according to procedures established by the Dover High School nurse.

Staff has received training in universal precautions and is able to administer First Aid. Staff notifies families of any student with a significant injury or illness. Staff calls 911 for immediate treatment of a critical injury.

FIRE DRILLS AND EMERGENCY SITUATIONS

The signal for a fire drill is a continuous sounding of the horn. Students and teachers must leave the building by the nearest exit as designated by the emergency evacuation plan posted in each classroom, or by the exit designated by a teacher. Students must leave the building in an orderly manner. Students must leave coats, books, and etc. behind. Students must report immediately to the designated area for attendance to be taken by staff. The administrator of Bellamy Academy or designee signals when students may return to the building. Students must follow the directions of teachers at all times. Students are instructed as to this procedure each quarter.

STUDENT PICTURES

Students are required to have picture identification in order to ride assigned high school buses. Bellamy Academy students may also be required to present this identification when entering Dover High School during school hours. Students participate in the annual photograph sessions arranged by Dover High School to

obtain this identification. Parents may also choose to purchase additional pictures as offered by the photographer.

FOOD AND BEVERAGES

Students are encouraged to eat before school starts, during break and during the lunch period. All food and drinks must be consumed in the lunchroom or in designated areas outside the building during these times. Only water in clear plastic bottles may be brought into classrooms. Any exceptions to this policy must be approved by the classroom teacher.

Hot lunches are purchased through the Dover High School lunch program. Students can walk to the high school to obtain their lunch, eat in the DHS cafeteria, or order their lunch from food services to be delivered. Lunches are paid for in accordance with the Dover Schools' free and reduced lunch program. Students may elect to bring their own lunch on any day. Students may also choose to eat lunch at the high school cafeteria.

Snacks may be purchased at school during break time at the Bellamy River Food Truck. NO FOOD OR DRINKS ARE ALLOWED NEAR COMPUTERS!

VISITORS

Students may only have visitors in school if staff has approved the visit in advance. Visits must be of a professional nature and pertinent to the therapeutic or academic needs of the student. All visitors and parents must report to the office immediately upon arriving at the school. Visitors and families are not to be in classrooms or hallways of the school unless accompanied by staff or other arrangements are made in advance. Families are discouraged from stopping by without an appointment or dropping off non-essential items for students.

PETS

Only service animals are allowed in the building unless otherwise approved by the administrator of Bellamy Academy or the Dover High School Principal.

BELLAMY ACADEMY

HANDBOOK-SIGNOFF

To: Families/Students

From: Bellamy Academy

Re: Student Handbook

The Bellamy Academy Handbook provides students and parents with information regarding the nature of our program. It is important that both students and their parents read this handbook thoroughly and clarify any questions they may have.

Please sign below indicating that both the student and at least one parent/guardian have read this handbook and return this form to the program.

Student

Date

Parent/Guardian

Date