



MOUNT PROSPECT
ACADEMY

Client-Centered Continuum of Care

Academic Handbook

Mount Prospect Academy

2019-2020

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Academic Belief Statement

Becket Family of Services... “A Learning Community”

Mount Prospect Academy offers a safe, supportive, and structured environment with academic, experiential, therapeutic, and a year-round school program. The goal of the program is to provide students with the success-orientated experiences to increase their self-esteem and self-confidence while providing engaging learning opportunities. Our mission is “To Prepare Students for the Business of Life”.

Day Student Schedule

Morning:

- Day Students may **NOT** drive private vehicles to school
- All transports are to arrive by 8:00AM and be dropped off at MPA at the designated area.
- Students will be checked in and searched. They will then be escorted to the Lodge dining room where they will be provided breakfast.
- Students will be escorted to their first class by faculty.
- The school day begins at 8:00 AM

Afternoon:

- Students returning from experiential class programming are to remain with the faculty that transported them back to MPA. **DO NOT ENTER THE SCHOOL BUILDING.**
- Students on campus will remain in their classroom until their transport arrives and they are called out to their transport
- When called, students are to proceed directly to their transport; there is no hanging out outside the van.
- The school day ends at 2:00 PM.

Classroom and Experiential Class Assignments

All students are assigned to a designated classroom and experiential classroom site. These groups are supported by a team of teachers, including one or two lead classroom teachers, an academic case manager and one to two additional academic and behavioral support faculty. This team will work closely together to create safe and positive learning environment. Day students will be assigned to groups that best fit their academic needs. Mount Prospect Academy’s Academic Case Managers will address changes that may need to occur. In the event of an emergency, the Dean of Students, the Experiential Coordinator, or designee may change a student’s classroom or experiential classroom site for safety reasons.

Student Testing

Throughout the academic school year, students will be required to participate in a variety of assessments and evaluation. The purpose of these assessments is to provide the academic team knowledge insights into each student's strengths and areas in need of improvement. All academic information and Mount Prospect Academy recommendations for high school credits will be communicated to each student's sending school district.

Student Council

The purpose of the Student Council is to empower students to find new ways to fulfill their identified needs within Mount Prospect Academy's learning community, to create a positive relationship with their peers and faculty, discuss issues and concerns appropriately in a formal setting, and to display ownership in the decision-making process. Student council meets weekly and all students with a desire to promote positive change are encouraged to attend.

Appointments

During first period check-in, students will have the opportunity to request appointments with faculty members and clinical faculty. These requests must be submitted to the teacher when attendance is completed. No students may visit faculty offices without an appointment. Students will receive an incident report for OOAA if this occurs.

Student Evaluation

Students, parents, sending school districts, and other outside agencies will receive mid quarter progress reports and quarterly report cards delineating student progress towards goals and objectives. **Honor roll** is awarded for students who earn letter grades of B or higher and effort grades of satisfactory or higher on their quarterly report card. Mount Prospect Academy's grading scale is as follows:

90-100	= A
80-89	= B
70-79	= C
60-69	= D

Academic Courses

All students follow the general education curriculum standards of their designated grade level as defined by the New Hampshire Department of Education.

Students are enrolled in the appropriate academic classes as defined by their sending school district's graduation requirements and Mount Prospect Academy's recommendations.

Attendance Policy

In accordance with NH RSA 193.1 and 193.2, students are expected to attend all scheduled school days in order to progress academically and develop the skills that they will need in the future. It is understood, that on occasion, due to illness, family emergencies, meetings, or court dates, it will be necessary for a student to be absent from school. All planned absences need to be requested to the Academic Case Manager two weeks prior to the appointment. **Parents will be responsible for contacting the school in the event their child will not be attending. The number to call is (603) 667-5857 or (603) 536-1102 ext. 1130. Please leave a message when prompted.**

RSA: New Hampshire State Law:

“Every child between six and sixteen years of age shall attend the public school within the district or public school outside the district to which he/she is assigned or to an approved private school during all the time the public schools are in session, unless he/she has been excused from attending on the grounds that his/her physical or mental condition is such 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)

Student Responsibilities

All students share the responsibility of creating stewardship within Mount Prospect Academy. These responsibilities entail the following program and classroom expectations. A detailed explanation is as follows:

Dress Code:

- Students will wear appropriate fitting clothing to school.
- Pants will be pulled up to the waistline and belts will be worn as needed.
- Doo rags and bandanas will not be worn in the school building.
- Shirts with obscene logos, offensive material, drug, alcohol and cigarette logos will not be allowed (determined by faculty discretion)
- Tank tops and sleeveless shirts are not to be worn in school
- Hats showing inappropriate material will be considered contraband
- Students are required to wear shoes, and sandals, if worn, must be worn with socks. No steel toe boots are allowed. Sandals will not be worn at vocational sites.
- Pajamas are not allowed in school
- Dress code violations are subject to a loss of points. A student not adhering to the dress code will earn 0's in the safe behavior column while not in compliance.

Contraband:

The following items will be defined as contraband and are NOT allowed on school grounds:

- Tobacco or tobacco products of any type, including e-cigs, vapes and any similar item.
- Lighters, matches or other ignition sources
- Any pornographic material
- Food, drinks, candy, or gum not purchased from the school store or from morning snack (10:00am). Gum plans do not pertain to school. As water bubblers are located on each floor of the school, water bottles will not be provided to students. Students may use their own water bottle as needed.
- Energy drinks
- Electronic devices of any type including, but not limited to: Cell phones, IPODs, Gameboys, CD players, external speakers. This is a partial list and will be updated as necessary. Students who have earned cell phone plans will be expected to follow their plans, which will include no possession or usage of the phone while on campus during the academic day. MP3 players are allowed in school, but students are expected to follow policy.
- Weapons, knives, chains, any sharp objects or “homemade” weapons
- Skateboards and similar items (Rip sticks, unicycles, bikes etc.)
- Money (Students may be in possession of one dollar).
- Blankets and pillows
- Skateboards and similar outdoor items
- Basketballs, if brought to school, must be secured by faculty until needed
- Students in use of contraband will earn 0’s for each block while in use.

Backpacks

Backpacks will be allowed and are subject to search by classroom faculty upon arrival to school. Back packs are subject to random searches throughout the academic day. Students who refuse to allow faculty to search their backpack will have this privilege revoked.

Bathroom Protocol

Students may use the bathroom when faculty are able to facilitate. Restroom doors will remain locked when not in use. Faculty will escort the student to the restroom, unlocking the door after a brief search. No lines may form outside the bathroom; students are expected to wait inside their classrooms.

MPA is a NO TOUCH facility

Snow:

To prevent injury from occurring, please do not throw snow. It is an unsafe behavior and will be documented as such.

The Kitchen:

The kitchen is Out-of-Assigned Area for all students unless it is your designated experiential class or internship site.

Time Outs/Taking space

Timeouts are first and foremost a state of mind, not a destination. Timeouts are designed to help students to emotionally and psychologically remove himself from an adverse situation. Timeouts exist to help redirect a student's behavior and give him alternatives to acting out. Timeouts have a clear and precise purpose and protocol that follows:

- In a designated area within the classroom defined by faculty, a student may sit quietly, place his head down on the desk, and remove himself from conversations within the classroom.
- If a classroom timeout was initiated and was unsuccessful, the classroom teacher or faculty member can provide the student with the option of sitting directly outside the classroom door within full supervision of faculty.
- Throughout situations where a student has demonstrated difficulties with the follow through of either one of the above-mentioned time-out suggestions, the classroom teacher may designate an alternative location for a time out (i.e. outside on the fence), providing the area and supervision is available. The student is then expected to remain in his assigned area for five minutes quietly and until he can demonstrate the ability to rejoin the classroom.
- The goal of timeouts is to empower students to make the right decision regarding self-management skills within the school community. Students are expected to communicate only to the designated faculty member that is helping to facilitate a successful transition back into class. To help students refocus, while in a time-out, students are not to communicate to other students.
- At no time can students wander the halls, school building, or outside areas.
- If a student chooses to leave the school property while taking time out, the police will be notified.

Grievance Policy

Students who disagree with the consequence of a behavior may appropriately grieve their complaint after following set expectations defined by the Dean of Students or an assigned faculty member. Grievance forms will be supplied by faculty upon request. Students will receive a response to their grievance within 48 hours.

Student Services/Academic Case Managers

Student Services provide a safe and supportive learning environment for students struggling in their regular education classes. Student Services can be accessed when available for students who need additional support beyond what is provided in their classroom. Student Services offer extra help, remedial support, individual tutoring, and a quiet learning environment. Computers are available to facilitate in the completion of various on-line learning courses.

Computer Use:

All students will have access to computer use throughout their regular education classrooms unless otherwise indicated per behavioral support plans. Computer use in the classroom will be recommended by each academic teacher. Students who inappropriately use a computer will be recommended for a computer restriction to be reviewed by the Dean of Students. All computers within the academic area will be logged into and monitored by faculty. All students will be provided a copy of Mount Prospect Academy's computer policy, which will be explained to the student by faculty, after which the student will sign the student user agreement to acknowledge understanding the agreement and show intended compliance with this agreement. Failure of the student to sign the student user agreement will result in a suspension of the student's computer usage until such time as the student agrees to compliance.

Library Media Center:

Resources are available to support and enhance each student's learning and understanding of ideas. Students will be provided access to technology. Students will have the opportunity to check out library items and materials. Students who misuse this privilege will be required to provide restitution to cover the stolen / damaged items.

Experiential Classroom Placement

Each student at Mount Prospect Academy will participate in the experiential classroom program. Students will be provided the opportunity to choose a preferred experiential class with guidance from their Academic Case Manager and the Experiential Class Coordinator. Students may be removed from an experiential class at the discretion of their treatment team or after Academic Case Manager, Experiential Coordinator or Dean of Students review. Experiential Class Instructors may request the removal of a student for exhibiting unsafe behaviors.

Students who refuse to participate in Experiential class programming, as per Becket Clinical Policy #001, will earn the following consequences:

- An incident report for Experiential refusal will be issued
- The student will earn 0's for the day under attends assigned classroom
- The student will return to their academic group and is expected to engage in academic programming

Special Behavioral Plans

Any plan created is simply an “idea” until all team members expected to facilitate the plan have been consulted and agree to the terms of the plan. No changes to a student’s academic programming can be made without prior consulting with that student’s sending school district. If the student has an been identified as needing special educational services, a Special Education Team Meeting will have to be scheduled to discuss the proposed plan.

Field Trips

All students will have the opportunity to be eligible to participate in off campus field trips during the academic day if they are actively participating in all aspects of programming. This includes being caught up with schoolwork, participating in group therapy, and exhibiting positive behaviors within residential community life.

Expectations for students while off campus:

All Becket Family of Services policies and procedures apply while off campus.

Van Protocol

All students need to demonstrate appropriate behavior while being transported using Becket Family of Services’ vehicles. Please refer to Becket’s Policy and Procedures for transportation and supervision of students. (Community Management Policies #001, 002)

Bathroom breaks

While off campus, students will only be allowed to use a single-occupancy restroom when supervised by one faculty (female faculty may only allow students to use single occupancy restrooms. When two or more faculty are supervising, a multi occupancy bathroom may be utilized, which will need to be vacated by the public prior to students/faculty entering the restroom.

Lunch Room Expectations

All students and faculty will eat lunch in their assigned dining rooms. Hats and hoods need to be removed while in the dining room before a student will be served. Inappropriate conversations are not permitted. Talking across tables is not allowed.

All students must be seated and quiet before faculty begins calling students up to the serving window. There is to be no more than two students out of their seats at one time. All students and faculty must be offered lunch before seconds is called. To be served seconds, students must finish their first serving on their plate. Students are allowed two cups of juice, and unlimited milk and water as lunch beverages. Students are allowed fruit between meals. At the end of the lunch period, students must complete the assigned chore list. If a student refuses to complete their chore, an incident report will be issued for chore refusal.

Student Strength-Based Tracking Program

Every day each student may earn 24 points by the end of the school day. These points are based on attending class, completing assignments demonstrating safe behavior and using identified coping skills. The student's behavior is assessed every block by the classroom teacher and any other adult faculty member the student may interact with within that timeframe.

MPA Dollars and the School Store:

The school store is a privilege and not a right. To earn use of the school store students are expected to maintain appropriate behavior. Students who earn AODs or TCIs will forfeit their privilege of using the store on that day. Students may only use the school store on their designated academic day. If a student gives or lends an item from the store to a peer, both students will forfeit the use of the store on their next designated academic day. MPA Dollars are awarded to students who demonstrate positive classroom behavior throughout the day. Students may also earn MPA Dollars for volunteering to complete a task that is outside the classroom experience. MPA Dollars are then used to purchase items from the school store on the student's designated academic day. Pro Socials that have been awarded to due to a student demonstrating positive behavior can also be used at the school store. Students turning in a Pro Social draw a ticket out of a container and are awarded the item listed on the ticket. These are larger items than items sold regularly in the school store. Only one Pro-Social per designated academic day may be redeemed per student.

School Calendar:

All students will follow the Mount Prospect Academy school calendar.

Snow Days

If SAU 48 cancels or delays the start of school due to inclement weather, day students will be excused for the day. If the day students' sending district cancels or delays the start of school due to inclement weather, the day students will be excused for the day. Residential students will be granted a one-hour delay but will still be required to attend school.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

2019-2020

I have read/reviewed this Academic Handbook and understand all requirements within the academic area.

Student Date

Parent Date