

Devereux
ADVANCED BEHAVIORAL HEALTH

MASSACHUSETTS
& RHODE ISLAND

Devereux School Family Handbook



Our Mission

Devereux Advanced Behavioral Health changes lives – by unlocking and nurturing human potential for people living with emotional, behavioral or cognitive differences.

Core Values

- **Compassion:** We have a deep and abiding understanding of, and respect for, our individuals and their families.
- **Knowledge:** We rely on data and evidence to inform our care. Our work requires a marriage of science and art.
- **Collaboration:** We require an integrated team approach based on respect, shared goals and altruism.
- **Dedication:** We maintain relentless optimism and perseverance to support the lifelong journey of those we serve.
- **Learning:** We pursue continuous personal improvement, professional development and expanding impact.
- **Progress:** We are *Always en Route*, continually incorporating new innovations to advance our services, our industry and the lives of those we serve.

The Massachusetts center of Devereux Advanced Behavioral Health (Devereux) was established in September 1965 at the request of the Commonwealth. Our treatment approach uses character education, behavioral and cognitive-based principles within the context of a safe, strengths-based therapeutic community. Our goal is to help students establish positive relationships, internalize control, and learn the skills needed to function successfully in the least restrictive setting. We are committed to engaging families as partners in planning and implementing treatment.

Devereux's national organization was founded in 1912 by one of the first pioneers in the field, Helena Devereux. Today, we are a national nonprofit partner for individuals, families, schools and communities serving many of the most vulnerable members of our society in areas of autism, intellectual and developmental disabilities, specialty mental health, and child welfare.

Contact Information

Devereux Main Phone: 508-886-4746
School main Fax: 774-234-0818

The main phone line is answered by a Receptionist. You may ask for individuals by name, and the receptionist will transfer you to that person's extension. At times, the main phone line is automated in which case you may listen for a list of extensions.

Please attempt to keep phone lines open during inclement weather and refer to the protocol regarding school cancellations.

Directors of Student Services/Principals:

Shanna Connor x 395
Ann Minihane x 309

School Office:

Liz Webber x 335
Darcy Janel x 352

Clinical Supervisor:

Heather Audette x 276

School Nurse:

Norah Momanyi x 482

The school day begins at 9:00 a.m. and ends at 3:00 p.m. Punctuality and regularity of attendance is important. A school calendar is available from the School Office or the Case Managers.

To report an Absence, the parent/guardian must call the school office at 508-886-4746, x. 352 between 8:30 a.m. and 9:00 a.m.

**STUDENTS HAVE THE RIGHT TO LEARN AND BE TAUGHT IN A SAFE ATMOSPHERE.
STUDENTS ARE EXPECTED TO FOLLOW ALL SCHOOL RULES AND PRACTICES.**

The Devereux School on our campus in Rutland is a private, special needs school for students with emotional, behavioral and cognitive differences. We offer a challenging academic program while simultaneously focusing on therapeutic issues. Students are provided with individualized assessment and planning in a supportive environment to identify their needs and strengths. Our goal is to help students develop their true potential with strategies designed to enable a successful return to their local schools.

About Our School

Population Served: Males and females, ages 6-21

Serving students in residential placement as well as Day students

Grade levels: 1 through 12 & pre-vocational training

Staffing ratio: 10:1:2 (10 students, 1 special education teacher, 2 teacher aides per classroom)

Months open: 12 **Days Open:** 216

School Nurse on site during school hours

Programming Options:

- 12 month programming
- Extended day programs
- Therapeutic recreation program
- 60-90 day academic, behavioral and diagnostic assessment

Students present with issues including:

- Disruptive behaviors
- Mood/anxiety disorders
- Complex trauma
- Psychotic symptoms
- High functioning pervasive developmental disorders (PDD)
- Abuse-reactive behaviors
- Autism Spectrum Disorders

Fully approved and accredited:

The Devereux School is fully approved by the Massachusetts Department of Education and is accredited by the New England Association of Schools and Colleges (NEASC). We also are members of **maaps** – the Massachusetts Association of Approved 766 Private Schools.

Through an interdisciplinary approach, an individual plan is designed for each student. Our curriculum is aligned with the Massachusetts Curriculum Frameworks; academic requirements are coordinated through a collaborative working relationship with referring school districts in MA and other states.

The small classroom instruction ratio creates a nurturing environment in which students can concentrate on academic and social skills. Teachers and staff utilize creative, innovative approaches to engage students and promote learning.

- An intake assessment classroom evaluates the student's academic and behavioral needs before matching the child with the most appropriate setting and peers.
- Small classroom instruction ratios further individualize education and treatment.
- Self-contained classrooms for specified students reduce the need for transitioning between classes.
- Adjustments made in the general classroom curriculum allow each student to actively participate at their own functioning level and meet their individual goals.

- With a strengths-based approach, our dedicated, experienced staff concentrates on each student.
- Clinicians/Case Managers assist with the design and implementation of supports necessary for students to succeed.
- Individual, group and family therapy are provided.

Additional Programs:

- Adventure-based counseling
- Student mentoring
- Vocational training
- Summer activities
- Animal care therapy

Illness and Absences

To report an **Absence**, the parent/guardian must call the school office at 508-886-4746, x. 352 between 8:30 a.m. and 9:00 a.m.

When should your child stay home?

- If your child has had a fever over 100 degrees within the past 24 hours
- If your child is vomiting or has had diarrhea within the past 24 hours
- If your child has Conjunctivitis (red/pink eyes with drainage and itchy), he or she may return to school AFTER receiving a full 24 hours of antibiotic treatment
- If your child has Strep throat, he or she may return to school AFTER receiving a full 24 hours of antibiotic treatment
- If your child has active head lice, he or she must be treated and seen by the school nurse PRIOR to returning to school

Illness/Contacting Parents

If a student becomes ill during the school day or a medical emergency arises, the School Nurse or an administrator will determine whether it is necessary to call the parent/guardian. We will contact the parent/guardian at the number that has been provided. If this number changes, please be sure to update the students record by calling the Case Manager.

Parent/Guardians will be contacted to take their child home if, in the professional opinion of the nursing staff, the child is unable to participate in school activities or puts other students and staff at risk for illness. Please have a plan in place to pick up your child in case he/she needs to be dismissed from school.

Absences are reported to the responsible public school after 5 consecutive days.

Absences exceeding 9 days per marking period may result in incomplete grades or retention. At this time, a team meeting may need to occur in conjunction with the sending school district.

Absences are recorded as excused or unexcused. Unexcused absences are those that are not reported/recorded by the parent/guardian.

Parents/Guardians must also notify the bus company if their child is absent or if they will be bringing their child to school or dismissing them early.

If a student is temporarily placed in another program, absences are recorded as excused.

Extended absences due to medical issues should be reported immediately to Devereux and the responsible public school to determine the eligibility for instruction/makeup.

Early Dismissal

A phone call is required when you or someone else will be picking up a student for Early Dismissal. **Students will not be dismissed to anyone other than a parent/guardian unless they have a signed note with the name of the person picking them up and the reason for dismissal as well as verbal permission from either the Case Manager or Clinician.**

The bus company will also need to be informed by the guardian that they do not need to pick up your child that day. The Case Manager will call guardians to follow up on absences.

School cancellation

The Devereux Day School rarely cancels school, and cancellations will not appear on the public broadcasting systems, however the public school is responsible for transportation and it is likely that if school in your town is cancelled that transportation will not be provided. You will need to check with your public-school system/transportation company regarding this issue. If school has been cancelled in your community and transportation is not provided this will not count as an absence.

Medications

In order to administer medication during the school day, we must have signed permission forms from a parent/guardian. These forms may be obtained from the Admissions Department or via the Case Manager.

Do not send any medications to school with your child, including cough medicine, aspirin, and inhalers. Students may not carry medication with them. The school nurse will keep the student's medication and will administer it according to the physician's directions.

All medications administered during the day must be provided by the parent/guardian. Parents/guardians should request that the pharmacy provide an additional prescription bottle with accurate labeling for administration in school where applicable. Orders can be faxed from the Primary Care Physician's office to our school nurse for her records as these are required with every prescription. Medications will be administered per these orders only.

If medications need to be transported to school, the bus driver must hold the medication. Please consult with your assigned Case Manager on alternative ways of ensuring safe delivery of medications to Devereux.

Food

All Day students are offered continental breakfast once they are checked in.

Lunch is provided to all students. There are a variety of options to meet the dietary needs of students (lactose intolerance, vegetarian, etc). Many students do bring their own lunch to school, however given the variety of food items offered, students are discouraged from bringing extra food items to school. Any dietary needs should be discussed with the Case Manager.

Transportation - Bus Safety and Protocol

Students are expected to follow all transportation requirements. This includes wearing a seatbelt, keeping an appropriate tone of voice, using appropriate language, and ensuring good boundaries with peers.

The bus driver must concentrate on transporting students safely to and from destinations. Distractions by the students can lessen the ability of the driver to focus on the task of driving.

If behavioral difficulties arise on the bus, the bus company will follow their own policy in order to keep all passengers safe. Any significant incidents that take place on the bus will be reported to the school and the family. A written incident report will be requested for the student's file from the bus company. In the rare case that a bus company chooses to issue a suspension, transportation to Devereux School will need to be arranged by the parent/guardian. Absences during this time will be recorded as unexcused.

In conjunction with the bus company, recommendations for individual bus plans or seating charts may be made.

Students are allowed to bring hand-held game electronics, MP3 players, and books on the bus to help pass the time during the ride. Items with cameras will be checked randomly to ensure that privacy of other students is protected at all times. These items must be given to the staff checking the student in and will be kept in the student's assigned locker in a secure location. **Devereux is not responsible for lost, damaged, or stolen items.** If students refuse to give these items to staff, then the student will not be allowed to continue bringing the items to school.

All students are required to complete a pocket search and to be security wanded upon entering the school. This includes turning pockets inside out and allowing staff to examine backpacks. Items should not be brought to school, in most cases these items can be held until dismissal. If more serious safety issues arise the parent/guardian may need to be notified in order to conduct a more intensive search.

If a student refuses to board a bus or misses the bus, the parent/guardian is responsible for picking up the student. In some cases, a second bus may be available.

Once a student boards the bus, there is a transfer of responsibility from Devereux to the bus company. Devereux staff can board the bus for verbal assistance but cannot remove a student from the bus. Please take a moment to discuss the issue of safety with your child when riding on the bus so that everyone can have a safe and pleasant ride to and from school.

Positive Behavioral Interventions and Supports

Devereux focuses on the positive, while building on the strengths of each child. Our treatment model is based on Positive Behavioral Interventions and Supports (PBIS), an evidence-based model that emphasizes the importance of providing youth with options to make positive choices. PBIS provides youth with the opportunity to develop social and life skills and problem solving skills. Rewards are achieved based on positive, pro-social behavior. These rewards provide motivation to encourage youth to complete treatment goals.

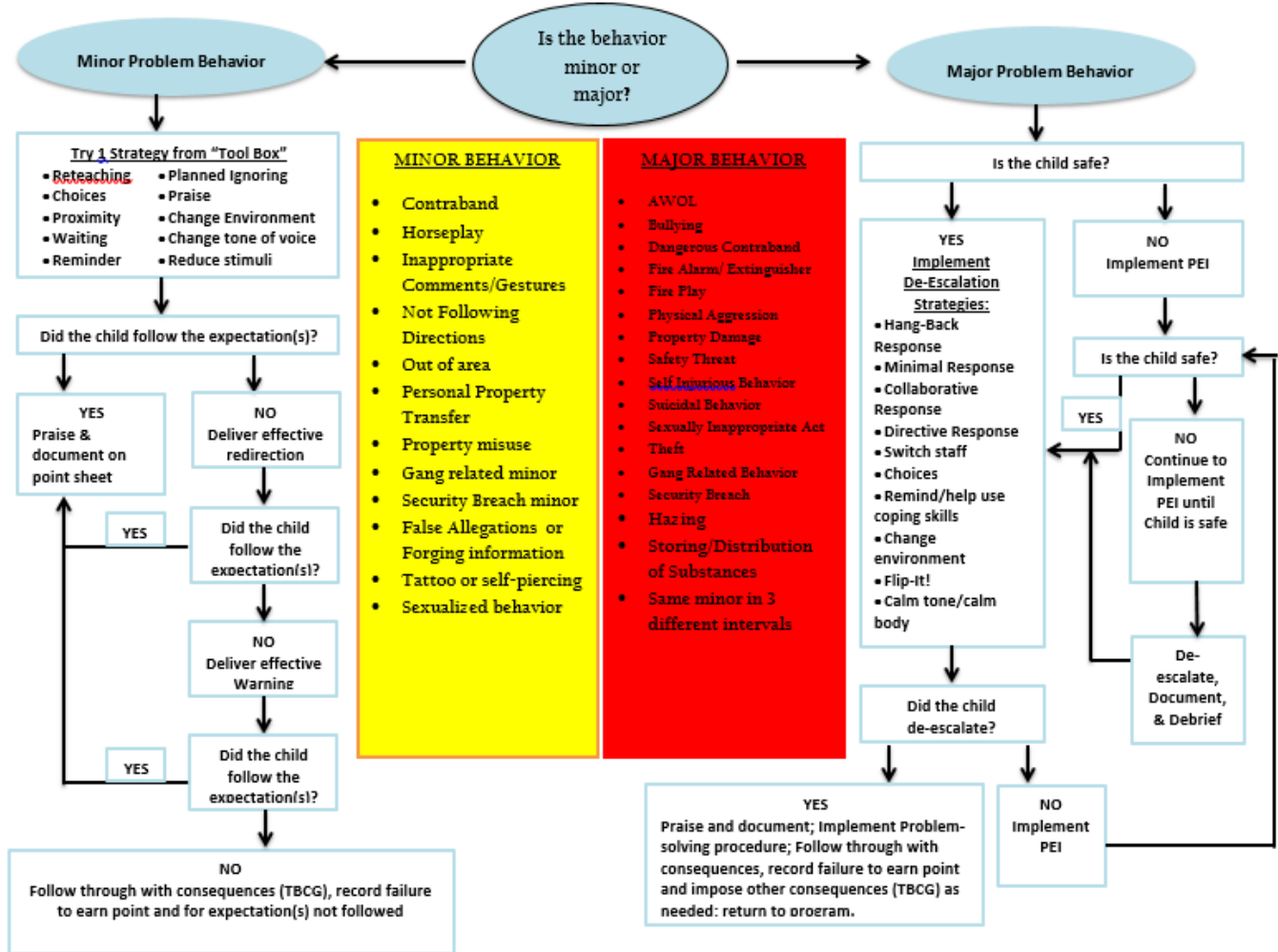
The PBIS program expectations that are taught and reinforced daily include:

Being Respectful, Being Responsible, Being Safe

We believe that through the use of the PBIS methodology, our clinicians and paraprofessional staff will be able to treat our youth more effectively while returning them to their respective communities as quickly as possible. Further, we are able to provide our youth with an enhanced skill set, which will improve their coping skills and reduce the need to return to a restrictive school setting.

Devereux also utilizes TBCG- **Therapeutic Behavior Change Guidelines**. The behavior change guidelines are designed to help direct care staff respond accurately and consistently to student misbehaviors. The guiding principles shape therapeutic interactions with students. The intent of this behavior change system is to promote adaptive behaviors while maintaining the safety of the campus.

Devereux MA Major and Minor Behavior Flowchart



27

Safety

Hazing

The initiation of any student by another into a group or organization is prohibited. If a student is suspected of engaging in hazing, the guardian and school district will be notified. Discipline for this infraction may include suspension or expulsion from the team/organization and a response from the Therapeutic Behavior Change Guidelines.

Bullying Prevention

Any person can report a suspicion of bullying. If such a report occurs, the parent/guardian and school district of all parties will be contacted. A Client Care Monitoring meeting will be held to discuss the information attained from a fact finding and decide how to respond. The parent/guardian and school district will be informed of the outcome. The Devereux School will follow its Bullying Prevention Plan in the event of a report of bullying.

Policy on Physical Management

Staff may need to physically restrain students in a crisis. A crisis is defined as an event in which a child poses imminent risk to the safety of themselves or others. For a full description or copy of our physical management (Safe and Positive Approaches) policy or procedures, please contact your Case Manager.

Detention Policy

Suspension may result from any behavior viewed as unsafe for the student and others.

Suspension Policy

Suspension/expulsion may result from acts of physical aggression, possession of weapons or drugs, or any behavior viewed as unsafe for the student and others.

There are two types of suspensions. These are viewed as a last resort and each case will be looked at on an individual basis.

- **In-school suspensions:** In an in-school suspension, students may be spending the day in an alternative room within the school, away from their peers, completing assigned school work.
- **Out of school suspensions:** These are usually due to unsafe behaviors and a team meeting will happen prior to the student returning to school.

Families and School Districts will be notified the day of/before a suspension.

Student Rights

Students at Devereux have the following rights:

1. The right to be treated kindly and with respect for individual differences.
2. The right to see the rules of the program and the consequences for behavior. This will be posted for them to read.
3. The right to bring up any concerns with staff and to have them addressed.
4. The right to have an individual treatment plan.
5. The right to help plan the care they will receive.
6. The right for a student and their family to be told about the care and the medicine that they will receive, and how it may make them feel.
7. The right to be kept safe by staff when a student is hurting him/herself or others, destroying property or severely disrupting the program.
8. The right to feel safe in their program and to tell staff when other students are making them feel unsafe.
9. The right to have a private place to visit with people who come to visit, unless the treatment team thinks this would not be good for the student.
10. The right to talk on the phone with family and friends in private, unless your treatment team thinks this would not be good for you.
11. The right to send and receive mail without showing it to staff, unless the treatment team thinks this would not be good for the student.
12. The right to communicate with a social worker, attorney, physician or clergy.

13. The right to be paid for work performed at Devereux. This does not include daily chores such as cleaning their room.
14. The right to request and have opportunities to shop for personal items and clothing; and to know the current balance and how money is being spent.
15. The right to have their own personal property unless the treatment team thinks this would not be good.
16. The right to look at and review their individual record with their clinician, as long as permission is granted from the legal guardian.
17. The right to have freedom from any form of abuse and neglect, and from invasive searches.
18. The right to participate, or not, in religious worship of their choosing.
19. The right to have personal hygiene needs met in a reasonable manner.
20. The right to participate in regular physical exercise.
21. If eighteen years of age or older, the right to make decisions about treatment and sign their own permission forms unless there is a court order which does not allow them to be their own legal guardian.
22. The right to accommodations for students with disabilities such as bed shakers, hearing devices, etc.
23. The right to have drug screens conducted in a manner that preserves dignity and accommodates any medically confirmed inability to give urine by providing for an alternate effective means of screening, such as oral swab.
24. The right to contact the Department of Public Health.
25. Provisions for the vision impaired, deaf & hard of hearing and those students with language barriers will be provided as deemed necessary through collaboration and consultation with the treatment team, including funding agencies and guardians. Accommodations, as indicated in a student's Individual Education Program (IEP) will be coordinated via the Education Coordinator.

If you feel that your child's rights have been violated, be sure to talk with the Case Manager.

Parent/Guardian Rights

Devereux offers child-centered, family-focused services designed to meet the needs of children, adolescents, and their families. Parents' participation and involvement within the program is very important in providing the best and most effective treatment for your family. As a parent of a Devereux student, you have the following rights:

1. The right to be treated kindly and with respect for your family's strengths, traditions, and culture.
2. The right to communicate with Devereux staff in your primary language.
3. The right to have your ideas and opinions listened to and taken seriously, and the right to a prompt response to your questions and concerns.
4. The right to be a member of the treatment team and to participate in making decisions about the care of your child.
5. The right to participate fully in the planning and delivery of care for your child.
6. The right to receive honest, accurate information about your child including written reports that are fully discussed and explained to you.
7. The right to talk privately with your child on the telephone.
8. The right to visit your child at Devereux.
9. The right to expect that the treatment team will care for your child in a way that meets his or her individual needs.

10. The right to expect that the scheduling of appointments and meetings gives serious consideration to the convenience of the family.
11. The right to expect that Devereux conforms to the highest health and safety standards and will provide a therapeutic atmosphere for your child.
12. The right to use a grievance procedure if you have an unresolved disagreement or dissatisfaction with the quality of treatment provided to your child.

Parent/Guardian Responsibilities

Attendance at Treatment Reviews is important. Treatment Review times can be coordinated with the Case Manager.

Annual Consent forms must be signed upon enrollment and again at the beginning of every school year. The student's assigned Case Manager will send a packet home in order to be completed and can provide assistance as needed.

If homework is assigned, please ensure that your child has the necessary support. Please contact the Case Managers if there are any questions or concerns.

Keeping the school informed of any changes or issues that arise at home allows parents/guardians to work as a team with Devereux to address your child's specific needs. This allows us to have consistency and lets your child know that we all care about his/her wellbeing.

Grievances

A student or parent/guardian, who has concerns regarding care or treatment being provided is encouraged to address the concerns with your student's assigned treatment team or the person most directly involved with the issue, as a first step toward resolution.

If the concern is not resolved to your satisfaction, you are encouraged to speak with the Education Director or School Principal. If you are not satisfied with the response you receive, we ask that you initiate a formal grievance process. To initiate a grievance, the Director or Principal will provide you with a grievance document and/or offer to complete one on your behalf. If the latter, they will forward you a copy immediately after completing the document to confirm its accuracy. This written concern/grievance should describe the issue as well as previous attempts to reach a resolution.

The Director will forward the grievance to the Assistant Executive Director. The Assistant Executive Director, in conjunction with the applicable supervisor, will respond in writing within 5 days. A copy of these findings will be provided to you, the Senior Leadership Team and will be reviewed at Devereux's monthly Quality Management Meeting.

You may also file a complaint with your LEA, district, or the Department of Elementary and Secondary Education (DESE) or relevant State agency, i.e. OSSE. For specific information on how to file a grievance with any of these agencies, you may contact the Case Manager for assistance and guidance in the process.

Monitoring by State Agencies

The educational program at Devereux is monitored by the Massachusetts Department of Elementary and Secondary Education or corresponding educational entity for non-Massachusetts students. Said department may visit the school at any time, request specific regulatory documents, or otherwise monitor the operations of the school. Parents and students may be asked to participate in interviews or other fact-finding activities with state education representatives.

Academic Policies

Grading

The Devereux school provides report cards 5 times a year for a 216 day School Year. These report cards are sent to the responsible public school system and the parent/guardian.

The Devereux school may award diplomas, however the diploma is generally granted from the sending school district.

Grades are awarded based on the accumulation of the semester's work, this includes consideration of the IEP accommodations, student's learning needs, behavior, and effort.

Devereux uses PowerSchool as its student information system. Parents and students may also access grades through this system. For more information, contact your Case Manager.

Graduation Requirements:

- 4 credits in English Language Arts
- 4 credits in Mathematics
- 3 credits in Science
- 3 credits in Social Studies
- 1 credit in PE/Health
- 9 Elective credits
- Scores of 220 or higher on the ELA, Math and Science MCAS

Report Cards

Copies of students' progress reports and report cards will be sent to parents/guardians upon completion of each quarter.

Make up Policy

In the event of an incomplete due to unexcused or excessive absence, you and your child will be given 30 days in which to contact the school regarding makeup work.

IEP Process

Since the student is on an Individualized Educational Plan (IEP), Devereux, the responsible school department and parents will conduct a yearly meeting. The school district sends notifications regarding the date, time, place, and contact person. Participation in these meetings is vital to success.

Your child's current IEP will be implemented and followed by all school personnel.

The Director of Student Services is the primary contact for all IEP concerns or questions. She works in collaboration with the parent/guardian and the school district to coordinate any and all IEP meetings. You have the right to schedule an IEP meeting at any time.

Devereux works in collaboration with school districts to conduct evaluations and re-evaluations. Evaluations should go through the responsible public school department; you will be asked to sign an Evaluation Consent Form.

If you would like a more comprehensive summary of our IEP process, please contact your Case Manager for a copy of the policy.

Quarterly Treatment Review Meetings

Treatment review meetings are different than IEP meetings in that the treatment team will meet quarterly in order to review the student's current academic curriculum and therapeutic treatment plan.

All team members are encouraged to be active in development of the student's treatment plan.

- Treatment Review Schedule
 - Initial Treatment Review Meeting held approximately 30 days after enrollment.
 - 3 month Treatment Review Meeting held two months after the initial meeting (approximately 90 days ***after enrollment***)
 - 6month, 9month, and 12 month meetings held approximately every 90 days thereafter.

Support Services offered may include:

- Case Management
- Occupational Therapy
- Speech/Language
- Group Therapy (For a list and schedule of group therapy topics that are covered, please speak with your student's assigned clinician).
- Individual Therapy

Extracurricular Activities

Many of the activities, such as basketball, softball, soccer, and art club are run after school time. If your child wishes to participate, this will need to be approved by the treatment team. Transportation will also need to be arranged either by the public school department or by the parent/guardian.

Field trips do not require special permission. Devereux hosts an open house style parent/guardian night and Thanksgiving dinner annually on the Friday before Thanksgiving. PAC (Parent Advisory Council) meetings are held quarterly.

Request for Records

Parents/Guardians have the right to review their child's educational records without unnecessary delay. If you wish to have copies of those records, you should contact the educational specialist for your child. If you are requesting other than educational records or having a representative inspect educational records, a Release of Information Form will need to be signed. Please speak with your assigned Case Manager if you have any questions.

Student Dress Code

- No hair picks to be brought to school
- No gloves to be worn inside buildings
- No bandanas
- No hats, do-rags, or hoods at School, cafeteria, or Main House
- No sweat bands
- No heavy long chains or wallet chains. Chains sewn into pants or other clothing are not permitted.
- No gang-related clothing or beads (staff will determine if clothing is gang-related)
- No tank tops or spaghetti straps. Sleeveless shirts must be at least 2 inches wide at shoulder with no bra straps showing.
- No clothing with anything about drugs or alcohol or statements that demean any group or individual
- Appropriate neck length on shirts/blouses (no cleavage showing)
- Undergarments must not show. Boxer shorts or underwear should not be noticeable at any time (even when bending over or sitting)
- Shorts and skirts should be worn no shorter than 3 inches above the knee
- Shorts must be worn under skirts/dresses
- Shirt length should cover back/stomach at all times (raising arms above head would work as an appropriate test for this)
- The waistline on pants, shorts and skirts should be high enough to cover stomach, hips, and underwear
- Sunglasses should not be worn in buildings
- No large hoop earrings bigger than the size of a quarter
- No steel tipped boots
- No more than one piece of camouflage clothing to be worn at one time
- Camouflage clothing may be restricted based on student history of running away