



# Riverview School

## Student/Family Handbook 2021-2022

**Please note: additional policies and procedures specifically related to COVID-19 are contained in the COVID Response Plan which can be found on the School's website:**

**<https://riverviewschool.org/family-information>**

551 Route 6A  
East Sandwich, MA 02537  
website: **[www.riverviewschool.org](http://www.riverviewschool.org)**  
Telephone: (508) 888-0489  
Main fax: (508) 833-7001  
GROW fax: (508) 833-7006  
HCC fax: (508) 833-7004

(Revised March 2022)

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**\*Summer Program Policies**

All policies denoted with an asterisk (\*) pertain to both the academic school year as well as the summer program. If your student is attending summer program only, please refer to just those policies that have been clearly marked with an asterisk.

## **RIVERVIEW SCHOOL MISSION AND PHILOSOPHY**

### **Mission of Riverview School**

Riverview School, an independent co-educational boarding/day school, provides a caring community for adolescents and young adults with complex language, learning and cognitive disabilities. The School is committed to developing student competence and confidence in academic, social and independent living skills.

### **Educational Philosophy of Riverview School**

- Adolescents/young adults with learning disabilities versus learning disabled adolescents/young adults
- Typical, age-appropriate extracurricular and social experiences
- Emphasis on the whole child
- Caring, structured and predictable living/learning environment
- Respect and appreciation of different learning styles, interests and talents
- Emphasis on developing self-determination and personal best
- Encouragement to take risks with learning
- Understanding of learning disabilities and strategies needed for success
- Research validated instructional techniques
- Thematic, integrated instruction
- Real life opportunities for generalization of skills
- Direct and individualized instruction for academics, independent living, friendships and social skills
- Promotion of resilience and lifelong learning
- Cultivation of a learning community for all

## INTRODUCTION

In order for any community to function properly, the participants must fully understand the roles they play and the responsibilities inherent in these roles. The purpose of this manual is to communicate to the student and his/her family the various policies and procedures that are present at Riverview. The successful functioning of our community depends upon each member's willingness and ability to adhere to these basic rules/regulations. Please note: This manual is not a contract between any student and the School. In addition, the contents of this manual are subject to change without notice at any time, subject to the decision of the School, its Head, or its Administrators. It is suggested that families review the handbook from time to time to ensure that you are familiar with the most up to date information.

**Please note: additional policies and procedures specifically related to COVID-19 are contained in the COVID Response Plan which can be found on the School's website:**

<https://riverviewschool.org/family-information>

In order to best provide for the students and the School, we must all be flexible in terms of the application of policies and guidelines to address the ever changing realities of what we are dealing with during COVID-19. Therefore, while it is the School's intent to notify students and parents of any changes to existing policies with as much advance notice as possible, this may not be possible in every case and therefore we ask that the School community be flexible in their expectations as we all endeavor to address the needs of both the students and the larger School community.

**TO THE PARENTS:** The Student/Parent Handbook is divided into several sections.

- The first four sections outline **General Information for all Riverview Students and Parents.**
- The fifth section contains pertinent information specific to the **Middle School/High School Program.**
- The sixth section contains information specific to the **GROW Program.**

Please take the time to review the contents of this booklet with your child. It is important students know you are aware of and support the policies and procedures set forth in this manual. Upon reviewing the rules/regulations, we feel confident you will see they are based upon sound developmental principles and are designed with the safety and success of each student in mind. By following these rules, students will be able to be active and contributing members of Riverview's special community. Students are encouraged to ask for assistance if there is anything they do not understand. If you have any questions or concerns regarding the contents of this manual, do not hesitate to call us.

**Riverview School maintains a Policies and Procedures Manual which is available to parents/guardians upon request. See the Assistant Head of School/Director of Education to obtain a copy.**

*NOTE: Riverview is accredited by the New England Association of Schools and Colleges, approved by the Massachusetts Department of Elementary and Secondary Education (DESE), and licensed, regulated, and monitored by the Massachusetts Department of Early Education and Care (DEEC). DESE and DEEC mandate that Riverview review with the family prior to admission certain responsibilities pertaining to both parties and specific written information about the School and services provided. These are included in this handbook.*

**TO THE STUDENTS:** Riverview is committed to you and to helping you understand yourself as you grow and change. During your time at Riverview, you will be busy learning about you and the world around you. In your classes, you will have many opportunities to improve your academic skills. In the dormitory, you will be exposed to many situations that will allow you to develop greater independence, life skills and an extended circle of friends.

In order for you to get the most out of everything that is offered, a large part of the responsibility lies with you. You will need to take an active role in this process and remain committed to being the best that you can be. We will help you in this effort as well as to plan and schedule your time so it is possible for you to do your very best in all areas. If we work together, you can benefit from all Riverview has to offer.

## WHO'S WHO AT RIVERVIEW

### ADMINISTRATIVE TEAM

**MARIA CASHDOLLAR**

***Assistant Head of School/Director of Education***

Oversees and implements all aspects of academic programming, responsible for licensing and accreditation of education program through Department of Elementary and Secondary Education

**RICHARD DALRYMPLE**

***Director of Finance and Operations***

Oversees day-to-day operations of the Business Office, Facilities, and Food Services

**MEGHAN HAMMOND**

***Director of Special Services***

Oversees design and implementation of Individualized Educational Plans (IEP)

**NANCY HOPKINS**

***Director of Admissions***

Oversees all aspects of the enrollment process and marketing

**CATE MACFARLAND**

***Director of Health Services***

Responsible for all aspects of health care services, including student health maintenance, medical needs, medication, and emergent care

**CHARLES MCNAMARA**

***Director of Advancement***

Oversees the development, management and implementation of fundraising efforts as well as alumni services

**STEWART MILLER**

***Head of School***

Oversees all aspects of Riverview programs including the MS/HS Program and GROW; responsible for program development, strategic planning and fiscal oversight; member of Board of Trustees

**DEANNA WHITE**

***Assistant Head of School/Director of Student Life***

Oversees Residential Life and Clinical Services (social/emotional supports and behavioral health)

**SCHOOL LEADERSHIP TEAM**

<b>CHRIS BARNATCHEZ</b>	<b><i>GROW Residential Program Coordinator</i></b>
<b>THOMAS BLACK</b>	<b><i>Wellness and Recreation Coordinator</i></b>
<b>RICHARD GARNETT</b>	<b><i>Director of Facilities</i></b>
<b>CASSIE HAVEN</b>	<b><i>Education Coordinator: GROW Program</i></b>
<b>SARA JACKSON</b>	<b><i>MS/HS Residential Program Coordinator</i></b>
<b>MICHELLE MENDES</b>	<b><i>Clinical Coordinator</i></b>
<b>KYLE MERRILL</b>	<b><i>Education Coordinator: GROW Program</i></b>
<b>STEFANIE PATTERSON</b>	<b><i>Project SEARCH Coordinator</i></b>
<b>GREG SIMPSON</b>	<b><i>Visual and Performing Arts Coordinator</i></b>
<b>MAURA SMITH STEIN</b>	<b><i>Vocational Coordinator</i></b>
<b>MARY BETH THACHER</b>	<b><i>Education Coordinator: MS/HS Program</i></b>
<b>MICHAEL WILDRICK</b>	<b><i>Technology Director</i></b>
<b>MAURA WRIGHT</b>	<b><i>Language and Social Development Coordinator</i></b>

## GENERAL INFORMATION

Riverview is accredited by the New England Association of Schools and Colleges (NEASC), licensed by the Department of Early Education and Care (DEEC), and approved by the Commonwealth of Massachusetts Department of Elementary and Secondary Education (DESE).

Riverview School, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, is an equal opportunity institution that does not discriminate on the race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, genetic information, homelessness, or any other characteristic protected by federal, state or local law. This policy applies to admissions, enrollment to the school, educational programs and policies, access to services, facilities, activities, and financial aid, as well as all terms and conditions of hiring, employment, promotion, training, compensation, and benefits. Any member of the Riverview School community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation.

*Inquiries regarding Title IX and/or 504 compliance and the filing of a complaint should be referred to:*

Deanna White  
Assistant Head of School  
and Director of Student Life,  
Title IX Coordinator  
551 Route 6A  
East Sandwich, MA 02537  
dwhite@riverviewschool.org  
508-888-0489

Meghan Hammond  
Director of Special Services  
Section 504 Coordinator  
551 Route 6A  
East Sandwich, MA 02537  
mhammond@riverviewschool.org  
508-888-0489

Office of Civil Rights  
United States Department of  
Justice Department of Education  
Building 400 Maryland Ave, SW  
Washington, DC 20202  
(800) 421- 3481

The Massachusetts Commission  
Against Discrimination (MCAD)  
1 Ashburton Place, Suite 601,  
Boston, MA 02108  
(617) 994-6000

### **1.1. Activity/Publicity Authorization\***

The School does not engage in any activities unrelated to the service plan of the child without written consent by the parents. Activities which require permission could include fundraising, research and publicity.

### **1.2. Anti-Hazing Policy\***

Riverview School is committed to creating a safe, caring, respectful learning environment for all students. We expect that all members of our community will treat each other with civility and respect. Our School strictly enforces the following policy against hazing of any student. It is the policy of the School to provide and maintain a learning environment that is free from hazing, bullying and any other verbal or physical misconduct that disrupts or makes the learning and living environment unsafe.

The Riverview School Anti-Hazing Plan, set forth below, is published in response to the Massachusetts law against hazing. It is an integral part of our effort to promote opportunities for all students to participate in a broad array of activities, clubs, athletics, and organizations. This plan is consistent with broader protections at Riverview against discrimination, harassment, bullying, hazing, and retaliation that appear in our Student/Family Handbook and Personnel Handbook. The following anti-hazing policy is distributed annually to all students as part of the Annual Student Update and is published in the Student/Family Handbook. It is likewise distributed to all staff who oversee student clubs, activities, teams, and organizations and is published in the Riverview Personnel Manual. Students/parents are required to acknowledge and agree to the policy as part of their completion of the Annual Student Update. Staff overseeing student clubs, activities, teams and/or organizations are required to sign an acknowledgement of their roles in monitoring and enforcing the policy and their reporting obligations.

M.G.L. Chapter 269: Section 17. Hazing; organizing or participating; Hazing defined: Whoever is a principal organizer or participant in the crime of hazing, defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house correction for not more than one year, or both such fine and imprisonment.

The term hazing as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

M.G.L. Chapter 269: Section 18 Failure to Report Hazing: Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report Section 19. Each institution of secondary education and each public and private

institution of transition education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of transition education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of transition education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

### **1.3. Communication**

#### **General Communication**

- Parents will receive a weekly update/newsletter with general Riverview school updates.
- In addition, parents will receive a minimum of two contacts a month from a member of the student's team.

### **1.4. Birthdays & Student Celebrations\***

All birthdays on campus are celebrated in a similar manner. Throughout the day students and staff wish the student a happy birthday. During the evening in the dormitory, the student receives a cake (provided by Riverview) to celebrate. The student may also invite their friends to join the dorm for an evening snack and celebration.

Riverview strongly encourages birthday packages/cards being sent by family and friends, in addition to phone calls on the special day.

Separate from the aforementioned, a student may also plan an (optional) “independent outing” to celebrate including a small group of invited peers. Staff will assist the student in the steps necessary to plan the activity, transport, and accompany students during the outing. Riverview School is required to meet a 8:1 student to staff ratio for all off-campus activities. Therefore, the guidelines for such outings may include up to 8 students (including your child) and should be within their financial budget (unless otherwise budgeted for by each student).

The School strongly discourages and asks parents not to plan lavish celebrations of birthdays. This can create hardships and hurt feelings for students unable to participate or reciprocate when it is time to plan their own birthday celebration. Birthday celebrations at family homes are not permitted per Riverview’s Personnel Manual. Additionally, the School does not permit the hiring of off-shift staff as a private hire or the usage of Riverview vehicles to transport and oversee students for family planned off campus celebrations.

Parents and guardians are welcome to visit their student and take them off campus for a small celebration. Should a student wish to invite friends to celebrate with their family during this time, the number of invited students can be up to 5 and permission must be received from each parent/guardian, by the Travel Associate, prior to the day of the event. Parents are responsible for the transportation and supervision of these students.

Riverview School is a latex free campus and latex balloons are not permitted. We kindly ask that birthday decorations are kept to a minimum during celebrations.

*Any request for a celebration outside of the scenarios named above, needs to be submitted in writing to the Travel Associate for approval.*

<b>1.5. Bullying Prevention &amp; Intervention Policy Plan*</b>
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**1.5.1 Commitment**

Riverview School is committed to creating a safe, caring, respectful learning environment for all students. We expect that all members of our community will treat each other with civility and respect. Our School strictly enforces its policy against bullying of any students or staff. It is the policy of the School to provide and maintain a learning environment that is free from bullying by any member of the school community, student or staff, and any other verbal or physical misconduct that disrupts or makes the learning environment unsafe. School staff includes, but is not limited to: educators, residential staff, administrators, health care center workers including school nurses, cafeteria workers, custodians, bus and other drivers, athletic and other coaches, advisors, paraprofessionals, staff overseeing extracurricular activity, and support staff.

**1.5.2 Definitions**

**Bullying**, as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target’s property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;

- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

**Aggressor** is a student or a member of a school staff who engages in bullying, cyber-bullying or retaliation towards a student.

**Cyberbullying**, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

**Hostile environment**, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation** is any form of intimidation or reprisal, directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying.

**School Staff** includes, but is not limited to, educators, residential staff, administrators, health care center workers, including school nurses, cafeteria workers, custodians, bus and other drivers, athletic and other coaches, advisors, paraprofessionals, staff overseeing extracurricular activities, and support staff.

**Target** is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

### **1.5.3 Policy Against Bullying**

Bullying is prohibited on school grounds, property, areas immediately adjacent to the school grounds, at school-sponsored or school related activities, functions or programs whether on or off school grounds, on school buses, vans or other vehicles, or through the use of technology or an electronic device (cyberbullying). Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device (cyberbullying), if the act or acts in question create a hostile environment at school for the target, infringe on the rights of the target at school, or materially and substantially disrupt the education process or the safe and orderly operation of the School.

Administrators and staff will make clear to students and staff that bullying is not to be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students and termination for employees. All students will be required to read and sign a "Safe Learning Environment Pledge" annually.

All staff members are required to report any bullying they see or learn about. Administrators will promptly and reasonably investigate all allegations of bullying. The Advisors or Education and/or Residential Program Coordinators will be responsible for handling all initial complaints alleging bullying. These initial complaints would then be reported to the Administrative Team. Retaliation against a person who reports bullying, who provides information during an investigation, or who is a witness to or has reliable information about bullying, is prohibited.

The Riverview School Bullying Prevention and Intervention Plan, set forth below, is published in response to the Massachusetts Law Against Bullying and is an integral part of our effort to promote learning and to prevent behavior that can impede the learning process. Riverview's plan spells out the school's comprehensive approach to addressing bullying, cyber-bullying and retaliation.

This plan is consistent with broader protections at Riverview against discrimination, harassment, bullying, and retaliation that appear in our Student/Parent Handbook and the Personnel Handbook.

As a school for students with special needs (complex language, learning and cognitive disabilities), we recognize that our students may be more vulnerable to becoming targets of teasing or bullying. Additionally, certain students may be more vulnerable to becoming a target of bullying based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. We will use the proactive measures outlined to create a safe supportive environment and to provide all of our students with the skills, knowledge and strategies to prevent or respond to bullying or teasing.

It is also important to acknowledge that Riverview students, due to cognitive, social, and language challenges, may unintentionally hurt or offend others. There is, in many cases, no malicious intent to these behaviors or remarks, which are oftentimes a result of lack of understanding of social conventions or limited experience with interpersonal relationships. While such incidents do not constitute bullying, every effort will be made to provide supports, instruction, and guidance in helping the student(s) involved to resolve such conflicts and find more acceptable manners of interacting.

It is essential that this plan be well understood by all members of the Riverview community. The Administrative Team is responsible for the implementation and administration. Questions and concerns related to this may be referred to the Administrative Team.

#### **1.5.4 Reporting Bullying and/or Retaliation**

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or staff member is required to report immediately to an Administrator or designee or to the Head of School or designee when Administrator is the alleged aggressor or to the Assistant Head of School or designee when the Head of School is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses.

Reports made by students, parents or guardians, or other individuals who are not school staff members, may be made anonymously. Reporting resources available to the school community include, but not limited to, the Incident Reporting Form, voicemail, and email.

Use of an Incident Reporting Form is not required as a condition of making a report. The Incident Reporting Form is available:

1. On the school's portal;
2. In the school's main office;
3. From any member of the Administrative Team;
4. From any of the Advisors;
5. From the Residential Office.

At the beginning of each school year, designated Administrators will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation as part of the Personnel Manual and Student/Parent Handbook (located on the Riverview Portal). The plan is also accessible via the school website.

#### **1.5.4a. Reporting by Staff**

A staff member will report immediately to an Administrator when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to an Administrator or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline. Written documentation must be completed before the end of the staff person's shift.

#### **1.5.4b. Reporting by Students, Parents or Guardians, Anonymous Sources, and Others**

The school expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to a member of the Administrative Team. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident with a staff member, or a member of the Administrative Team. Should another person make a verbal report to a staff person, the staff person must immediately notify an Administrator and follow up with a written report before the end of the staff person's shift.

### **1.5.5 RESPONDING TO A REPORT OF BULLYING OR RETALIATION**

#### **1.5.5a. Safety**

Before fully investigating the allegations of bullying or retaliation, the Administrative Team will take steps to assess the need to restore a sense of safety to the alleged target and /or to protect the alleged target from possible further incidents. Such protections will likewise be available for a student who has witnessed bullying or retaliation; who provides information during an investigation; or who has reliable information about a reported act of bullying or retaliation. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements in the classroom, dining room, dormitory, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the student aggressor's schedule and access to the target. The Administrative Team will take additional steps to promote safety during the course of and after the investigation, as necessary.

#### **1.5.5b. Obligations to Notify Others**

##### **Notice to parents or guardians**

Upon determining that bullying or retaliation has occurred, the Administrator will promptly notify the parents or guardians of the target and the student aggressor(s) of this, and of the procedures for responding to it. There may be circumstances in which an Administrator contacts parents or guardians prior to the investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

##### **Notice to Another School or District**

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school (s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

## **Notice to Law Enforcement**

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Administrator has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Administrator will notify the local law enforcement agency. Notice will be consistent with requirements of 603 CMR 49.00 and locally established agreements with local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Administrator shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the Administrator will, consistent with the plan and with applicable school policies and procedures, consult with any other individuals the Administrator deems appropriate.

### **1.5.6 INVESTIGATION**

The Administrator will promptly investigate all reports of bullying or retaliation and, in doing so; will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Administrator or designee will, among other things, interview students, staff, witnesses, parents or guardians, and/or others as necessary. The Administrator (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during an investigation is strictly prohibited and will result in disciplinary action.

In the event that a staff member is identified as an alleged aggressor, the staff person may be put on paid administrative leave until the investigation is completed. In the event that there is a suspicion of substance abuse, drug/alcohol testing may be required, per the Riverview School Personnel Manual.

Interviews may be conducted by the Administrator, other staff members determined by the Administrator, and in consultation with an Advisor or Residential Program Coordinator, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Administrator will maintain confidentiality during the investigation process. Other staff members interviewed will be instructed to maintain confidentiality. The Administrator will maintain record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school policies and procedures for investigations. If necessary, the Administrator will consult with legal counsel about the investigation.

### **1.5.7 DETERMINATION**

The Administrator will make a determination based upon all of the facts and circumstances. If, after the investigation, bullying or retaliation is substantiated, the Administrator will take steps reasonably calculated to prevent reoccurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The administrator will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Administrator may choose to consult with the student's teacher(s) and/or Advisor or Residential Program Coordinator, and the target's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the behavior and to assess the level of need for additional social skills development.

The Administrator will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts. All notice(s) to parents will comply with applicable state and federal privacy laws and regulations.

Note well: Because of the legal requirement regarding the confidentiality of student records, the Administrator cannot report specific information to the target’s parent or guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

### **1.5.8. RESPONSES TO BULLYING OR RETALIATION BY STUDENTS**

#### **1.5.8 a. Teaching Appropriate Behavior Through Skills-Building**

Upon the Administrator determining that bullying or retaliation has occurred, the law requires that the school use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill- building approaches that the Administrator may consider will include:

- Offering individualized skill-building sessions based on the school’s anti-bullying curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with the Advisor and /or Residential Program Coordinator;
- Implementing a range of academic and nonacademic positive behavior supports to help students understand prosocial ways to achieve their goals;
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- Adopting behavior plans to include a focus on developing specific social skills;
- Counseling or referral for targets, aggressors, and/or families; and
- Making a referral for evaluation.

#### **1.5.8 b. Taking Disciplinary Action**

If the Administrator decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Administrator, including the nature of the conduct, age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the plan and with the school’s discipline policy. A range of disciplinary actions, includes, but is not limited to, the following:

- Schedule modification
- Detention
- In-house suspension
- Suspension (home)
- Expulsion

Discipline procedures for students with disabilities are governed by the federal Individuals with disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline. As noted in 1.5.7., due to confidentiality requirements, the Administrator is unable to notify the target’s parent or guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

If the Administrator determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

### **1.5.8.c. Promoting Safety/Protection for the Target and Others**

The Administrator will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well, including anyone who provides information during an investigation or witnesses/provides reliable information about an act. Adult supervision would be increased at transition times and in locations where such behaviors are known to have occurred or is likely to occur. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Administrator will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If, so the Administrator will work with appropriate school staff to implement them immediately.

### **1.5.9 RESPONSES TO BULLYING OR RETALIATION BY STAFF**

#### **1.5.9 a. Taking Disciplinary Action**

If the Administrator decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Administrator. A range of disciplinary actions, includes, but is not limited to, the following:

- Schedule Modification
- Participation in additional training
- Requirement of counseling
- Decision making leave (paid or unpaid)
- Termination

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Administrator will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive and/or disciplinary measures are needed. If, so the Administrator will implement them immediately. Re-occurrence of bullying or retaliation by a staff person following prior intervention may result in immediate termination.

### **1.5.10 RESOLUTION, NOTIFICATION, AND FOLLOW-UP**

Following interviews and any other investigation undertaken, as the School deems appropriate, the Administrative Team will determine whether and to what extent the allegation of bullying, cyber-bullying or retaliation has been substantiated. If it is determined that the policy set forth in this plan has been violated, the Administrative Team will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participate in the investigation from being subject to retaliation. In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency will be notified.

Upon completion of the investigation, the Administrator who conducted the investigation or designee will meet individually with the student or students who were the target of the alleged incident and their parents. Follow up will also occur with the student or students against whom the complaint was made and their parents. During these meetings, the school will report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, inform the parties of the steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality

laws protecting student records. Follow-up contacts will occur with any student found to have been targeted in violation of this policy and his/her parents to inquire as to whether there have been any further incidents.

#### **1.5.10a Problem Resolution System:**

As part of this process, the Administrator or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the determination: Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information are also available from the Director of Education.

#### **1.5.11 PROGRAMS**

Riverview School will implement an anti-bullying program as a required part of the curriculum at each grade level. It will be based on developmentally and age-appropriate instruction on bullying prevention using evidence-based curricula. Furthermore, Riverview will provide instruction on civil and ethical behavior at each grade level and hold students and adults responsible for behaving with respect towards one another at all times.

Instruction will include appreciation of human differences and avoidance of behaviors that discriminate against others based on their gender, gender identity and gender expression, sexual orientation, race, national origin, religion or disability.

The school will conduct a survey every four years or more frequently as deemed appropriate, to assess the school climate and the prevalence, nature, and severity of bullying in the school. Feedback from the survey will be used to inform improvements, resources, and curricula additions. Additionally, the school will comply with any and all Department of Elementary and Secondary Education (DESE) data reporting requirements.

#### **1.5.12 TRAINING AND PROFESSIONAL DEVELOPMENT**

##### **1.5.12a. Professional Development:**

The Bullying Prevention and Intervention Plan will include annual professional development of all members of the school staff to build the skills to prevent, identify and respond to bullying and to implement the plan. School staff includes, but is not limited to: educators, residential staff, administrators, health care center workers, including school nurses, cafeteria workers, custodians, bus drivers, athletic and other coaches, advisors, paraprofessionals and support staff.

The content of the professional development will include, but not be limited to:

1. developmentally appropriate strategies to prevent bullying;
2. developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
3. information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
4. research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
5. information on the incidence and nature of cyberbullying; and
6. Internet safety issues as they relate to cyberbullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs).

This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas identified by the school or district for professional development may include:

1. promoting and modeling the use of respectful language;
2. fostering an understanding of and respect for diversity and difference;
3. building relationships and communicating with families;
4. constructively managing behaviors;
5. using positive behavioral intervention strategies;
6. applying constructive disciplinary practices;
7. teaching students skills including positive communication, anger management, and empathy for others;
8. engaging students in planning and decision-making;
9. maintaining a safe and caring environment for all students; and
10. engaging staff and those responsible for the implementation and oversight of the plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors.

**1.5.12b. Written notice to staff**

The school or will provide all staff with an annual written notice of the plan by publishing information about it, including sections related to staff duties and bullying/harassment of students by school staff, in the Personnel Manual.

**1.5.13 COLLABORATION WITH FAMILIES**

The Bullying Prevention and Intervention Plan will include provisions for educating parents and guardians about the bullying prevention curriculum at the school, how they can reinforce the curriculum at home, how they can support Riverview’s prevention and intervention plan, the dynamics of bullying and online safety and cyber- bullying.

Riverview will provide to students and their parents or guardians annual written notice of relevant sections of the bullying prevention plan in the Student/Parent Handbook.

**1.5.14 SUPPORT SERVICES/RESOURCES**

**1.5.14a. Identifying resources**

Riverview’s Administrative Team and Advisors (licensed social workers/ licensed mental health counselors) have identified our capacity to provide counseling and other services for targets, student aggressors, and their families. This includes a review of current staffing and programs that support the positive school environment by focusing on being proactive, providing ample structure and supervision services. This includes adopting new curricula, educating staff, establishing safety planning teams, and identifying other agencies that can provide services.

**1.5.14b. Counseling and other services**

This plan includes utilizing Riverview support services (Social Workers/ Mental Health Counselors), as well as the support of outside therapists who have long standing relationships with our school. Riverview’s Social Workers/ Mental Health Counselors will team together to outline how our outside resources can assist us in developing safety plans for students who have been targets. Our Speech and Language Pathologists will collaborate with Social Workers/ Mental Health Counselors to provide social skills to prevent bullying and will offer education and/or intervention services for students exhibiting such behaviors. These plans may include:

behavioral intervention plans, social skills groups, and individually focused curricula. Support will be provided to family members of the involved student(s) as appropriate.

**1.5.14c. Students with disabilities**

As required by M.G.L. c. 71B, §3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student’s skills and proficiencies to avoid and respond to bullying or teasing.

**1.5.14d. Referral to outside services**

With the support of our Advisors, Riverview will establish a referring protocol for referring students and families to outside services. Clear protocols will help students and families access appropriate and timely services. Referrals must comply with relevant laws and policies. Current local referral protocols will be evaluated to assess their relevance to the Plan, and revised as needed

**1.5.15 RELATIONSHIP TO OTHER LAWS**

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, M.G.L. c. 71, §§41 and 42, M.G.L. c 76 § 5, or other applicable laws, or local school or district policies, or collective bargaining agreements, in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

**1.5.16 CONCLUSION**

This plan is intended to: (1) prevent bullying, cyber-bullying, and retaliation among any and all members of the school community, both students and staff; (2) to encourage students, their parents and staff to have confidence in the School’s procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy and; (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

**1.6. Care of School Property & Equipment\***

Riverview staff and students take pride in our School, its buildings and property. Students must always treat all property with respect and proper care. Students who damage school property will be financially responsible for the repairs. More costly repairs may involve families being billed for damages and the student being expected to contribute towards the restitution either financially, through community service, or in other manners.

## 1.7. Cell Phone Policy\*

Students are permitted to have cell phones on campus. Parents allowing their child to bring a cell phone to campus do so knowing their child is fully responsible for assuming all costs pertaining to misuse, damage, loss, or students exceeding their data plan. Each student having a cell phone will review the cell phone policies below and sign an agreement to follow these guidelines as part of the Annual Student Update. Should a student experience difficulty following these guidelines, restrictions may be put in place. If students do not follow the below guidelines, a phone plan will be implemented to support the student's specific needs. Phone plans can include set hours for phone use, staff holding the phone for set hours, staff supervision of phone use and other strategies to support the student. A student's phone may be sent home for a period of time if necessary.

### **Middle School / High School**

#### Academic Day

- Cell phones are allowed during the school day if being used for educational purposes.
- Students are allowed to bring their cell phones on academic field trips, but need to adhere to the teacher's guidelines.

#### Boarding

- Cell Phones may not be used during meal times or during after school or evening activities.

#### Day Students

- Day students are allowed to bring their phones to campus each day. Their cell phones must remain off and in their backpacks during the academic day.
- Day students may access their cellphones from 3:00 to 3:30 after school.
- Day students are reminded to respect the dorm rules, which specify that boarding students' phones will not be in use from 9:00 pm- 7:00 am.

### **GROW**

#### Academic Day:

- GROW students are permitted to carry a cell phone during community trip days as well as when engaged in vocational assignments or attending Cape Cod Community College.

#### **Students with a cell phone on campus are fully responsible for:**

- Using the phone only during approved/scheduled calling times and not during the academic day
- Assuming all costs relative to the phone including misuse, damage, or replacement of the phone
- Avoiding any situation wherein use of the phone creates any conflicts (as determined by staff) including but not limited to:
  - The student's completion of responsibilities
  - Sharing cell phones. This is prohibited unless in emergency/check in situations
  - The disruption of the dorm or an activity
  - Inappropriate text messages or pictures or use of social media
  - Use of Facebook Live or Instagram Live which is prohibited at all times

The Internet Safety Policy also applies to cell phones with Internet capability. Staff will not review content on phones or computers without a student or legal guardian's consent and having the student present during the

review of material on the electronic device. Parents are encouraged to take an active role in monitoring their student's phone usage. If Riverview suspects any laws have been broken, it may be reported to law enforcement to investigate.

**Video Chat Policy:** As a boarding school, Riverview must take extra precautions across all settings to protect the confidentiality and privacy of students, their families and staff. Video chatting can easily and unknowingly present a threat to such confidentiality.

1. A student can use video chat only when alone in his/her bedroom with the door closed or when at an approved video chat device. Please note as well that staff do not monitor video chat sessions.
2. When not actively involved in a video chat session, the student must be logged off so that no transmission of audio or video signals occurs.
3. Violation of any guideline justifies the loss of video chat privileges for a length of time to be determined based on the violation.
4. Only a residential supervisor, advisor or administrator can make a temporary adjustment to these guidelines.

### **1.8. Discipline\***

Riverview staff are trained to utilize a positive and proactive approach. Success-oriented opportunities are available at Riverview in order to create an environment that is fun and enriching, while promoting positive self-esteem.

The following behaviors are not acceptable at Riverview and may require behavioral interventions:

- Disrespect towards others
- Swearing or using foul/offensive language
- Any behavior that substantially detracts from a positive learning environment
- Repeated tardiness or leaving school without permission
- Leaving the classroom, dorm, or any building/activity without permission
- Behavior that justifies suspension/expulsion

Should a student's behavior reach the level of the above list, staff will intervene and process the situation with the student. The focus of staff is on teaching self-regulation, coping skills, problem-solving, and supporting students during times of challenge. Depending on the frequency and severity of the behavior, the student's parents may be notified and and/or a team meeting may be convened.

The following matters will be considered serious violations of school policy:

1. Destroying or damaging school or personal property. (Parents are responsible for the replacement/repair cost.)
2. Purposeful mishandling of prescription or non-prescription drugs, and using or handling illegal drugs or alcohol, on or off school grounds. Should there exist reasonable suspicion to believe that a student is using drugs or alcohol, the student may be required to participate in alcohol or drug testing in order to remain in the program.

3. Smoking/vaping, use of tobacco products, Vape pens, e-cigarettes, or under suspicion of smoking, (e.g., odor, or possession of cigarettes, vape pen, chewing tobacco, lighters, matches, on or off campus)
4. Leaving grounds without permission
5. Harassment /bullying (causing emotional and/or physical harm to another)
6. Stealing
7. Verbal abuse (racial or religious slurs, swearing, threatening, etc.)
8. Use of fire and/or possession of lighters or matches
9. Purposeful disregard or defiance of any school policy or procedure
10. Possession of a weapon of any sort, purchased or handmade
11. Sexual harassment/sexual misconduct/sexting
12. Physical aggression
13. Any behavior that presents a serious risk of emotional or physical harm to another person or to the student him/herself
14. Non-adherence to health and safety protocols related to infectious diseases (e.g. COVID-19, Flu).

Any violations of the above school policies will be communicated to parents and could result in suspension or expulsion from the program. (Should a student receive an in-house, on-campus suspension, the cost for providing the needed extra-staff supervision for the student will be the financial responsibility of the parents).

Discipline and behavior management policies are included in the Riverview School Policies and Procedures Manual and are available to parents/guardians upon request. See the Assistant Head of School/Director of Education to obtain a copy.

Riverview has developed an anti-bullying policy in compliance with the state bullying prevention and intervention law (M.G.L. c. 71, § 37O). The School likewise adheres to the Act Prohibiting the Practice of Hazing (M.G.L. c. 269, §§ 17-19) and state anti-hazing reporting regulations (603 CMR 33.00). The entire texts of these policies can be found in Section 1.5. of this handbook and on the School's website in the Parent Section.

Notes to Parents and Guardians: In general, Riverview students create a student body that is accepting and supportive of each member. Behaviors described are serious violations, and the policies developed to address them are preventative in nature. Furthermore, Riverview does not and will not subscribe to any treatment that is unusual or extraordinary including:

1. Experimental or extraordinary behavior modification programs
2. Treatment that presents any risk or involves physical or emotional pain or discomfort

## 1.9. Expenses/Tuition

**EXPENSES COVERED BY TUITION:** The Commonwealth of Massachusetts requires Riverview School to cover all standard student expenses (e.g., academic, room/board, special events) under the tuition charge. These expenses are covered either directly through the Business Office, or through student allowances distributed weekly to promote budgeting skills.

Below is a list of standard (extra-curricular) expenses covered by tuition:

- Riverview Yearbook (GROW students budget from allowance)

- Athletic equipment/fees for underclassmen (uniforms, transportation, away games, food and lodging, safety equipment, etc.)\*
- Riverview transportation to Boston’s Logan Airport and Providence’s T.F. Green Airport on designated travel days and times (see Travel Associate for specific details)
- Most weekend activities (e.g., concerts, plays, sporting events) \*\* (GROW students budget from allowance.)
- All expenses related to routine weekend activities (GROW students budget from allowance.)
- All routine evening weekday activities (GROW students budget from allowance.)
- Monthly Medication Administration Records

\* One-time purchased, personal athletic items (e.g., socks, spandex, warm-ups) are issued by the School and become the property of the student. Riverview School is not responsible for lost athletic equipment. Purchase of additional personal athletic items will be the responsibility of the family.

\*\* In order to assure equity of opportunity, students participate in such activities on a rotating basis.

**STUDENT FINANCES FOR UNDERCLASSMEN:** Allowances are used to purchase school and hygiene supplies, for spending money on weekend activities, and to budget for dorm trips. A \$15.00 allowance per week is allocated and comes directly out of tuition so there is no additional cost for families. Students generate a shopping list each week to replenish needed supplies, based on needs vs. wants. Staff, when necessary, assist the students with this skill. In addition, staff work with students to teach the safekeeping of money.

**STUDENT FINANCES FOR GROW STUDENTS:** Learning to live within a budget is an important skill that GROW students address. Upon arrival, students open up both a checking and a savings account at a local bank. Included in tuition is a weekly stipend for GROW students. These funds are used for weekend activities, including meals, public transportation, and saving for higher priced activities such as a show or sporting event in Boston or Providence. Students work closely with both academic and residential staff in order to manage their weekly funds. Residential staff help the students to determine their needs for the week and academic staff assists them in the mechanics of having a checking and savings account (e.g., writing and recording checks, balancing checkbooks, filling out withdrawal and deposit slips, savings for upcoming activities, and simply “saving for a rainy day”). Staying within a weekly budget is a cornerstone to this process. At times, students arrive with credit cards, other checkbooks or ATM cards. Although intentions are often good, many students will use these to overspend from week to week, thus undermining the goal of being able to budget. If your son or daughter comes to the program with any of these, staff cannot be responsible to monitor these items.

Please note: Student allowances, both in the MS/HS Program and GROW, are not used to pay for cell phones or transportation home or to appointments.

**EXPENSES NOT COVERED BY TUITION:**

- Health Insurance
- Haircuts and beauty regimens
- Travel expenses (e.g., ground transportation on non-travel days, medical appointments for non-emergent care such as physical therapy, orthodontist, podiatrist appointments)
- Special dietary expenses
- Psychological, psychiatric or therapeutic services provided by non-Riverview professionals
- Occupational Therapy or Physical Therapy services
- Special tutoring

- Common carrier travel (airlines, buses, trains)
- Ski trips
- School ring
- Telephone bills
- Shipping expenses
- Drivers Education expenses
- Prescription medications
- Graduation-related expenses including flowers, tux rental, hairstyling, cap/gown, etc.
- Senior checking accounts (\$200)
- Special interest activities (e.g., karate, horseback riding, dance, music lessons, or individualized lessons)
- Dry cleaning and laundry
- Maintenance, upkeep, or repair of personal computer & other technology equipment
- Replacement of lost retainers, glasses, and electronic devices

#### **1.10. Family Weekends**

Throughout the year, the School hosts special events for Riverview families. Advanced notice is provided and detailed schedules are mailed prior to any family event.

#### **1.11. Gift Policy\***

Riverview School has an established policy on gift giving. The policy prohibits staff members from accepting gifts in the form of travel or vacation packages, as well as gifts exceeding a monetary value of \$50.00.

#### **1.12. Health and Safety During COVID 19**

Due to the COVID-19 pandemic, Riverview may need to enact policies and protocols intended to promote health and safety within our community. These policies may include requiring all community members to wear masks, observe physical distancing expectations, and demonstrate proper hand hygiene. Additionally, students will be expected to respect boundaries or barriers erected to ensure proper distancing and movement patterns.

#### **1.13. International Students**

Riverview School is approved to accept international students to our MS/HS and Transitional academic programs. Possession of a student visa is mandatory for all fully enrolled international students. However, when a student visits Riverview for the initial interview, a student visa is not required. Please check with your local U.S. Embassy to verify what the specific entry requirements are for your country of origin.

**I-20/Visa:** Since Riverview is a F1 school (foreign students who are pursuing full-time academic studies), a student visa is required in order to attend. Once a student has been accepted and fully and formally enrolled, Riverview provides the family with the initial I-20 (Certificate of Eligibility for Nonimmigrant Students issued by the U.S. Department of Justice, Immigration and Naturalization Service). This allows you to apply for the student visa.

**PASSPORT:** It is the responsibility of the Parents or Legal Guardians to apply for a passport and student visa and to ensure that these documents are current and in good order. Riverview’s Travel Associate is responsible for the safekeeping of passports and visas while students are on campus.

**HEALTH RECORDS:** During the interview process, which involves an on campus interview and overnight visit, a student must be up-to-date with all mandated immunizations and proof of immunization is required. A list of immunizations and medical forms are available on the website and will also be provided to you when the appointment is confirmed. In addition, a certificate indicating that the student has had an annual physical examination is necessary. These are requirements of the Commonwealth of Massachusetts and all students must meet these requirements in order to stay on campus.

**HOLIDAYS:** Riverview is a boarding/day school. Students are on campus for 244 residential days (180 academic days). All students are required to return home for the following holiday periods. Academic, residential and health care staff and students are not on campus during these times:

Thanksgiving	One week (November)
Winter Holiday	Two weeks (December/January)
Spring Break	Two weeks (March)

Families are responsible for providing alternative plans for their child during these designated periods.

**TRANSPORTATION/TRAVEL DAYS:** Riverview provides transportation to and from Boston’s Logan International Airport and T. F. Green International Airport located in Warwick, Rhode Island on designated Riverview School travel days. If your child travels on days other than designated travel days, you may arrange for transportation through a private service. Transportation to these airports can also be arranged through the school for a fee if there is availability of a driver. All transportation is coordinated by our Travel Associate. West Coast and International students travel the day before designated travel days to allow for unfavorable weather changes. Please confirm the designated travel date for international students with the Travel Associate prior to booking.

Students who are flying will need to have the ability to navigate the airline terminal independently from the security check-point to their departure gate. This will include the ability to wait for their flight and problem solve any delays or challenges that may arise. Riverview staff will accompany students to the airport and remain at the airport until all flights have departed, but staff cannot accompany your child through security. If your student does not possess the skills to navigate the airline terminal independently, you will need to arrange accommodations through the airline or make alternative travel arrangements.

**ENGLISH:** Riverview students are required to have English speaking abilities.

Please refer to the sections on specific programs and the Question and Answer section of the website for further general information.

<b>1.14. Internet Acceptable Use Policy*</b>
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The School's computer labs, classrooms, dormitory common areas, and other select areas on campus have access to the Internet. Although students are supervised and monitored in the lab and at workstations,

Riverview cannot prevent the possibility that some users may access material that may be considered inappropriate. Parental controls are strongly advised.

**GUIDELINES:** The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. Internet access is a privilege, not a right. If an individual violates any of the acceptable use provisions listed below, his/her privilege will be terminated and future access will be denied. Some violations may also constitute a criminal offense. Any user violating these provisions, applicable state and federal laws or posted classroom Netiquette policies (below), is subject to loss of privileges.

Please note: Riverview staff are not permitted to connect with students or families via social media outside of Riverview's designated social media accounts.

1. Acceptable use:

- Must be in support of education and research consistent with school policy
- Must be consistent with the rules appropriate to any network being used/accessed
- Unauthorized use of copyrighted material is prohibited
- Threatening or obscene material is prohibited
- Distribution of material protected by trade secret is prohibited
- Use for commercial activities is not acceptable
- Product advertisement or political lobbying is prohibited

2. Privileges:

- Access to the Internet is a privilege, not a right
- Unacceptable usage will result in cancellation of the privilege
- Training will be provided for students using the School's network

3. Netiquette:

- Be polite
- Do not use vulgar or obscene language
- Never reveal your address, phone number, or other private information (or that of others)
- Remember that electronic mail is not guaranteed to be private
- Do not intentionally disrupt the network or other users
- Abide by generally accepted rules of network etiquette
- Be mindful of posts on social media – no rude/inappropriate posts

***If a student has access to the Internet through an electronic device (cell phone, gaming device, netbook, etc.), it is the responsibility of the parent to implement parental controls and monitor their son/daughter's activities and participation in social networking forums (e.g., Facebook, Instagram, Twitter). Each dormitory has a workstation in the common area for student internet access. In addition, students sign the contract on the following page electronically as part of the Annual Student Update.***

## **Riverview School Computer / Internet Acceptable Use Policy Student Internet Safety Contract**

### ***I will be a good and safe online citizen.***

- I will always be polite and not use language that is disrespectful or hurtful to other people while online.
- I will not engage in personal attacks, drama, or gossip. I will not post false or offensive statements about individuals or organizations, including Riverview School.
- I will not share pictures of myself or others that are offensive or inappropriate. I will get permission from others prior to sharing pictures of them.
- I will never give out personal information online about myself or others, such as name, phone number, address, social security number, the name and location of my school, or password.
- If I find pictures or words online that are inappropriate or make me feel uncomfortable, I will tell the adult in charge.
- I will not enter online sites that will cost money, and I will not give out my credit card number online.
- I will only use e-mail, messaging, texting, and social media to keep in touch with family and friends.
- I will not use my cell phone, texting, messaging, or social media during the academic day, unless authorized by my teacher.
- I will never agree to get together with someone I only know from online.
- I will not attempt to gain unauthorized access to any place on the computers or server that I am not supposed to be.
- I will not disrupt or intentionally damage any computer system, including hardware, software, and the server.
- I understand that my school-issued Chromebook is the property of Riverview School. I will handle it with care and use it responsibly.
- I understand that the use of all school computers in the classrooms and dorms and the use of the Internet is a privilege. Not following the rules outlined above will result in the loss of that privilege.

***I understand that the use of all school electronic devices in the classrooms and dorms and the use of the Internet is a privilege. Not following the rules outlined above will result in the loss of that privilege.***

*(The above contract is consented to electronically as part of Annual Student Update.)*

### **1.15. Lost & Found\***

Parents are strongly urged to label everything with at least their child's initials. While Riverview cannot assume responsibility for lost items, we also recognize our responsibility in teaching students organizational skills. In the event that a student loses a personal possession, staff will assist the student in trying to locate the item. In addition, lost and found items are placed in the Residential Office where they are held as owners are sought and then unclaimed items are sent to Riverview Thrift Store.

### **1.16. On-Campus Safety\***

The safety of our students is of utmost importance and is the highest priority for both families and staff. We engage in ongoing training of staff in all departments to ensure that our campus is a safe environment for students to live and learn. Riverview staff work closely with local authorities and first response teams to establish and implement proactive safety measures as well as practicing how to handle emergencies. These safety protocols are regularly reviewed and updated.

Such practices include:

- On campus Health Care Center open 7 days a week, including an awake overnight medical professional
- Staff training in CPR, First Aid, Automated External Defibrillator (A.E.D.); AEDs are located in 5 buildings on campus and in off-campus dorms
- Protocols for accounting for student whereabouts as well as missing student protocols both on campus and in the community
- Routine checks of buildings, vehicles, and equipment by maintenance staff
- Monthly safety meeting to identify and discuss potential hazards
- Photo ID requirement for all visitors arriving on campus
- Staff training regarding strangers on campus
- Emergency staffing protocols
- Active collaboration with local Police and Fire Professionals, including Sandwich School Resource Officer
- Annual all staff fire prevention training with local fire officials
- Practice drills for fire, inclement weather, natural disaster and active threat on campus.
- Evacuation procedures posted in all classrooms and dormitories
- Administrator On-Call 7 days a week 24 hours a day
- Awake Overnight Monitors on duty 7 days a week monitoring on and off-campus safety and locked building security
- Video surveillance of all campus entrances and exits and parking areas

### **1.17. Parents Association**

The Riverview School Parents Association is a group of families that comes together to support the School and each other surrounding the education of their children. The Association is comprised of a chair, vice-chair and representatives at large and has representation on the Board of Trustees. The Head of School and Administrative Team consult regularly with Parents Association members regarding school policies and programming as well as other matters of significance to the school. The Parents Association coordinates a new family mentoring program, assists with fundraising, offers support in issues related to transition, and

organizes staff appreciation events. All parents are automatically part of the Parents Association upon enrollment of their child.

### 1.18. Registering Complaints & Grievances\*

Riverview understands the importance of building partnerships with families. In keeping with our philosophy of meeting the needs of the whole child, it is critical that open lines of communication are established. Our staff strives to be responsive to the individual needs of each student, both in the classroom and in the dormitory, as well as in the delivery of health care and food services. The School has written procedures for parents and students to use in order to register concerns or complaints. The School maintains these grievance procedures for parents and students which allow for prompt and equitable resolution of concerns/complaints including those alleging discrimination based on legally protected categories (race, color, national origin, gender, religion, sexual orientation, disability). These procedures include specific timelines and an appeals process.

**GRIEVANCE PROCEDURES:** Should a parent/student have a concern or complaint pertaining to the student's education and care while at Riverview School, the following procedure should be followed:

1. The parent/student should contact the student's Advisor to discuss the concern/complaint. The Advisor will then discuss the concern/complaint with the appropriate staff and get back to the parent/student as soon as possible, but within 24 business hours. If needed, the Advisor will coordinate a meeting with the parent/student and appropriate staff:
  - Residential Supervisor if a dormitory/residential issue
  - Head Teacher if a classroom/academic issue
  - Vocational Coordinator for a work internship issue for a GROW student
  - Director of Special Services for a transition or college issue
  - Wellness and Recreation Coordinator for wellness or activities issues
  - Director of Health Care Services if a health/medical issue
  - Director of Finance and Operations if a food issue

A summary of the outcome of the concern/complaint will be documented with a plan of action outlined for the staff involved, and a copy will be placed in the student's file. The Advisor or Residential Supervisor, or designee, will ensure ongoing implementation and report progress updates to the family and or student at least every two weeks, unless agreed otherwise, or the matter is resolved.

2. If the parent/student feels the issue has not been resolved, they should contact:
  - The Education Coordinator (Mary Beth Thacher for MS/HS; Cassie Haven or Kyle Merrill for GROW) for academic issues
  - The Clinical Coordinator (Michelle Mendes) for clinical issues
  - The Vocational Coordinator for work and/or internship issues
  - The Project Search Coordinator for Project Search Issues
  - The Residential Program Coordinator (Sara Jackson for MS/HS; Chris Barnatchez for GROW) for residential issues
  - The Wellness and Recreation Coordinator for wellness or activities issues
  - The Health Care Director (Cate MacFarland) for medical issues if they feel that the concern/complaint has not been resolved.

The Education, Clinical, Vocational, Project Search, Residential, Wellness and Recreation Coordinator, or Health Care Director will discuss the concern/complaint with the Advisor and appropriate staff and

will get back to the parent/student as soon as possible, but within 24 business hours. If needed, a meeting will be scheduled with the parent/student and appropriate staff to further discuss the concern/complaint and review/revise the plan of action. The Head Teacher, Advisor or Residential Supervisor, or designee, will report progress updates to the parent(s) and Education, Clinical, Vocational, Project Search, Residential, Wellness and Recreation Coordinator, or Health Care Director will connect with parents at least every two weeks, unless agreed otherwise, or the matter is resolved.

3. The parent/student should contact the Assistant Head of School/Director of Education (Maria Cashdollar) for academic issues and/or the Assistant Head of School/Director of Student Life (Dee White) for residential, clinical or healthcare issues if they feel the concern/complaint has not been resolved. Assistant Head of School/The Director of Education and/or Assistant Head of School/Director of Student Life will discuss the concern/complaint with the appropriate School personnel and will get back to the parent/student as soon as possible, but within 48 business hours. The concern/complaint will also be shared with the Head of School (Stewart Miller).
4. If the concern/complaint is not resolved, the Head of School will render a final decision and plan of action as needed. This will be communicated in writing, back to all parties within 48 business hours.

**APPEALS PROCESS:** If the parent/student feel their concern/complaint has not been resolved to their satisfaction, disagree with the final decision, and/or feel that the plan of action is not appropriate; the parent/student may submit a written appeal to the Head of School, Stewart Miller. The Head of School will contact the parent/student within 48 business hours, upon receiving the written appeal. The Head of School may elect to bring the issue to the attention of the Board of Trustees.

### **1.19. Senior Checking Accounts**

With the exception of GROW, only Seniors may have personal checking accounts, bank ATM cards or credit cards. Every Senior, under the supervision of the Senior teachers, will open and maintain a checking account (in the amount of \$200) at the start of the school year. The students write checks and/or use their ATM card as part of the math curriculum to pay for special class activities and senior outings called Senior Privilege Activities. Riverview discourages the use of a personal checking account or credit card for underclassmen. In some cases, the use of an ATM account is allowed.

### **1.20. Sexting/Sexually Inappropriate Materials\***

Riverview is committed to promoting a safe and respectful school environment, which includes appropriate use of electronic devices by all Riverview students and employees. Staff and students may not possess, view, send, or share pictures or text containing sexually explicit images or messages while on school grounds, at school sponsored events or traveling on school vehicles.

All violations of this policy shall be immediately reported to the Administrative Team. Once notified, the Administrator or designee on duty will decide on next steps, which may include:

- Suspension/Expulsion/Termination
- Confiscation of all electronic devices
- Electronics Plan
- Counseling
- Mandatory reporting to law enforcement and child protection agencies as required by law

## 1.21. Sexual Harassment Policy

Sexual harassment is any unwanted or unwelcome verbal, written, or physical conduct of a sexual nature that interferes with a student's right to learn, study, work, achieve, or participate in a comfortable and supportive atmosphere.

**What not to do:** Sexual harassment may include, but is not limited to, the following:

- Leering at someone else's body
- Making comments, gestures, or jokes of a sexual nature
- Manipulating clothing in a sexual manner
- Displaying sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeatedly pressuring for dates or unwanted sexual activity
- Touching, grabbing, and/or any unwanted physical contact
- Teasing and/or bullying in sexual terms
- Asking for sexual favors in exchange for grades, promotions, or participation in school activities
- Physical sexual assault or abuse

Students are legally protected against sexual harassment by Title IX of the Educational Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of gender. (In certain circumstances, sexual harassment and sexual violence may constitute sexual assault or sexual abuse and are covered by other local and state laws and procedures.)

Riverview School will not tolerate any form of sexual harassment or sexual violence by staff or students. Riverview recognizes the student's right to participate in school programs and activities in an atmosphere free from any form of sexual harassment. Students have the responsibility to not engage in sexual conduct that is unwelcome or offensive to others.

Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate conduct. If a complaint of sexual harassment is reported an initial inquiry will be conducted by an Advisor. The Title IX Coordinator will then determine if further inquiry is warranted and appoint trained personnel to investigate. ***Depending on the nature of the offense, disciplinary action ranging from counseling to suspension or expulsion may be taken.***

**What to do:** Any student and/or a designated representative has the right to file a complaint regarding an alleged incident of sexual harassment that has occurred in school, on school property, or while participating in a school-sanctioned curricular or extracurricular outing.

Any student (or parent or legal guardian of a student) who feels that he/she has been a target of sexual harassment in school, on school property, or while participating in a school-sanctioned curricular or extracurricular outing should report the incident promptly, orally, or in writing, to a school staff member, preferably an Administrator or Advisor. Riverview recognizes that, due to the sensitive nature of sexual harassment, individual students may choose to make a report to another trusted adult employee such as a counselor/advisor, nurse or teacher. Riverview employees who receive such reports are required to take appropriate action to ensure that students are not subjected to sexual harassment.

Students are encouraged to report harassment that they experience or witness. Any school staff member who receives a sexual harassment complaint is required to report it immediately, orally, or in writing to the Title IX Coordinator, Head of School or designated representative. (If the Head of School is the alleged perpetrator, the report should be made to the Assistant Head of School.) Where teachers or other Riverview

employees are suspected of abuse, Riverview will immediately conduct a thorough investigation that may result in remedial or disciplinary action up to and including the termination of employment and revocation of professional certification.

The Head of School or designated representative will immediately alert the appropriate administrators and the parents/guardians of the students involved.

**What will happen:** Riverview will respond to all reported incidents by designating the Title IX Coordinator or designee to:

1. Implement the school's internal investigation protocol. This may include notifying outside regulatory agencies or law enforcement.
2. Take immediate, temporary, or ongoing interim measures during the course of the investigation to ensure the safety of students and staff.
3. Report any instances of sexual misconduct to The Title IX Coordinator.
4. Interview the reporting and responding students and any witnesses to the occurrence.
5. Notifying the students' parents or legal guardians.
6. Take follow-up measures to ensure any misconduct has stopped and determine if consequences or protective measures need to be implemented. Discipline will be sufficient to abate the behavior, provide a safe and nondiscriminatory learning environment and prevent the conduct from reoccurring.
7. Take all steps to protect the confidentiality of all parties involved and insure that no retaliatory action occurs.

Sexual harassment or violence involving criminal conduct, such as the infliction of physical sexual assault or abuse, shall be reported in accord with M.G.L. 119, 51A, or to the police, where appropriate. Legal counsel for Riverview must also be notified immediately, and an external investigation may be conducted.

The reporting student's rights must not be violated. He/she must be given an opportunity to present the facts as he/she perceives them. Under no circumstances is the reporting party to be disciplined by means of an involuntary transfer or suspension. Counseling may be provided to assist the reporting party in coping with the alleged harassment.

The responding student's rights must not be violated. Interim protective measures may be put in place while the investigation is ongoing to ensure all students involved are safe. No sanctions will be implemented until a full investigation has been completed and a finding is determined.

All reports of sexual misconduct will be handled in a timely and thorough manner. Riverview is responsible for providing appropriate intervention and/or disciplinary measures to reduce or eliminate sexual harassment and its negative effects on individuals.

Every reasonable effort will be made to maintain confidentiality during the investigation. Retaliatory action may not be taken against a reporting or responding student or any witness who participates in an investigation. Such action will result in severe sanctions against the retaliator.

## 1.22. Student Discretionary Accounts (SDA)\*

Riverview asks that parents establish a Student Discretionary Account (SDA) for their child to cover non-standard extra expenses that are not included by general tuition. School guidelines for funding an SDA are \$200.00 for Day Students, \$500.00 for all Residential Students and \$2,000.00 for International Students. Deposits may be made using cash, check or credit (MasterCard or Visa) through the Travel Associate who oversees these accounts.

Money is released from this account with parental permission for a particular event or necessity. Students do not have direct access to this account. The SDA balance is carried over year to year as long as the student remains at Riverview. Monthly statements are sent to families via email when there has been activity in the account. If a family wishes to receive paper statements, the Travel Associate should be notified.

Parents are encouraged to make staff aware if their child is in possession of a large sum of money (i.e., \$25.00 or more). Students having more than \$25.00 in pocket money are advised to ask staff to deposit their excess funds into their SDA. **Riverview cannot be responsible for any lost money.**

## 1.23. Termination/Graduation

It is the policy of Riverview School to approach a student's termination in a consistent and deliberate fashion. Given the overall needs of the population, planning and predictability are essential in order to maximize a student's potential for success. Provisions regarding both Planned Termination (such as graduation) and Emergency Termination are included in the Riverview School Policies and Procedures Manual.

## 1.24. Transitional Services

Riverview recognizes its responsibility in assisting students' families with post-Riverview planning. Therefore, activities are integrated into both junior and senior years.

**POST-RIVERVIEW PLANNING SERVICES:** Riverview assists families in planning for the transition from school to post-secondary (adult) living options.

Transition planning for GROW students begins in their first year. Students work with their advisors to develop a vision for their future and Riverview Staff support families in developing a transition plan. The Transition Specialist begin meeting with families usually during the second and/or third year of GROW. During these meetings, information on services and programs is shared and discussed in depth. The Transition Planning meetings assist families in coordinating the information so that plans can be formalized as student's transition from school to adult living.

Please note: If parents are making an application to SSI, it is the parents' responsibility to complete the initial paperwork and also take their son/daughter to the appointment.

**RIVERVIEW ALUMNI & FAMILY NETWORK:** Our Riverview Alumni & Family Network is an extension of the Riverview School community. Housed within the Advancement Office, the Network supports graduates of Riverview School by hosting alumni events, an annual reunion, various on-campus opportunities, and by

connecting our alum with each other. Riverview Alumni parents and families participate in a system of regional networks, enjoy meaningful programming, and have access to a growing bank of resources through the Network. The Riverview School Alumni & Family Network is a system of connection, support, and shared resource; let us know how we can come alongside you.

### 1.25. Visitations\*

**All visitation must be made through direct communication with the Travel Associate, who will notify other staff as needed. Whenever possible, 48 hours advanced notice is requested, however, if a family member is in the area, and cannot reach the Travel Associate, visits may be arranged through the residential office X-257, who will connect you with the Supervisor on duty. Visits should not be arranged with Residential Instructors.**

Dormitories at Riverview are our students' shared home. We strive to balance a welcoming home-like environment with respecting confidentiality and privacy. Additionally, students have routines to follow and staff have multiple responsibilities. While we encourage families to visit their children, out of respect for confidentiality, privacy, and daily routines, we do not encourage social visiting to take place in the dormitory. Families can visit with their students on campus in the James Center common areas, walk the track, or take their child off campus. Family visitation in the dormitories should be focused on packing /unpacking, or scheduled meetings with staff. It should not extend for a time period greater than 30 minutes.

The following guidelines must be adhered to during visits to campus:

1. Plan and communicate visits at least 48 hours in advance with the Travel Associate at [travel@riverviewschool.org](mailto:travel@riverviewschool.org) (ext. 272, Monday-Friday 8:00am to 4:00pm), otherwise contact the Residential Office (ext. 257, Monday-Friday 3:00pm-9:00pm, Saturday & Sunday 9:00am-8:00pm) who will connect you with the Supervisor on duty. This advanced communication will help prevent conflicts with other activities.
2. When arriving to campus 3:00pm-8:00pm, please report to the Residential Office with a picture ID. The ID will be scanned and you will be given a "Visitor" identification badge. The Office will then call the dorm to announce your arrival or to have the student come down to the Residential Office where they should be signed out.
3. If visiting during the school day Monday-Friday 8:00 am to 3:00 pm please report to the receptionist in the James Center.
4. As stated previously, staff's primary responsibility is to attend to students. Visitation or pick up is not a convenient time to try to meet with staff. If you would like to speak with staff, please arrange a meeting or phone call at a mutually convenient time.
5. When arriving at the dormitory, please announce your presence to the dormitory staff.
6. The dormitory is the home for students who are entitled to privacy and confidentiality. This is especially the case for students with roommates. In addition, students have routines to follow and staff have duties to meet. Therefore, visits are limited to 30 minutes. Should the visit need to exceed 30 minutes we ask that you sign the student out of the dormitory and relocate to another area on campus (library, James Center, field, etc.) or off campus.
7. We ask that parents not visit dormitories prior to 10:00am or after 8:00pm.

8. Visits with a family member, friend or relative require written permission from the parent/guardian. **The visitor will need to show a photo ID, sign in and obtain a visitor's name tag.**
9. Many Students and staff have allergies and/or phobias to animals. For this reason we ask that no pets be brought to campus during visits or at any time. The school does permit therapy dogs on campus with administrative prior approval

**STANDING VISITATIONS:** Each year, you may provide the names and contact information of family members or friends who have your permission to visit or take your child off campus for day visits. This list should be completed by families during enrollment via the Annual Student Update each year. If you wish to make any changes to this list throughout the year, please contact the Travel Associate to electronically update this information.

Please know that by providing an individual Standing Visitation, it is assumed by Riverview School that your student's MESDAE (medical/emergency/seizure/diabetic/allergies and/or eating concerns) information has been shared with that person listed. Due to state laws protecting confidentiality, Riverview staff are not permitted to share or discuss any student's MESDAE information. It is also assumed that the listed individual will provide proper supervision while off campus. While families may list individuals with Standing Visitation permission, staff will still contact the family to make them aware of the scheduled plans with the student. If staff cannot contact the family prior to the scheduled event, the student may still be allowed to leave campus with the individual but only if listed on the Standing Visitation list. All visits or outings are subject to school approval.

A telephone number for weekend or overnight contact is necessary for the School to have on record for an emergency situation. All visits/outings should be pre- arranged with the Travel Associate at least 48 hours in advance.

As a reminder per our Discipline policy (1.7.), students are not allowed to consume alcohol or illegal medication/drugs. This responsibility is transferred to the individual who takes the student off campus.

#### **1.26. Van/Bus Conduct\***

The driver is always in charge of the van/bus and is responsible for safe and pleasant trips. During any sort of transportation, including field trips and other outings, faculty, residential staff, and/or drivers are present and responsible for the students.

General rules for student behavior on the van/bus:

1. Sit facing forward and do not change seats while the vehicle is moving.
2. Do not distract the driver in any way while the vehicle is moving.
3. Do not sit on the driver's seat while the vehicle is parked and never touch any of the controls.
4. Do not stand up to exit until the vehicle has come to a complete stop and you are dismissed by the chaperone/driver.
5. Never put any part of the body out a window or throw anything out a window.
6. Never open the emergency exit door at the rear of the bus unless it is an emergency.
7. Music devices with headphones at a moderate level in use only. Keep voices low. Do not yell across the bus.

8. During roll call, students are expected to end conversations, remove headphones, listen for their name and respond appropriately when their name is called.
9. When more than one vehicle is involved in a trip, students must be assigned to a specific vehicle and remain with that vehicle during the entire trip.
10. Eating/drinking is not allowed in the vehicle. Exceptions are made when trips involve meal times or for individual student medical needs.
11. Seatbelts are to be used at all times.
12. Students must demonstrate safe and respectful behavior at all times, and adhere to any special seating requirements implemented by the driver.

### **1.27. Water Safety\***

Riverview School uses swimming locations that post a certificate of inspection by a regulating authority. This includes local hotel pools and the YMCA. Swimming activities are also planned using local beaches and ponds designated for swimming.

At all times when students are engaged in swimming activities, a certified lifeguard is on duty and trained (e.g., CPR/First Aid) Riverview staff present. All rules established for the particular swimming area are followed.

Riverview guidelines pertaining to all swimming activities include:

1. The Health Care Center will regularly inform the faculty, Residential staff, and the Athletic Director of any students who may not participate due to current health concerns. The nurses will also inform staff of any medical issues of concern regarding any students participating in the swimming program. A file containing emergency contact numbers will be available at the swimming site.
2. Parental information as to their son/daughter's swimming ability is received as part the Annual Student Update form. In addition, staff tests all students' swimming ability the first time they enter water as a Riverview student. Non-swimmers are restricted to shallow waters.
3. Prior to swimming, staff must be aware of their students' individual needs (e.g., current seizure disorder, need for ear plugs). Lists will be supplied by the Health Care Center to all dorms, classroom teams and the Athletic Director.
4. Staff-student ratios while students are in the water should be no more than 1:6. When not in the water, 1:8 ratios are acceptable.
5. Staff providing supervision will be assigned specific students consistent with staffing ratio guidelines.

While supervising swimmers, staff will be stationed at the waterfront or poolside at all times. A buddy system will be used by Riverview lifeguards and periodic check-ins will be conducted. If a student is determined to be missing, the following steps will be taken immediately:

- The lifeguard on duty will be notified.
- All swimmers will be directed to get out of the water and buddy up near assigned staff.

- Staff determined as non-essential for the general supervision of other students will conduct a thorough search of the immediate surroundings, while the lifeguard(s) search the water, repeating and expanding the searches as needed in coordination with local authorities as necessary.

**Policies for Water Activities and Students with Seizures:**

1. Active - Students with a diagnosed seizure disorder who has had a seizure within the past 12 months:
  - Needs to wear a PFD and have 1:1 staff supervision within arms’ reach at all times while in the water, recreationally or on the Swim Team. Not permitted to swim in depths over their head.
2. Controlled – Student with a diagnosed seizure disorder who has been seizure free for at least the past 12 months but is still under the care of a physician and on medications for seizures.
  - a. Swim Team
    - May participate in Swim Team practices and meets without a PFD; will have 1:1 staff supervision.
    - The head coach will notify lifeguards on duty at each facility of the students that have a seizure disorder.
    - Students will wear a brightly colored swim cap in order to increase their visibility to lifeguards and the 1:1 staff.
    - Swim Team coaches and staff will be trained according to School’s Emergency Action Plan with the procedure for supporting a student in the water having a seizure
  - b. Recreational Swimming
    - At pools and water parks, student may swim without a PFD but will have 1:1 staff supervision in the water within 4 strides of the student. Not permitted to swim in depths over his/herhead.
    - In open water (ocean, lakes, ponds), student must wear a PFD and have 1:1 staff supervision within 4 strides. Not permitted to swim in depths over his/her head.
3. Past – Student with a past history of a seizure/seizures who is no longer being treated for seizures does not need to wear PFD or have 1:1 supervision in the water.
  - a. Kayaking
    - Student will wear a PFD and be paired in a tandem kayak with a staffperson

**\* PFD available upon parental request for any student at any time, regardless of their seizure status.**

<b>1.28. Website*</b>
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Riverview School’s website is [www.riverviewschool.org](http://www.riverviewschool.org). Riverview families have special access to a parents’ section which contains regularly updated information. You will be sent instructions on how to access these resource boards. Please check out Riverview’s social media pages as well.

## **ACADEMIC SERVICES**

## INTRODUCTION TO ACADEMIC SERVICES

Riverview utilizes a unique educational model that provides students with a state-of-the-art curriculum, program, and technology. The basic tenets of this program are:

- The MS/HS Program student population is divided into teams by grade level. The GROW Program student population is divided into phases.
- Each team or phase is assigned a Head/Lead Teacher and one to four additional teachers.
- Each student's social/emotional needs are overseen by an advisor who coordinates parent/teacher contact.
- All of the students in a team follow an individual schedule and the students are assigned their academic classes within the team based upon each student's individual skill level.

**The fundamental aspects of this educational model are as follows:**

- Language-based curriculum
- Use of thematic, integrated units (Middle School/High School)
- Emphasis on problem-solving and critical thinking
- Direct instruction in reading/language arts/math
- In-class and pull-out speech and language pathologists and reading specialists
- 8:1 student/faculty ratio
- Specific strategy instruction
- Emphasis on cooperative learning
- Active (versus passive) learning, utilizing multi-sensory approaches
- Academic skills taught within context
- Ongoing individual assessment
- Development of self-esteem with a focus on discovering each student's strengths
- Social skills guidance and support
- Technology integrated as a major component of teaching and learning in every classroom

**More specific information pertaining various components of the MS/HS and GROW Programs can be found further in this handbook.**

**GRADING SYSTEM: Academic classes and electives are marked as:**

**A = Superior Achievement**

**B = Honor Grade**

**C = Average Achievement**

**D = Below Average (borderline)**

**F = Failing (no academic credit granted) I = Incomplete**

**P= Pass**

**CR = Credit**

Grades are based on individual performance rather than compared to other students in the class.

## 2.1. Homework Policy

Homework is an essential part of the learning process. It provides students with the opportunity to practice and reinforce those skills that have been taught in class. Assignments should not involve the continuation of instruction, but should provide reinforcement through practice.

### RESPONSIBILITIES OF THE STUDENT:

- Ask questions of the teacher if an assignment is unclear before leaving class.
- Check to ensure all the materials necessary to complete the assignment are in your book bag.
- Follow directions carefully.
- Work independently unless otherwise directed.
- Ask a dorm staff if an assignment is unclear.
- Complete all work as accurately and neatly as possible.
- Place completed homework assignments in a designated folder to have them ready for the next school day.
- Ask the dormitory staff to contact the teacher if encountering difficulty with the work.
- Seek assistance from dorm staff or an advisor if the designated time period for assignments is a problem.
- Use a monthly planner (calendar) in organizing long-term assignments and break them into smaller tasks by spreading them out.

Homework takes precedence over all other activities during the weekday evenings. All assignments must be written in the Riverview assignment notebook distributed for that purpose. This includes written work, reading and study work for tests and quizzes.

## 2.2. School Attendance

It is vitally important that students attend all classes and scheduled activities. (This includes Saturday Enrichment.)

Absences from school, especially if frequent or for long periods of time, have a direct negative impact on a student's learning. Should absences become excessive, a discussion will be held with the family to develop a plan for more consistent attendance. However, Riverview does recognize situations that are excused absences. They include:

- Observance of religious holidays
- Observance of bereavement
- Illness
- Medical appointments
- Program visits/interviews for Seniors

It is the responsibility of the student to arrange for missed work to be made up as soon as possible. If a student needs in-patient services at the Health Care Center, academic work will be provided when appropriate.

**ABSENCE POLICY FOR SENIORS AND GROW STUDENTS:** In accordance with the Commonwealth of Massachusetts guidelines, seniors are allowed a maximum of 10 days absent from class for medical and non-medical reasons.

Furthermore, an additional 5 days are allowed for GROW and other post-secondary program visits. Please be mindful of this when planning family vacations or extended weekend visits home.

**ABSENCE POLICY FOR UNDERCLASSMEN:** In the event that an excess number of class absences occur, the student's grade for that term may be affected. Students who do not complete the expectations of any course will receive a grade of Incomplete and will not receive credit. The student will be given time to make up the work.

**CLASSROOM VISITATION:** Parents are encouraged to observe the student in the classroom. Those observing classes are asked to notify the Academic Department about specific dates and times. Advanced notification will eliminate conflicts with special classroom activities (e.g., field trips, special activities).

**PARENT/SCHOOL COMMUNICATION AND PROGRESS REPORTS:** Regular contact with parents is encouraged throughout the year. Term progress reports are prepared by the teachers and dorm coordinators on a quarterly basis. These reports are then emailed to parents, educational consultants, and appointed liaisons. Student Progress Reports reflect specific goals and objectives which have been identified through assessments in each academic area, document student progress and include teacher and residential faculty comments.

### 2.3. Sexuality Education

Riverview School's sexuality education program provides information about human development, relationships, personal skills, sexual behavior, sexual health and society and culture. While all High School and GROW students are offered the opportunity to participate in this program, parents who choose to provide this instruction themselves have the option of not enrolling their children in this program.

Concepts and materials are modified as needed to accommodate developmental levels and learning styles of the students. The underlying values of the program, taken from the work of the *National Guidelines Task Force: Sexuality Information and Educational Council of the United States, (Third Edition)*, include the following:

- Sexuality is a natural and healthy part of living
- All persons are sexual
- Sexuality includes physical, ethical, social, spiritual, psychological, and emotional dimensions
- Every person has dignity and self-worth
- Young people should view themselves as unique and worthwhile individuals within the context of their cultural heritage
- Individuals express their sexuality in varied ways
- Parents should be the primary sexuality educators of their children
- Families provide children's first education about sexuality
- Families share their values about sexuality with their children
- In a pluralistic society, people should respect and accept the diversity of values and beliefs about sexuality that exist in a community
- Sexual relationships should be reciprocal, based on respect, and should never be coercive or exploitative
- All persons have the right and the obligation to make responsible sexual choices
- Individuals, families, and society benefit when children are able to discuss sexuality with their parents and/or other trusted adults
- Young people develop their values about sexuality as part of becoming adults

- Young people explore their sexuality as a natural process of achieving sexual maturity
- Early involvement in sexual behaviors poses risks
- Abstaining from sexual intercourse is the most effective method of preventing pregnancy and STIs/HIV
- Young people who are involved in sexual relationships need access to information about health care services

Riverview is an abstinent campus. Students are expected to refrain from sexual contact while on school grounds and on school sponsored off campus activities. Riverview monitors its students closely, but we do not provide constant supervision of students. If sexual contact should occur, it must meet the legal standards of consent in the state of Massachusetts and there can be no threats or coercion leading to the act.

#### 2.4. Student Records\*

Student records are maintained by the Education Office. Fire-proof file cabinets containing student records are secured when the office is closed. Student records can be accessed during office hours. The following guidelines are provided:

- Records must be reviewed in the area of the Academic Office; they cannot be removed from the building.
- A Log of Access form is available in the front of each student's file and is signed when an authorized outside party accesses the file.
- Only authorized school personnel or professionals with parental authorization working directly with the students in an administrative, teaching, counseling or diagnostic capacity may obtain access to a student record.

Riverview School maintains a cumulative record for each student that includes:

- Application/Profile/Enrollment: Student Profile (with recent picture), Authorization for Release Forms, Enrollment Agreement and Parent Questionnaire for the current school year, Application for Enrollment, and a Termination Plan form.
- Academic: Academic and Residential Term Progress Reports for current school year (final term report only for previous years), written assessment of needs, transcripts, Parent Conference notes, Team Review Meeting notes.
- Medical: Medical records and release forms for current school year.
- Non-Medical Evaluations: Psychological, Neuropsychological, Speech/Language, etc.
- Correspondence: Any incoming or outgoing correspondence and copies of Admissions records.
- Student Profile/Enrollment Agreement/Parent Questionnaires for previous school years are kept in the Correspondence section of the file.
- Advisor: Advisor and case management documentation for current and previous school years.
- IEP: Individualized Educational Plan, addendums and modifications.

Riverview School maintains student files consistent with the Department of Early Education and Care (DEEC) Regulations (Sec. 3.03.6), Massachusetts State Special Education Regulations (603 CMR 28.0), and IDEA (Individuals with Disabilities Act).

**PARENT/STUDENT REQUEST TO REVIEW STUDENT RECORDS:** Written requests are to be made to the Director of Education or Director of Special Services and may include the need for a staff member to be

present who can interpret the record; or the intent to invite anyone of the parent/student's choosing to inspect/interpret the record. Such third parties must present written consent to do so.

- Records will be made available within two consecutive weekdays after the request.
- Records will be made available only for specific appointments made to review the records.
- Records will be made available only for the length of the appointment made to review them.
- Records are to be reviewed only in the office area of the school specified by the Director of Education or Director of Special Services.
- Records are not to be taken from the school or otherwise distributed. A copy only of any school information in a student's record can be requested which then can be inspected in privacy and kept.
- Reports in our files from third parties cannot be released by the School. Desired copies should be obtained from the original source.

The parent/student has the right to add relevant comments, information or other written materials to the student's record as well as to **request** that information in the record be amended or deleted. The parent/student is entitled to meet with the Director of Education or the Director of Special Services to discuss the objection to information in the record and to receive a written decision within one week of the meeting or the objection if no meeting was requested. Dissatisfaction with the decision may be appealed in writing to higher authorities in the School (see the Grievance Procedures section) who will respond in writing within two weeks of being notified of the appeal. In both situations, should the decision be determined in favor of the parent/student, prompt action will be taken to put the decision into effect.

Riverview School recognizes and adheres to the provisions of 603 CMR 23.01(3). For a student to be eligible to review his or her student record, the student must be 14 years of age or have entered the ninth grade. Any student, regardless of age, has the right to receive a copy of his/her transcript.

**ALUMNI RECORDS:** The Alumni Records Retention Policy states that seven (7) years after a student has graduated or left Riverview School only the following records will be maintained:

- Most recent application
- Student Profile-Department of Early Education and Care (DEEC)
- Termination plan
- Most recent Individual Education Plan
- Most recent Term Progress Reports
- Most recent Medical and Psychological Evaluations
- Permanent Record Card
- Transcript

The above records are maintained on microfilm or CD for sixty (60) years, at which time they will be destroyed.

Riverview School receives requests from professionals, alumni and alumni parents for psychological reports, medical reports and various other reports relative to diagnoses and other non-educational data. Most requests are for reasons such as substantiating a diagnosis of a specific learning disability, admissions purposes and ascertaining qualification for a variety of benefits.

Since Riverview's records are purged seven (7) years following graduation or departure, we highly encourage parents/guardians maintain copies of the following records:

- Psychological and medical reports
- Test scores
- Individual Education Plans and Term Progress Reports from ALL schools
- Any record which could assist in the future to obtain schooling, funding benefits, etc.
- School transcript

## 2.5. Technology\*

**COMPUTERS:** Students have ample access to computers throughout the school day, including access to Chromebooks. To aid in this use of technology students need to have his/her own headset. Some parents may want their child to have a computer in the dorm. If this is the case, laptops are recommended; otherwise parents will need to purchase a computer stand or table, as students' desks are not large enough to hold them in order to provide the student adequate writing surface. Please note that Riverview does not require students to have or use individual computers. In addition, if parents purchase a new computer system for their child, parents must be responsible for the set-up, installation, and ongoing maintenance of the computer.

Students who have computers must assume the responsibility that the computer is securely placed and properly operated at all times. Please label computers and secure insurance to protect against loss or damage.

We discourage students from allowing other students to use their computers. It must be clearly understood that any damage or misuse incurred is at the risk and responsibility of the student who owns the computer. Should a student's computer break down, troubleshooting and repair service can be first requested through the residential office or the computer specialist. If the repair requires professional service, the appropriate arrangements will be made based on the individual situation (for which parents will be responsible). Parents are strongly encouraged to install Parental Controls on all electronic/social media devices prior to coming to school.

## **STUDENT LIFE**

## INTRODUCTION TO STUDENT LIFE

The Residential Program provides students with a structured and highly supportive environment designed to promote independence, skill building and social connections.

The Residential Program maintains an 8 to 1 student to staff ratio during all awake hours and a 12:1 ratio during asleep hours. A Residential Instructor sleeps overnight in each dorm and oversees the morning routine of students. Awake overnight staff rotate through the dorms throughout the evening and provide a minimum of one visual check on each student during asleep hours.

Residential supervisors oversee the dormitories and supervise the Residential Instructors. Supervisors work in collaboration with Residential Instructors, Advisors and Teachers to ensure continuity of programming. Supervisors report to the Program Coordinators. Program Coordinators oversee the day to day operation of each residential program component (MS/HS and GROW) and report directly to the Assistant Head of School/Director of Student Life.

Each student is assigned a Clinical Advisor. Advisor support is available throughout the day, including nights and weekends. The Clinical Coordinator oversees the Advisors and reports directly to the Director of Student Life

### 3.1. Dorm/Roommate Assignments\*

Program Coordinators collaborate with Teachers, Advisors, Residential Instructors and Residential Supervisors to develop student dorm and roommate assignments. These pairings/groupings are the result of a great deal of planning with many variables taken into consideration including:

- Combination of students that will create positive dorm chemistry
- A student's social, emotional and physical needs
- Student preferences – With staff support, each student identifies five students with whom he/she would like to room or live with in the same dorm. (Every effort is made to provide students with a roommate of their choosing if the choice is reciprocated and appropriate.)
- The number of single rooms available
- Programmatic considerations

Once the assignments are finalized, students' parents are informed of their dorm assignment by email prior to the start of school and upon arrival at the summer program.

Roommate difficulties can occur despite the thorough process that goes into dorm assignments. Students work with staff in order to learn how to compromise in a shared living space, as well as develop conflict resolution skills. Should difficulties persist, the Residential Supervisor and/or Advisor will become involved, offering new recommendations and closely monitoring the situation.

If this does not resolve the issue, a room change is discussed. Making a change is a last resort, as a change in living assignment greatly impacts the students involved and their dorm mates. If a roommate and/or dorm change is to occur, parents will be contacted in advance.

### 3.2. Home Alone\*

Home Alone is an earned privilege that allows a student to spend time alone in the dorm. Students who have Home Alone privilege are required to check in with the residential staff periodically. The check-in intervals will be determined by individual levels of independence and need. Home Alone status is determined by staff assessment, based on the completion of the Home Alone Safety Rubric. Prior to any student being granted Home Alone privilege they must have signed parental permission and complete the Home Alone curriculum.

Home Alone privilege can be rescinded at any time at the discretion of the Riverview team. Home Alone is not offered to students who meet any of the following criteria;

- Demonstrate any sign or symptom of illness within 48 hours.
- Have presented with any behavioral or emotional concerns within the past 48 hours.
- There are any situational concerns re: the student's ability to follow safety protocols within the residential setting.

Students must have a supervisor's approval every time they utilize the Home Alone privilege. In addition, the residential office will be notified when a student is using Home Alone.

The following will be reviewed with any student using Home Alone each time they access this privilege:

- Evacuation/Safety procedures.
- Home Alone rules; no cooking or microwave use, no showering, no visitors allowed in the dorm and not opening the door for anyone except Riverview staff or emergency personnel.
- Student should know how to use the phone to contact the residential office and dorm staff.

### 3.3. Hygiene/Personal Care\*

Students are expected to be able to independently complete all basic body/hair washing, toileting/menstrual care and hygiene needs and be well groomed and dressed appropriately on or off campus. In the event that a student is unable to meet this expectation this will be reviewed with the parents/guardians and/or the sending school district. Inability to meet this expectation may affect placement. To be sure students always have the necessary toiletries; e.g., soap, deodorant, toothpaste, shampoo, razors, these items are available in the School Store. In addition, planning and purchasing of such items is a part of each student's weekly routine within the Residential Program. It is helpful to have a toiletry storage container to carry items to the bathroom. Parents are asked to supply such items but NOT overstock their child with toiletries since there is no room to accommodate extra supplies and is counterproductive to the learning experience of monitoring the need for such items. Students are expected to wear bathrobes and shower shoes for traveling to and from their bedroom and the bathroom.

#### Toileting/Menses

**Toileting:** It is expected that all students be independent with toileting needs. We understand that a student may have an occasional wetting accident, but he/she is expected to clean up independently. Independence in managing wetting accidents is defined as a student being able to independently strip and sanitize their bed, bag (if washing is not an immediate option) or wash any soiled laundry, properly dispose of any materials used for clean-up and shower. If a pattern of accidents emerges, a

student will need to go home to work on remediating the issue. A pattern is defined as multiple wetting accidents per term. If a student is unable to meet these expectations, concerns will be reviewed with the parents/guardians and/or the sending school district.

If a student experiences a bowel accident that they are unable to manage independently they will need to immediately go home to gain independence in this area. If a student develops a pattern of bowel accidents, they will need to go home until the cause of the accidents is identified and remedied regardless of their ability to independently manage the clean-up. The school cannot individualize plans and/or track daily bowel movements. The student must be independent in self-assessing bowel needs.

If a student goes home to work on gaining independence with toileting needs, there must be open communication with the school about the steps being taken to remedy the issue, including releases to speak to any outside providers involved in the plan. If a pattern re-emerges upon the student's return, the student's placement would be at risk and a meeting will be scheduled either by phone or in person to discuss appropriateness of the program.

**Menses:** Students must independently manage their monthly menstrual cycle. This includes changing and properly disposing of their sanitary products. Students must also be able to recognize and identify if sheets and undergarments are soiled from their menses and then independently change or launder as needed.

**Shaving:** Underclassmen may not have beards, mustaches or extended sideburns (below the ear lobe). GROW students can choose to grow facial hair, but must keep it short and neatly groomed.

**Haircuts and Waxing:** Although parents are responsible for related costs, the Residential Office will schedule haircuts on campus for all MS/HS students. GROW students are responsible to arrange their own appointments. Hair treatments (coloring, highlighting, straightening treatments, etc.) are to be done at home during vacation times. Significant changes to hairstyles must be approved by parents if a student is under 18 or not their own guardian. Under no condition are students permitted to cut their own or each other's hair. Staff is also not allowed to cut a student's hair. The length of any student's hair or their hairstyle must not interfere with a student's eyesight for health and safety reasons. Students choosing not to comply with haircut/style standards may be restricted from off-campus activities until their hair style is consistent with school policy.

**Piercings:** Students may not get their ears or any other body part pierced while at school. Both female and male students are allowed to wear earrings but are not permitted to wear any other type of body piercings (e.g., nose, tongue). When participating in athletic activities, earrings must be removed to ensure safety of the student.

**Tattoos:** Students may not get tattoos while at school.

### 3.4. Packing/Shipping/Storage

There is limited space for students to store clothing. It is helpful for students not to overload their rooms with excessive clothing. Riverview does have storage space to store a footlocker and two suitcases per student. As a season ends, the dorm faculty will instruct/encourage each student to bring seasonal clothing home and return to school with clothing for the new season. For students using air travel, clothing must be shipped home. See Travel and Transportation section.

In May, dorm staff will begin to assist students in packing their belongings to go home for the summer. Packages are sent home by UPS unless requested otherwise by the family. Costs for shipping, including boxes, are the responsibility of the parents. Dorm staff will consult with parents regarding the need for packages to be insured.

*Packages remaining as of Graduation Weekend will be shipped home within the two weeks following Graduation. Parents, therefore, should plan accordingly, taking items their child may need when they arrive home.*

**STORAGE AT SCHOOL OVER SUMMER MONTHS:** During the summer months, there are many activities on campus. In addition to the Riverview Summer Program, oftentimes local organizations utilize our campus for short periods. The summer also provides a time to complete campus maintenance projects. As a result, this precludes us from storing student belongings. The exception is for students attending Riverview Summer Program, international students or students living on the west coast. **Up to five boxes** can be held in storage at Riverview, but Riverview is not responsible for lost, stolen or damaged items.

### **3.5. Religious Services\***

Students are provided the opportunity to participate in a weekly on-campus, non-denominational religious service and monthly off-campus temple and church services. This service may be virtual.

Riverview coordinates participation in services for the high holidays of Rosh Hashanah and Yom Kippur at the Cape Cod Synagogue. Cost for tickets to attend such services will be billed to students. To register, parents speak with the Travel Associate on Opening Weekend. Transportation and supervision are organized by the School.

Christian students are given the opportunity to attend Ash Wednesday, Palm Sunday and Easter services and a monthly off-campus church service when staffing allows. Students sign up in advance to attend, and their supervision and transportation are organized by the School.

### 3.6 Shopping/Packing Lists\*

The following lists are not all-inclusive. They serve as a guide to articles permitted and not permitted at school. Please reference the School Day Dress Code outlined earlier in this handbook for additional guidance about appropriate school clothing. Answers to any questions regarding these lists can be obtained by contacting the residential supervisors.

Although there is no specific dress code in the summer program, neatness, cleanliness, grooming and proper hygiene are stressed. Items specific to summer or school year only are noted.

**Students should plan to arrive with a minimum of one cloth ear loop mask for each day of the week that can be laundered and re-used weekly. Students may also bring their own ample supply of ear loop disposable masks.**

**Additionally, students should bring a lanyard which they can hang their mask from when not wearing it.**

***It is extremely important to label ALL items with at least the student's initials.***

#### Male Clothing

2-3	Pairs jeans/casual pants	1	Pair of shower sandals
2-4	Pairs of sweatpants/athletic bottoms	1	Pair of slippers
6	pairs of school pants (school year only)	15	Pairs of socks, school and athletic
3-7	Shorts	14	Pairs of underwear
3-7	Athletic shorts	2	athletic supporters (optional)
10	Non-dress code shirts/T-shirts	3	Undershirts
10	School shirts with collar and 3 buttons or full-length buttons (school year only)	1	Hat
2-3	Sweatshirts	2	Winter hats (school year only)
1-4	Sweaters (higher end for school year)	2	Sets of gloves (school year only)
7	Sets of pajamas	1	Winter Scarf (school year only)
1	Sports coat/Blazer/Suit (optional school year only)	1	Winter Coat (school year only)
2	Ties (for school year only)	1	Mid-weight coat (school year only)
2	Belts	1	Light-weight coat/windbreaker
2	Pairs of sneakers	1	Raincoat
1	Pair of dress shoes (optional for school year only)	2-3	Bathing suits
2-3	Pairs of casual shoes	1	Bathrobe
1	Pair of winter boots (school year only)		

#### Female Clothing

2-3	Pairs jeans/casual pants or skirts/capris	1	Pair of slippers
2-4	Pairs of sweatpants/athletic bottoms	15	Pairs of socks, school and athletic
6	pairs of school pants/skirts (school year only)	14	Pairs of underwear
3-7	Shorts	8	Bras
3-7	Athletic shorts	2-7	Athletic bras

- |   |  |
|---|--|
| 10 Non-dress code shirts/T-shirts                     | 5 Tights/leggings                                |
| 10 School shirts (school year only)                   | 1 Hat  |
| 2-3 Sweatshirts                                       | 2 Winter hats (school year only)                 |
| 1-4 Sweaters (higher end for school year)             | 2 Sets of gloves (school year only)              |
| 7 Sets of pajamas                                     | 1 Winter Scarf (school year only)                |
| 2 Dresses/Outfits for special events                  | 1 Winter Coat (school year only)                 |
| 2 Belts   | 1 Mid-weight coat (school year only)             |
| 2 Pairs of sneakers                                   | 1 Light-weight coat/windbreaker                  |
| 1 Pair of dress shoes (optional for school year only) | 1 Raincoat                                       |
| 2-3 Pairs of casual shoes                             | 2-3 Bathing suits (1 piece or tankini suggested) |
| 1 Pair of winter boots (school year only)             | 1 Beach cover-up (summer only)                   |
| 1 Pair of shower sandals                              | 1 Bathrobe                                       |

Students who participate in our Chorus performances are asked to wear black pants and a white collared button-down shirt.

**Linens and Dorm Room Supplies**

- |  |   |
|--|---|
| 1 twin bed comforter                           | 1 wallet  |
| 1 blanket/quilt                                | 1 umbrella  |
| 6 face cloths                                  | 1 personal water bottle   |
| 4 bath towels                                  | 1 extra pair of prescription glasses if applicable                    |
| *2 sets bed linens - extra-long (80")          | 1 Battery operated alarm clock/radio (electrical outlets are limited) |
| 1 extra-long twin mattress pad                 | 1 flashlight/extra batteries  |
| 1-2 pillows                                    | 1 lock box/safe (optional)  |
| 2-4 pillowcases                                | 1 closet organizer (hanging shelves, or shoe rack-optional)           |
| 1 twin memory foam or egg crate pad (optional) |   |
| 1 laundry basket/hamper                        |   |

\* Extra sets may be needed.

\*

***It is extremely important to label ALL items with at least the student's initials.***

When labeling, permanent marker works best, as iron-on labels may fall off. Label all items including clothing, linens, shoes, glasses, toiletry items, radios, etc.

Labeling student belongings will help alleviate the large quantity of lost/found items that go unclaimed, as students often do not recognize their items or even realize they are lost. Such efforts will be rewarded with the savings of not having to replace these items, in that the school cannot assume responsibility for items lost, lent or stolen.

### Hygiene/Toiletry Items: (as appropriate)

- toiletries carrying case/shower caddy
- toothbrush & toothpaste
- shampoo/conditioner
- hair brush/comb
- deodorant
- sanitary pads
- nail clippers/nail brush
- make-up
- body soap or shower gel
- shaving equipment (electric recommended for males & females)

### Student School Supply List

Riverview assignment pads are distributed to each student during the first week of school. The following list of items will be useful, both in the classroom and dormitory. Academic Teams may also provide an August mailing outlining additional supplies needed just for the classroom. ***It is extremely important to label ALL items with at least the student's initials.***

1	sturdy book bag or backpack*	1	sturdy 3-ring binder
	folders (sturdy, plastic, 2-pocket recommended)	1	package wide-ruled notebook paper (with holes, NOT college ruled)
3		1	yearly calendar
12+	pens (Black)	1	1 pair of headphones with carrying bag (for use with computer)
12+	pencils (regular, not mechanical)	1-2	notebooks (3-hole punch that goes into a binder)
1	vinyl zippered pencil/pen pouch (3-holed)	2	highlighters
1	calculator	1	pack of markers
1	box pushpins for bulletin boards	1	eraser
1	book of stamps		

\* book bag or backpack should be large enough to carry supplies from dorm to classroom

**PERSONAL POSSESSIONS:** Students are encouraged to bring personal items such as pictures of family or pets, a favorite poster, pillow or stuffed animal. The School requests that parents help students decide on a reasonable number of such items, since most will be sharing limited storage space with a roommate. The School has storage space for one footlocker, one large suitcase and one overnight bag per student. **Especially during this time of COVID-19 students are asked to minimize personal belongings. Decorations, furniture, books, etc. should be limited as much as possible to maximize living space and help facilitate the necessary cleaning and disinfecting protocols. Please take a minimalist approach when packing for your student.** Although the following lists are not all inclusive, they serve as guides to articles permitted and not permitted at the School. Answers to any questions regarding these lists can be obtained from a residential supervisor.

#### **PERMITTED:**

- exercise mat for students who regularly exercise
- one power strip for computer use only (per local authorities)
- sports equipment
- favorite books, games, stuffed animals, etc.
- small music system, Bluetooth speaker
- computer or iPad
- posters (free of drug, alcohol, sex or offensive design or suggestion), limit of two
- skateboards and roller blades (with protective equipment)
- musical instruments (easily transported such as a guitar, keyboard, clarinet)

- curling iron/straightener/hair dryer
- small rug for bedside (must be California code approved)
- ice skates
- supply of various batteries as needed

The following items are not encouraged but are permitted. Parents allowing their child to bring any or all of these items to campus do so knowing that their child is fully responsible for assuming all costs pertaining to misuse, damage or loss, as well as avoiding any situation wherein use of these items creates conflicts (as determined by staff) including but not limited to engaging in the development of friends and/or social skills, completion of dorm or classroom responsibilities, disruption of the dorm or an activity.

- small TV
- video game system, video games, DVDs (No R-rated, Mature or Parental Advisory allowed for middle and high school students)

**NOT PERMITTED:**

- pets, including fish
- extension cords
- halogen lamps
- soldering irons or tools
- electronic equipment (other than mentioned above)
- matches, lighter, cigarettes
- fireworks
- handcuffs
- personal appliances (dorm-size refrigerators, microwave, toaster oven, etc.)
- weapons of any sort (including toy replicas, knives and Leatherman pocket tools)
- electric blankets or heating pads
- scanners
- walkie talkies
- laser pointers
- self-balancing scooters (Hoverboards)
- CDs, DVDs, video games or magazines with offensive, violent, or are overly sexual (as determined by staff)
- Any item deemed dangerous or inappropriate by school administration.

Items related to violence, drugs, alcohol, sex, smoking, discrimination on any level are not allowed. Riverview reserves the right to ban any material including CDs, DVDs, posters, videos, reading material, etc., that are offensive in content. That which is considered appropriate material will be determined solely by the Riverview Administration. In addition, students are not permitted to borrow personal possessions from other students. If a student does take an item belonging to another student, they will be asked to return it immediately. Students must respect each other's personal property.

<p><b>3.7. Student Advisors &amp; Case Management*</b></p>
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Each student receives advisor support, either individually or on a consult basis. The advisors offer social/emotional support based on the needs of the student. Advisors are part of the clinical team and are Masters level clinicians. Clinical supports are available seven days a week and the team is supervised by the Clinical Coordinator. The Clinical team meets weekly and oversees the implementation of student supports.

In an effort to maintain cohesiveness, the Clinical Team meets regularly with leadership, academic and residential staff. Advisors act as liaisons between departments to ensure communication is streamlined. Advisors lead Service Planning Meetings, held two times a year, and remain actively involved in the implementation of the student's social/emotional goals. Advisors also attend internal, cross-over, and larger team meetings to address student needs and offer consultation. Open and ongoing communication is maintained throughout the year between staff, parents and outside professionals with a common goal of meeting each individual student's needs.

**Support Services:** The Clinical Team works closely with students on an individual basis, as well as in group settings, providing support services to strengthen and foster the development of social, emotional, transition and independent living skills. Social/emotional goals are individualized based on needs and skill development is fostered throughout the year. Support may be provided either in a 1:1, group setting, or consult basis, with skill generalization occurring across all domains.

**Counseling:** Although Riverview offers a great deal of support for students through the Clinical Team, there are times when a student may benefit from specialized outside counseling. In cases where outside counseling is recommended Advisors can assist by providing referrals to local professionals who have experience working with Riverview's population. Specific terms of the counseling agreement are determined solely by the parents and the therapist. Any changes or the termination of such services needs to be discussed by the parents directly with the therapist. Outside counseling occurs off campus and parents are responsible for arranging transportation.

In all counseling relationships, confidentiality is a key factor in the therapeutic process. Information concerning treatment is confidential, requiring written permission of the client or legal guardian to be shared with third parties. Suspicion or knowledge of dangerous behavior is not covered by confidentiality. The laws require reporting any such behavior to appropriate agencies. All Riverview staff are subject to such laws as well.

**Please Note:** Riverview's tuition does not include the following: occupational therapy, physical therapy, outside counseling, one-to-one aides, and any expense related to these services, including transportation. If it is determined that a student could benefit from any of these, all associated costs are assumed by the parents and/or school system.

### **3.8. Student Mail\***

Student mail should be directed to the main campus. Once received in the Main Office, mail is then distributed appropriately to the dormitories Monday - Friday. Be sure to include the student's dormitory on the address to facilitate delivery of mail. The School's address is as follows:

STUDENT'S NAME  
c/o Student's Dormitory  
  
Riverview School  
  
551 Route 6A  
East Sandwich, MA 02537

For letters to students who reside off-campus, the addresses are listed below. Again, please do not send packages to these locations as no one is in the dorms during the day to receive them:

**SANDWICH – Off-Campus**

<b><u>HUNTER DORM</u></b> 436 Route 6A, East Sandwich, MA 02537	<b><u>DORM 548</u></b> 548 Route 6A, East Sandwich, MA 02537
<b><u>GREYSTONES</u></b> 453 Route 6A, East Sandwich MA 02537	<b><u>FORT HILL</u></b> Fort Hill Road, East Sandwich, MA 02537

**HYANNIS – Off-Campus**

<b><u>OAKLAND DORM</u></b> 335 Oakland Road, Hyannis, MA 02601	<b><u>FERRY DORM</u></b> 72 Walnut Street, Hyannis MA 02601
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- Letters from relatives, siblings, and friends are great morale boosters! If sending money, please inform staff so they can assist students to be on the lookout for the delivery.
- Occasional care packages are a special treat, but we encourage healthy snacks if included in the packages. Please keep in mind that many students have dietary restrictions (e.g., food allergies) and we are a Nut Aware campus. Students are not allowed to keep food in their rooms.
- Mailed medications should be addressed to the Health Care Center in care of your child’s name.

**3.9. Telephone Calls\***

Due to the varying schedules of weekly activities, it is recommended that families and students try to establish consistent calling days and times. This facilitates the teaching of time management and alleviates difficulty in connecting. Call times are tailored to the needs of the student, as long as it does not negatively affect others, e.g. roommates.

**General Phone Hours:** Students tend to be available for calls as follows:

Monday through Thursday	7:30 pm - 9:30 pm
Friday	8:30 pm - 10:00 pm
Saturday	9:00 am - 11:30 am 8:30 pm - 10:00 pm
Sunday	9:00 am - 12:30 pm 5:00 pm - 9:30 pm

**Guidelines for Easy Calling:**

- Schedule two calls per week, one during the week and one on weekends. This can be scheduled Opening Weekend with Residential Instructors.
- Try to maintain the same schedule week to week.

It is very important that students develop the ability to use their support system at school. Each student has an advisor, head teacher, team teachers, residential supervisor and residential instructors who are responsible for providing such support. Please encourage your student to utilize their support system rather

than calling home to resolve challenges. Students are provided with instruction and guidance designed to assist them in creating an effective support system while at Riverview.

When students call home with a concern about school life, it is best for parents and staff to discuss the issue and then determine who is the best member of their Riverview support system to bring the issue to first. In the initial stages of a child learning how to self-advocate and access his/her support systems, sometimes a call from the parent to the child's advisor, head teacher, or residential supervisor can help facilitate the process. When there is a need to speak with residential or academic staff, parents should contact their child's Advisor, Head Teacher or Residential Supervisor. Teachers and dormitory staff are unable to readily take calls because they are actively working with students. Parents should never hesitate at any time to contact a member of the Administrative Team. **Please note that staff are instructed NOT to take calls that come in on a student's cell phone.**

Dormitory Phone Extensions & Numbers					
Auburn	x225	Dorm 548	508-833-4353	JB-Horton	x460
Brooks 1	x220	Fort Hill	774-313-8620	JB-Tolk	x459
Brooks 2	x221	Founders	x219	Lavoie A	x390
Brooks 3	x222	Greystones	508-888-1650	Lavoie B	x389
Burgundy	x227	Heather	x224	Plum	x226
		Hunter	508-833-2813	Torrey	x336

The success of the residential experience is dependent on the student's ability to develop trusting relationships with the staff and learning to self-advocate. Parents can facilitate this by showing their faith in the staff and their ability to deal with the student's problem or concern.

*The school telephone number is (508) 888-0489 and (508) 833-7000. Calls to the school from 7:45 am to 4:00 pm weekdays will be received in the Main Office. When the office is closed at night, calls will be answered by the automated operator. You may reach the appropriate party by listening to and following the menu options. When the main office is closed, the Residential Office Manager can be reached from 4:00 pm – 9:00 pm at ext. 257. In case of an emergency after hours parents may call ext. 400.*

### 3.10. Travel and Transportation\*

All travel and transportation plans must be made directly with Riverview's Travel Associate by calling 508-888- 0489, ext. 272 or emailing [travel@riverviewschool.org](mailto:travel@riverviewschool.org). The preferred method of communicating travel information is via email to the Travel Associate. Staff is instructed not to take any travel or visitation information. The School cannot be responsible for plane tickets and/or information not provided directly to the Travel Associate. Please do not assign your student the responsibility of delivering tickets.

Travel plans during the school's vacation periods must be submitted to the Travel Associate as early as possible and at least three weeks prior to the school break. Weekend travel plans for your student must be received via phone or email to the Travel Associate by 3:00 PM on the Wednesday preceding the weekend of travel.

Whenever a change in travel plans occurs, always speak directly to the Travel Associate. The only exception is if a change needs to be communicated during the weekend; then you will need to contact the supervisor on duty, rather than the Travel Associate.

When a student receives an invite to go off campus with another Riverview family the following protocol must be kept for the safety and accountability of all students. The requesting family contacts the Travel Associate who then passes along an invitation to the recipient's family. This family must contact the inviting family to relay any and all MESDAE (medications, emergencies, seizures, diabetes, allergies and eating) concerns. Riverview staff cannot pass along this information. An email is then sent to the Travel Associate granting or not granting permission.

**TRAVEL/AIRLINE MEET AND ASSIST SERVICES:** Students who are flying will need to have the ability to navigate the airline terminal independently from the security check-point to their departure gate. This will include the ability to wait for their flight and problem solve any delays or challenges that may arise. Riverview will have staff available to accompany students to the airport and remain at the airport until all flights have departed, but Riverview staff cannot accompany students through security. If your student does not possess the skills to navigate the airline terminal independently, you will need to arrange accommodations through the airline or make alternative travel arrangements.

When flying, parents need to determine if their student may require a meet and assist or unaccompanied minor service. These services are generally provided at cost by the airlines. This is added assurance that your student will have adult supervision during their trip. Parents are responsible for paying this fee when booking the reservation.

**Please Note:** Should you have a cell phone, please provide the Travel Associate with this information and have the phone on and with you during the time your child is traveling. If you do not have a cell phone, please be available to take calls at the home or work numbers you have provided the School. When, and if, families arrange for outside of Riverview transportation services (limo, taxi, car service, etc.), this service must pick students up and sign students out at the Riverview School campus. Such services must also return students and sign them in at the Riverview School campus.

**Parents are asked to provide the Travel Associate with details of the planned trip and also provide a contact phone number of the driver transporting the student.**

Students will be allowed to fly with only one carry-on bag and one personal item (e.g., purse, backpack). Students should plan in advance to ship necessary items to or from the School. If there is not enough room in one carry-on bag, these items must be shipped home or back to school. It is suggested that students travel with \$20.00-\$25.00 cash.

**SCHEDULED SCHOOL VACATION TRAVEL:** Parents & guardians will be provided with the travel plan deadlines of each scheduled vacation at the beginning of the year. Deadline reminders will also be sent via email. It is imperative that parents provide the details of their students' travel on and off campus for the breaks well in advance to ensure space on Riverview transportation (if necessary).

The School will provide free transportation and supervision to Boston's Logan Airport in Massachusetts and Providence's T. F. Green Airport in Rhode Island on designated travel days and times. Flights must be scheduled to depart Boston or Providence between the outlined time frames provided at the beginning of the year. **If you are not able to book a flight within the timeframes, then travel arrangements must be made for a private hire or car service at the family's expense.**

**For West Coast or International Students,** Riverview will provide transportation to the airport on the day prior to the designated travel day to accommodate the limited available flight schedule. Departing a day prior provides a buffer for any unforeseen circumstances.

**Return travel:** When returning to campus after break, Riverview staff will be at Boston and Providence between the hours of 10:00 a.m. and 6:00 p.m. only. Any flights landing outside of this timeframe will require a private hire or car service at the family's expense. Dormitories open at 12:00 p.m. Please plan return travel accordingly.

Please reach out to the Travel Associate with any questions on dates and times for accepted travel prior to booking or reserving any tickets.

**TRAVEL DAYS:** Travel days are noted on the school calendar. If weather conditions cause flight cancellations or delays, the School will inform the parents of the new flight schedule. The School will do everything possible to ensure students are on their scheduled flight. Ground travel students are requested to be picked up the night before.

During inclement weather, parents are asked to check email regularly, since this is the system Riverview uses should changes need to occur.

**PLEASE NOTE:** Students are not permitted to remain on campus during any vacations. A condition for enrollment at Riverview is that a student has suitable alternative living arrangements during vacations. The Board of Trustees has mandated that the School and its employees cannot provide living arrangements during school vacations.

**STUDENTS BEING PICKED UP BY PARENTS (Ground Travel):** Parents should plan to arrive at school after the student's last class, generally 3:15 pm. Students returning to school on travel days following school vacations should arrive between 12:00 pm and 8:00 pm. Dormitories will not be staffed until 12:00 pm. Students arriving before 12:00 pm must remain in the custody of their parent or designee. We ask that students return prior to 8:00 pm as to respect the schedules of the other students in the dorm.

When students depart campus for break they should be signed out at either the main office or directly from the dorm. When students are returned to campus from break, parents should sign their student back into their dorm. This is for the safety of your student.

**EMERGENCY PLANNING/TRANSPORTATION:** Riverview has a comprehensive emergency evacuation plan in place that was developed with local authorities. Should a hurricane warning be declared, the School's emergency plan indicates that all ground travel students will be sent home in advance of the storm. Any students who can leave by air, especially those with medical conditions, will also be asked to depart campus. The same applies for severe winter weather on designated travel days.

**PRIVATE HIRE TRANSPORTATION SERVICES:** The School does provide limited services of private hire drivers to transport students to local appointments on the Cape, as well as to particular destinations in Boston and Providence when there is a private hire driver available. Parents are responsible for these charges and they will be deducted through the student discretionary account (SDA). Rates for private hire drivers may be obtained through the Travel Associate and usually incur the sum of an hourly rate and mileage. All drivers are CORI and background checked.

Private hire drivers who transport students to airports will assist your child to the security gate. The cost of these services is a flat fee and prices may be obtained through the Travel Associate. The School does not permit the usage of Riverview vehicles or hiring of staff (including private hire drivers) to transport and oversee students for off campus celebrations. Please reach out to the Travel Associate for any questions regarding private hire drivers.

**TRAVEL IDENTIFICATION:** All students age 18 and over must travel with a passport or a government issued identification card. The passport and/or I.D. card will be held by the Travel Associate for all students that fly home and/or travel with Riverview staff. This practice ensures that the student will have it to board the plane as required. If a student wants to keep his/her government I.D., a duplicate must be purchased by the student, and/or a passport is left with the Travel Associate.

If your student turns 18 during the school year, it is the parent/guardian’s responsibility to obtain a proper government issued ID for travel. This can be done at the student’s home Registry of Motor Vehicles to get a state issued ID card. It is strongly suggested that you get a duplicate at this time as well.

\*Please Note: **Beginning May 3, 2023**, every air traveler 18 years of age and older will need a REAL ID-compliant driver’s license, state-issued enhanced driver’s license, or another acceptable form of ID to fly within the United States. REAL ID-compliant cards are marked with a star at the top of the card. If you’re not sure, contact your state driver’s license agency on how to obtain a REAL ID compliant card. Michigan, Vermont, Minnesota, and New York states issue REAL ID and state-issued enhanced driver’s licenses, both of which are acceptable. Washington state issues enhanced driver’s licenses only. State-issued enhanced driver’s licenses are marked with a flag. These documents will be accepted at the airport security checkpoint when the REAL ID enforcement goes into effect.

**RIVERVIEW ID CARDS:** A student ID card is made for each student at the beginning of each year. Students should keep their Riverview ID card with them during all off-campus activities, especially during school vacation travel. Should a student lose their card, a replacement can be obtained by notifying the Travel Associate. The Riverview ID cannot be used in place of a government issued ID card for students over age 18.

### **3.11. Visual Checks**

Each Riverview student will receive a minimum of one visual check per night, conducted by the awake overnight or healthcare staff on duty. The number of visual checks conducted during the overnight will be based on the score each student receives on the “Visual Check Rubric”, which will be updated yearly or more often if there are behavioral or health changes. In addition to regularly scheduled visual checks, students may need additional overnight checks based on behaviors/symptoms deemed to be unsafe in the moment by healthcare, clinical, administrative or supervisory personnel.

### **3.12. Search of Student Room/Belongings**

Student rooms, School issued devices/equipment and lockers are the property of Riverview School, and the School reserves the right to conduct searches of these areas and items at its discretion. In addition, to maintain the safety and security of the Riverview campus, the School may, at its discretion, search student backpacks/bags/clothing. Searches will be authorized by a member of the Administration team or designee and be conducted by Riverview faculty or staff. The student whose property is being searched must be present during any searches. A student is responsible for any items discovered during a search. If it is necessary to conduct a room search when the above procedures cannot be followed, the School may adjust the search procedures at its discretion.

## **HEALTH CARE CENTER**

#### **4.1. Concussions\***

In accordance with the MIAA, any student who is participating in a team sport must have a completed Pre-Participation Head Injury/ Concussion Reporting Form submitted prior to every sport season. Any student with a suspected concussion will be referred to the Health Care Center for assessment. If the student has symptoms consistent with a concussion, arrangements will be made to have them evaluated by a physician or nurse practitioner at Cape Cod Pediatrics, an Urgent Care Center, or an Emergency Room. The Health Care Center staff are required to follow The Acute Concussion Evaluation (ACE) Care Plan. If the ACE Care Plan recommends that the student needs a maximum level of rest and it is not anticipated that the student will be able to fully return to school/classes within 48 hours, the parent/guardian will need to bring the student home. If the student resides internationally or outside of New England, or it is not possible to bring the student home, the family may be financially responsible for covering the costs for extra support staff to provide supervision of the student in a quiet setting conducive to providing the appropriate level of brain rest. The Health Care Center and Athletic Staff are responsible for implementing the gradual return to play plan outlined on the ACE Care Plan for any students participating in recreational or competitive sporting activities.

#### **4.2. Epilepsy Diagnosis Protocols\***

Students with a seizure diagnosis will require the following:

- Neurologist Seizure Classification Form- annual update required
- Annual Neurologist Office Visit Note
- Signed Authorization for the Release and/or Discussion of Protected Health Information- annual update required
- A Seizure Action Plan- annual update required
- Students with certain classifications of seizures will be required to wear a seizure monitoring device at night during sleep. The awake overnight Health Care Staff will maintain oversight of the seizure monitoring and any related daily checks that are required.
- Students with uncontrolled seizures that present a safety issue will not qualify for admission
- Students with a current diagnosis of Epilepsy will need to taper down medication at home under the care of the prescribing physician and will not be permitted to taper down seizure medications as a residential student on campus.

#### **4.3. Flu Shots**

The Health Care Center will arrange for student flu shots to be administered by an outside vendor authorized to administer vaccines. The timing of this will be dependent on the availability of the outside vendor and the availability of the vaccine. If you have the option to have your student receive their flu shot PRIOR to returning in September, we strongly encourage you to take advantage of this.

#### **4.4. Health Insurance and Annual Medical Forms\***

Riverview requires every student to be covered by health insurance. Evidence of such insurance coverage is required prior to the start of school. No student can be placed in the care of Riverview without evidence of current health insurance.

Medical or psychological services with local providers are the financial responsibility of the family.

**ANNUAL MEDICAL FORMS:** In order to best provide medical care to each student, it is crucial that parents fully inform the Health Care Center of the student's past medical history and present medical needs. This information is provided by completing all of the requirements in the Magnus Health Parent Portal by 9/1/2021 for current students and 7/1/2021 for newly enrolled students for summer session. Failure to submit the required forms in advance may delay your child's enrollment.

The Massachusetts Department of Public Health-School Health Unit requires that all students have annual physicals, which must include evidence of all required immunizations. You may use the forms provided in the Magnus Health Portal or a printout supplied by your child's primary care provider.

**IMMUNIZATIONS:** According to the Massachusetts Department of Public Health regarding Immunization Exemptions and Vaccine Preventable Disease Exclusion Guidelines in School Settings: There are only two situations in which children who are not appropriately immunized may be admitted to school:

1. a medical exemption is allowed if a physician submits documentation that an immunization is medically contraindicated – annual update required
2. a religious exemption is allowed if a parent or guardian submits a written statement that immunizations conflict with their sincere religious beliefs – annual update required.

Philosophical exemptions are not allowed by law in Massachusetts, even if signed by a physician. Only medical and religious exemptions are acceptable. These exemptions must be kept in the student's files at school (105 CMR220.000 M.G.L. c.76, ss. 15 and 15C).

#### **4.5. Hours of Operation\***

The Health Care Center (HCC) is open 7 days per week from 7 am to 10 pm. There is overnight coverage in the HCC for monitoring students who are infirmed due to illness or require emergent care.

Each dorm will be assigned a specific member of the Health Care Team to be the Health Care Liaison.

The Health Care Liaison will be:

- Reviewing all required medical forms prior to student enrollment
- Reviewing each student's Medication Administration Record upon enrollment to ensure that we have current medication orders for all medications (prescription & over the counter) that have been supplied to the school on opening day.
- Creating a Plan of Care for Acute & Chronic Medical Conditions
- Routinely communicating with parents regarding any Acute or Chronic medical issues
- Meeting with residential staff in dorms to perform medication administration observation/supervision
- Reviewing Weight charts monthly to be aware of any extreme increases or decreases in weight
- A point person for academic/advisory staff to consult with on medical issues that affect a student's daily routine

As the Health Care Center is a 24/7 operation, the nursing staff work varied shifts & your designated **Health Care Liaison** may not be readily available for immediate needs. Health related issues that require in the moment attention will continue to be addressed by the staff who are currently on duty. Non-urgent issues should be addressed with the student's assigned **Health Care Liaison**. Families should continue to communicate via the general [hcc@riverviewschool.org](mailto:hcc@riverviewschool.org) email address. This will ensure that any immediate needs are not overlooked. The staff on duty will triage all emails and forward to the individual nurse/Health Care Liaison as needed for follow up.

#### 4.6. Medications\*

The HCC nursing staff is responsible for all medications (prescription and non-prescription) administered to a student while they are in our care. Medication taken during school hours is dispensed from the HCC or by designated academic faculty trained in medication administration. Medication taken outside of school hours is dispensed and accounted for on a daily basis by dormitory faculty and the HCC staff. The following policies and procedures are in place to ensure the safety of the students and to promote the safe handling, storage and administration of all medications per compliance with the Massachusetts Department of Public Health regulation 105 CMR.210.000.

##### **OVER-THE-COUNTER MEDICATIONS:**

- The HCC has a stock supply of all medications listed on the Authorization to Dispense Over-the-Counter Medications form. This form must be **signed by the parent/guardian and the physician**.
- Should the student need any of the medications short-term, the HCC will provide it. If a student requires an over-the-counter medication on a regular basis, you must supply that medication for your child.
- If a student requires an over-the-counter medication not listed on the form, the student's physician must write an order for it, (e.g., special cough medicine). This can be done by adding the OTC medication to the blank lines on the OTC form prior to submitting it to the physician for signature.
- If your child takes vitamins or supplements on a daily basis, we require a written order on the NEW Over the Counter Dietary Vitamins and Supplements Order form. This form will be available in your student's Magnus Health account.
- If you request any over the counter medications be administered in a manner other than the label recommendation, a separate doctor's order will be required.
- If your child requires liquid or chewable form of over the counter medications, we suggest you supply that at the beginning of the school year.
- If you prefer a particular brand name of Over the Counter medication vs the generic, the family must provide the brand name medication.

##### **PRESCRIPTION MEDICATIONS:**

- All prescription medications must come in a pharmacy-labeled container.
- All prescription medications must have medication order signed by the prescribing physician in order for the medication to be administered at Riverview. Medications that are brought to Riverview that do not have a matching signed medication order, **will NOT be administered**. Parents are responsible for obtaining these orders from the prescribing physician **BEFORE** bringing your child back to school.

##### **CONTROLLED MEDICATIONS:**

- If your child is prescribed a controlled substance (e.g., Ritalin, Adderall, Focalin, Concerta, Lorazepam), a new prescription is required every month for the pharmacy to fill the prescription
- If you receive medications from North Falmouth Pharmacy, they will contact your physician monthly.
- If you are supplying controlled medications from a home or mail order pharmacy, keep in mind the need for a monthly prescription and contact your child's prescriber in a timely manner.

#### **HOMEOPATHIC REMEDIES/DIETARY SUPPLEMENTS:**

- All homeopathic remedies/dietary supplements must be supplied in their original manufacturer labelled container and require a signed physician order.
- HCC is not able to dispense homeopathic remedies custom made for your child without specific ingredients listed as well as potential side effects.

#### **MEDICATION CHANGES:**

- All medication changes must be communicated to the Health Care Center via email to [hcc@riverviewschool.org](mailto:hcc@riverviewschool.org) and be accompanied by a signed physician order.
- The nurses in the HCC can take a verbal or telephone order from a physician providing that a fax authorizing the prescription change follows within three days. The HCC direct fax # is 508-833-7004.
- If a student has any routine medication changes while on school breaks, the HCC must receive the new order prior to the student's return.
- Significant medication changes or initiating a new medication should take place while students are at home. If there is a need to start a new medication while a student is at school, this will be addressed on an individual basis in consultation with the students prescribing physician, the Director of Health Care, and the clinical coordinator.

#### **MEDICATIONS AND TRAVEL:**

- When medications are picked up for travel or weekends home, a medication supply form will be completed by the staff who is giving the medication to the parent and signed by the parent or responsible party who is receiving the medication.
- Upon return from any travel (breaks, weekends home) all medications need to be checked back in to the Health Care Center.
- All controlled medications (i.e.- Ritalin, Concerta, Focalin, Lorazepam) being sent home for breaks will have a label on them with the # of pills being sent home. When the student is returning back to school, the parent needs to write in the # of pills that are being returned.
- HCC does not routinely send home nonprescription medications or supplements. We suggest that you keep a supply of these at home for vacation periods.

**ALLERGY INJECTIONS/IMMUNOTHERAPY:** Allergy injections may not be administered by Riverview school nurses. These injections must be administered in the presence of a physician. HCC staff will assist parents in making arrangements for their student to be seen at an allergy office for injections if necessary.

#### **4.7. Pharmacy\***

Riverview School utilizes the services of North Falmouth Pharmacy as the one provider of all medication. North Falmouth Pharmacy provides the HCC with specially packaged medications (a blister packing system). This system is necessary for the safe administration and inventory of all medication. In addition, North Falmouth Pharmacy provides individualized Medication Administration Records (MARs) in order for staff to document the administration of each prescribed medication. North Falmouth Pharmacy is aware of the unique setting your child is in and is highly responsive to assisting parents with meeting their child's medication needs while at Riverview. Each family needs to complete the Medication Supply Policy form in the Magnus Portals and choose if they will be using North Falmouth Pharmacy to provide their child's

medications. North Falmouth Pharmacy will assist each family as needed to obtain insurance waivers that might be needed for participation in Riverview's one provider system. North Falmouth Pharmacy's customer service number is (508) 563-2362.

For parents unable to use North Falmouth Pharmacy due to insurance reasons, medication taken by their child must be supplied by the family. We strongly encourage the use of mail order pharmacies that have the ability to single dose pack your child's medication (for example Pill Pack Amazon Pharmacy or CVS Simple Dose Pill Packets) You will be responsible for setting up your account and any ongoing communications with the mail order pharmacies. If medications are being mailed to Riverview, you must use traceable means (e.g., FedEx or UPS).

If your child's medications are not being supplied through North Falmouth Pharmacy and you are sending them from home, or using a mail order pharmacy, **the Health Care staff is not responsible for routinely contacting parents when refills are needed. It is the parents' responsibility to keep track of when their child needs a refill and to arrange to send the refill(s) to the Health Care Center in a timely manner and before the current supply is depleted.** We suggest setting calendar reminders when refills are due.

#### 4.8. Self-Medication\*

It is the goal of the GROW program to foster students' independent administration of individual medications. All students who take medications regularly will be assessed for their cognitive, physical, and visual ability to participate in the self-medication training process.

Upon admission to school, all medications (prescription or over-the-counter) must be given to HCC staff for processing. Students are not permitted to keep their medications with them in their room. Students who have been assessed by the HCC and dormitory staff as being appropriate to participate in the self-medication learning program must comply with the following:

1. A Self-Medication Authorization Form must be signed by the student's parent/guardian, the student, a nurse from HCC, the residential supervisor, and the residential instructors.
2. The student will meet with one of the Health Care Center nurses for an introduction to the self- medication learning process and be given a list of his/her medications specifying medication name, dosage, how many times per day, and why they are taking the medication.
3. The student will be responsible for seeking out their dorm staff to request their medication at the proper times. They will be expected to verbalize the following information about their medications:
  - Name of Medication
  - Dose
  - How often and at what times to take the medication
  - Reason for taking the medication
  - Name of the doctor responsible for prescribing the medication
4. The residential staff will document the student's progress on the Self-Medication Process Form. Once the student can consistently provide the correct information about their medications, they will be ready to take the written Self-Medication Evaluation (or verbal if unable to complete the written form independently). Students may use visual guides or self-medication phone apps to assist them with their Self Medication evaluation process.
5. Upon successful completion of the Self-Medication Evaluation, the student will fill a 7-day med planner under the supervision of a nurse. Going forward, they will fill the 7-day planner in the dorm with their residential staff on a weekly basis.

6. In order to comply with State Department of Public Health regulations, student must continue to take their medication in the presence of a staff person.
7. Students participating in the Self-Medication program are responsible for refilling their medication prescriptions or purchasing over the counter refills in a timely manner.
8. Should the school nurse or residential staff determine that a student is not compliant with carrying out the personal responsibility of self-medication, the student will be temporarily relieved of this responsibility. They will be encouraged to continue learning about their medications and be given periodic reassessments.
9. It is Riverview's philosophy to keep each and every student safe. Because of cognitive, visual or physical limitations, some students cannot be expected to achieve an optimum level of independent self- administration of their medications.

#### 4.9. Treatment Guidelines\*

**ROUTINE:** The Health Care Center at Riverview School provides routine services similar to those offered by school nurses in the public school setting. HCC staff are able to assess and treat minor ailments and provide first aid for minor injuries. Our physician consultant has provided standing orders for common routine health issues.

**URGENT:** If a medical situation requires further assessment or treatment, The HCC staff will provide supervision and transportation to a local health care provider (Cape Cod Pediatrics or CCHC Urgent Care Centers).

**EMERGENCY:** In the event of an emergency, 911 will be called and the Sandwich EMS will transport the student to the Cape Cod Hospital Emergency Department. HCC Staff will notify parents/guardians or emergency contacts if parents/guardians cannot be reached. In the event that a medical emergency results in time in the emergency room, surgery or inpatient admission to the hospital, Riverview staff will provide supervision of a student until the parent/guardian can get to the hospital. It is expected that parents will arrive within the time frames noted below:

Day students - within 2 hours

Families within driving distance- time of the drive plus 2 hours

Families requiring a flight- within 24 hours

International Families- designated state side emergency contact expected to arrive within 24 hours

\*\*\* Any time a student is out of the program for a medical, surgical, emotional, behavioral or mental health issue, and Authorization to Return to School form is required. The form MUST be completed by the treating health care provider and indicate ANY accommodations, restrictions, or further assessments to be done by the HCCStaff.

Parents need to contact the Director of Health Care Services BEFORE their child's return to Riverview to discuss the students' status, needs and confirm that the Authorization to Return to School form has been received. It is at the discretion of the Director of Health Care Services if/when a student may return. \*\*\*

**Residential Students:** Outside non-urgent medical treatment/appointments including, but not limited to, orthodontic care, routine dental visits, physical therapy, podiatrist services, psychiatric or counseling appointments, and treatment from specialists for chronic/ pre-existing conditions are to be arranged directly by the family. Private Hire Transportation is scheduled by the Travel Associate. The cost of these services is a flat fee and prices may be obtained through the Travel Associate.

**Day students:** All medical appointments for day students are the responsibility of the parents/guardians. If a day student becomes sick during the school day, parents will be called to dismiss the student.

#### **4.10. Food Allergies**

Riverview is making an effort to create an environment that is Peanut/Tree Nut Aware and therefore as safe as possible for students with life threatening food allergies. Peanut/Tree Nut Aware means that staff, families and students are being asked to only bring in outside foods that are Peanut/Tree Nut Free by following these guidelines:

- All food items brought to campus for students need to be store-bought with the ingredient labels intact. Ingredient labels must not have Peanut/Tree Nut references.
- Day students bringing in lunch or snacks from home should only bring in items that do not contain Peanuts/Tree Nuts.
- While every effort will be made to maintain a Peanut/ Tree Nut Aware campus, Riverview School Staff cannot guarantee that an item with Peanut/Tree Nuts will not be present on campus.
- Riverview also recognizes that several students have non- life-threatening food allergies or sensitivities (Gluten, Soy, Lactose) and takes precautions to minimize accidental exposure. Gluten Free items brought onto campus for students must also be store bought with the ingredient label intact.
- Any student with a life-threatening food allergy must have a physician signed Food Allergy Emergency Plan
- If student requires an Epi-Pen, you need to provide at least 2 Epi-Pens ( 1 for Dorm and 1 for Health Care Center) upon enrollment. For GROW students- we require 3 Epi-Pens ( 1 for Dorm, 1 for Health Care Center and 1 for off campus internships, Project Forward/Search).

#### **4.11. Communicable Disease Policy**

Being a boarding school, Riverview is limited in its ability to completely prevent exposure and spread of contagious illnesses and communicable diseases. To minimize epidemics Riverview School will follow the most current guidance from state and local health agencies. We will have a zero-tolerance policy on students coming to campus if they are sick (day students, residential students returning on opening days and from breaks or weekends home. Students who are sick with what is believed to be a contagious illness will need to be picked up by their families/guardians according to the treatment guidelines in section 4.9.

## **MIDDLE SCHOOL/HIGH SCHOOL PROGRAM**

<b>5.1.a. Academic Services – Academic year</b>
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**ACADEMIC DAY SCHEDULE: (Monday – Friday)** (subject to change)

Breakfast	7:30am - 8:10am
Leave for school	8:10 a.m. (Dorms remain open until 8:30 a.m.)
Homeroom	8:15 a.m. – 8:30 a.m.
Period 1	8:30 a.m. – 9:30 a.m.
Period 2	9:30 a.m. – 10:30 a.m.
Period 3	10:30 a.m. – 11:30 a.m.
Period 4	11:30 a.m. – 1:00 p.m.
1st Lunch	11:30 a.m. – 12:00 p.m.
2nd Lunch	12:30 p.m. – 1:00 p.m.
Period 5	1:00 p.m. – 2:00 p.m.
Period 6	2:00 p.m. – 3:00 p.m.

**SATURDAY ENRICHMENT:** Saturday Enrichment dates can be found on the school calendar. Students are required to participate in a variety of theme-related educational activities (5-6 Saturdays). It is important to note that these days count as school days. *All academic policies/procedures (e.g., behavior, performance, absences, homework) are in full effect on these designated days.* Saturday Enrichment is considered an integral part of the curriculum, and all students are required to attend.

**ASSEMBLIES:** Assemblies provide students with a sense of community and school spirit. It is a time when students come together to gain information about school and world events (e.g., sports, current events) and to also learn from one another (chorus, drama, team speakers). Assemblies are student-centered and are organized by the Drama Department.

**GRADUATION REQUIREMENTS / POLICY STATEMENT:** Each student is assigned specific goals and objectives that are established throughout a student’s placement at Riverview School. These goals and credit requirements are reviewed by the Director of Education and the Director of Special Services on a regular basis. For students to graduate from Riverview School, they must accumulate a total of 21 credits. Upon completion of the required course of studies, students will receive a high school diploma from Riverview School. The particular number of credits required for various subject areas is as follows:

Language Arts/Reading (2 hours/day)	4 yrs	5–8 *	credits
Mathematics	4 yrs	4	credits
History/Social Science (includes Senior Seminar, US History, Community Service)	4 yrs	4	credits
Science	3 yrs	3	credits
Electives (Including PE)	4 yrs	4–6	credits
<b>Total Credits</b>	<b>21</b>		<b>credits</b>

\*All students while at Riverview must earn 2 credits (2 hours/day) per year in Language Arts/Reading. This range noted above allows for students who may enter Riverview in their high school years.

## Summary:

All students must:

- Earn 21 credits. Fulfill requirements of subject areas as stated above.
- Complete United States History.
- Complete six semesters of Physical Education.

Students with excessive absences may have their academic credits modified accordingly. Individual reviews will be conducted to determine the need for such modification. Every effort will be made to assist students in completing course requirements when absences are caused by extenuating circumstances (e.g., illness).

**ACADEMIC TESTING AND ONGOING ASSESSMENT:** Diagnostic tests and/or informal assessments are administered in various areas, including English/Language Arts, Math, Reading, Speech and Language, and Physical Education at the beginning and end of the year. These tests are used primarily for placement purposes and for determining specific needs of the individual student. The testing is viewed as a snapshot of how the student did on that day.

Academic testing is only part of how a Riverview student's performance is measured.

On an ongoing basis, teachers assess students' skills through formal and informal observations in specific academic areas. These assessments enable teachers to individualize instruction, properly group students according to ability, and determine opportunities for generalization of skills.

**PHYSICAL EDUCATION:** Six semesters of Physical Education is required for all students unless a physician provides a medical reason for exemption. Physical Education classes will consist of various lessons to introduce students to three core areas (Fitness, Sports Skills and Adventure Education).

Clothing: In order to increase motivation and facilitate ownership for one's appearance, high school students are allowed to select their own workout clothing for gym classes. All students must wear athletic sneakers to participate.

All students in Physical Education are issued a key or combination lock for their lockers.

**HELMSMEN ATHLETICS:** The athletics program at Riverview School is completely inclusive. Any student who wishes to participate and maintains a commitment to the sport will be placed on a team. Teams are structured and competition is set to reflect that team's general skill level. The primary emphasis is on personal best. To maintain participation on an athletic team, students must consistently:

- Attend scheduled practices
- Demonstrate a positive attitude
- Maintain consistent classroom effort/performance

Students who maintain these basic prerequisites show commitment to their sport.

There are three seasons of sports at Riverview School. Students may sign up for one sport per season unless otherwise approved.

### Fall Season

Special Olympics Unified Basketball

Co-ed Intramural Soccer

Co-ed Intramural Cross Country

Varsity Boys Cross Country

Varsity Girls Cross Country

### Winter Season

Co-ed Intramural Basketball  
Co-ed Helmsmen Basketball (Dependent on Co-  
op Partnership)  
Co-ed Helmsmen Winter Track

### Spring Season

Special Olympics Unified Track & Field  
Co-ed Intramural Softball

**Equipment & Uniforms:** Students are issued a team uniform and equipment for the sport they have signed up for. Appropriate footwear (track and field running spikes, sneakers, cleats, etc.) is the responsibility of the student and should be purchased prior to the start of the sport season. For the Racing Swim Team, students should bring a dark bathing suit from home. Additional personal equipment orders, once a student has been issued his/her gear, are the parents' responsibility.

## **5.1.b. Academic Services – Summer Program\***

Academic instruction is an integral part of the summer school scheduling, not only to maintain skills over the summer months, but also to acquire new skills.

While maximum class size is eight students, many opportunities are available for small group and individualized instruction.

### **ACADEMIC CLASSES**

**READING/ENGLISH LANGUAGE ARTS (ELA):** Students participate in reading instruction developed to reinforce both decoding and comprehension skills. Students continue to emphasize grammar, spelling, and composition skills utilizing the writing process checklist.

**MATH:** Summer Math classes are designed to strengthen calculation, problem solving, and real world math skills. Students engage in daily lessons, activities, and projects in order to strengthen their understanding of mathematical principles, facts and operations.

**ELECTIVES:** Middle School and High School students will have the opportunity to participate in a variety of elective classes as part of the summer programming, including Physical Education.

## **5.2.a. Activities – Academic Year**

**AFTER -SCHOOL ACTIVITIES:** Riverview offers students a wide range of social, recreational and educational (life skills) activities. Students participate in either a sports practice/game/meet or an after school activity each week day. Students sign up for activities of their choosing prior to the start of each season. These activities begin at 3:30

**WEEKEND DAY ACTIVITIES:** Each weekend, students participate in a wide range of activities on and off campus. Activities are chaperoned by staff with transportation provided by Riverview on buses and/or school vans.

Outlined below is a partial listing of the various activities and events offered throughout the school year.

### Regular Events

Beaches	Jewelry making
Bowling	Laser tag
Canal Cruise	Local museums
Canal walk	Miniature golf
Cinema	Music activities
Community service	Pottery classes
Crafts	Roller skating
Dance lessons	Saturday Enrichment outings
Dorm trips	Swimming
Ice skating	Wellness Center
Intramurals	YMCA/Community Center

### Special Events

Guest speakers	Parades
Heritage Plantation	Plays
Historical presentations	Concerts
King Richard's Faire	Plimoth Plantation
Monster Truck Jam	Professional sports games
Museum of Fine Arts	Ropes course
Museum of Science	Seasonal concerts
New England Aquarium	Talent Show

**WEEKEND EVENING ACTIVITIES:** Weekends offer students some time to themselves, but there are also a number of entertaining things to do. Mornings are typically spent doing dorm chores and room cleanup. A sample of Friday and Saturday evening activities include the following:

- Musical/social events
- Dorm visitations/parties
- Gym activities (basketball, volleyball, kickball, etc.)
- Movies
- Community events (plays, sports, events, etc.)
- Intramurals
- Bowling
- Small group, self-planned (staff assisted) outings off campus

The Activities Coordinator plans many of the School's special events, and students sign up to participate in their choice of activity. However, each dorm plans outings and work together as a group to:

- Choose a destination.
- Decide how to budget money from their allowance for the trip.
- Make all necessary arrangements (e.g., ticket purchases, reservations, transportation).

\*The Residential staff chaperone all off-campus outings, including the small group self-planned outings. Before any students go off campus, guidelines for behavior and safety are reviewed.

Students are expected to:

- Exhibit general good conduct
- Report to the bus on time
- Stay in the designated area
- Respect the property of others
- Stay with a peer partner at all times
- Not share personal information with strangers
- Never leave the activity with a stranger
- Never leave the activity without permission
- Carry their school ID

**PROM:** Each June, on Graduation Weekend, the seniors host their Prom. This is a very special event. Underclassmen are invited guests. Only seniors wear tuxedos or gowns. All seniors are encouraged to attend the Prom and are advised that having a date is not required. Attendance at the Prom by underclassmen is allowed as long as students respect this special senior evening. Middle School students may watch the promenade at the beginning of the prom.

**STUDENT GOVERNMENT:** Students at Riverview participate in activities designed to develop an understanding of how a democratic government functions. Nominations are solicited, candidates chosen, and student class elections held. Student Government includes class officers from the junior and senior classes. The juniors hold elections during the spring prior to their senior year to decide their senior class officers. Student Government meetings are held regularly and the elected officers and representatives' work with their respective teams to plan campus, community, and fundraising activities. Funds raised are donated to a cause chosen by the student leaders.

**YEARBOOK:** The success of the school yearbook is due to the large number of students, parents and members of the Riverview staff, who contribute ideas, take pictures and help in the overall production. Students assist with the decisions regarding the design of different sections of the yearbook, such as the senior section, underclassmen pictures and other segments of the yearbook. Students and parents are welcomed and encouraged to submit pictures of school outings.

During the school year, families receive an email asking if they wish to place an ad in the yearbook. Many parents take the opportunity to say something special to their son or daughter. Parents can create their own ads or ask the yearbook staff to create the ad for them.

If you have a favorite picture, and you would like to use it as a senior picture as well as a yearbook ad, two copies of the picture should be submitted.

**SENIOR PICTURES:** Seniors are required to have a picture taken for the yearbook. All students have professional photographs taken on campus by an outside photographer. Parents receive related information prior to the beginning of school.

Underclassman also have the opportunity to have school pictures taken for the yearbook. Both senior and underclassman pictures are available for purchase.

### 5.2.b. Activities – Summer Program\*

Activities take place in the afternoon and evening.

Examples of activities offered include:

- Art
- Biking
- Fitness and Mindfulness Classes
- Hiking
- Sports (Tennis, Lacrosse, Kickball, Flag Football, Disc Golf, Basketball, etc.)
- Water Sports (Swimming, Kayaking, Paddle boarding, Marsh Tubing, etc)
- Performance Arts (Music, Acting, Dance)
- Special Interest Clubs (Crafting, Dungeons and Dragons, Photography, Metal Detecting, etc.)
- Trivia and Game Nights
- Weekly Social Events (dances and virtual group games)

### 5.3. Day Students\*

To qualify as a Riverview day student, the family must show proof of residency, or proof of temporary accommodations for the duration of the school year (lease agreement, etc.), within a 70-mile radius of the School.

**Communication:** Communication procedures for day students are similar for those in residence. The advisor is the primary contact and any questions or concerns should be brought to the attention of the advisor.

**Day Students and Activities (Academic Year):** Day students are assigned to an after school day student group 3:00 - 3:30 pm.

Day student programming includes the after-school activity program weekdays, 3:30 pm – 4:45 pm. This time provides opportunities for socialization and helps students develop skills in organized sports, leisure activities, and a variety of clubs. After School Support Staff assist day students in selecting after-school activities (including sports).

The Day Student Liaisons send out a monthly email to families informing them of the upcoming additional activities being offered to day students as well as any early pick up days (usually around school breaks or parent weekends). Day students are expected to participate in mandatory Saturday Enrichment activities (5-6 per year).

Off-campus weekend activities are reserved for boarding students only, and we ask that day students do not plan to meet Riverview students at regularly scheduled off-campus weekend events. Riverview School is required to maintain certain student to staff ratios and activities after 5:00 pm or on the weekends do not take into consideration additional students unless outlined in our monthly day student additional activity offerings.

When and if your day student plans to attend one of our additional offered monthly activities we that you please adhere to the RSVP due dates. When we have day students stay past 5:00 pm, we need to be sure we have additional staffing in place as well as transportation to off-campus locations. Safety is our number one priority. There is much that goes into our planning, and doing so in advance assures the best safety and accountability for ALL of our students.

**Transportation:** Transportation to and from Riverview School for day students is the responsibility of the student's family, including any communication to school district assigned transportation personnel or contracted companies. Day student drop off time is at 8:10 am in the James Center Library, and pick up is at 5:00 pm at the James Center Hunter Commons. Students should always be signed in and out.

**Inclement Weather School Delay or Cancellation:** Riverview School has a telephone system which will send out a message to parents in the event of a school delay or cancellation, including our plan of action. If there is a delay or cancellation, please be reminded that it is the parent's responsibility to inform your school district transportation (if applicable).

In the event your school district cancels school, in most cases the district transportation is also cancelled. Be advised that it will not count as an absence if you decide to keep your student home. If this is the case, please call the Special Services Administrative Assistant, ext. 210, to inform them of the absence.

**Late Arrival or Early Dismissal:** If you are dropping your student off late or dismissing them early, please be sure to inform the Travel Associate, ext. 272, and always sign your student in and out.

#### 5.4. Dress Code

**SCHOOL DAY DRESS CODE:** Riverview staff and students take pride in our School. This pride is demonstrated in our actions and how we present ourselves. We believe that how the staff and students dress also contributes to school pride and improves self-esteem.

Riverview has established the following dress code to provide students guidelines in determining what clothing is appropriate during the school day, at school-related activities (e.g., off campus, sporting events, travel days, field trips), and during non-academic or leisure time activities. Students should have enough clothing to ensure neat and clean clothes will be available for each school day. All clothing should be labeled with the student's name.

Permanent press clothing requires minimal maintenance and is recommended.

In general, students should not wear jeans or sweatshirts/sweatpants to school. Proper grooming and hygiene are primary areas of focus in the dormitories.

Specific items NOT to be worn during the school day include: Camouflage or military clothing of any sort, oversized clothing, excessively baggy pants, shorts, denim jeans, excessively tight clothing, leather pants, T-shirts (except as an undershirt and then only if without a logo), spandex, tank tops, sweatshirts, sweatpants, sandals (warm weather only), hiking shoes/work boots (winter only), Crocs, spiked heels, bandannas, wallet chains, baseball caps, studded/leather necklaces or bracelets or watches, clothing with offensive or frightening language or logos (skulls, etc.); flip flops are not allowed outside at any time due to safety.

Trends in fashion are considered; however, provocative dress is not allowed (low-cut tops, bare midribs or shirts with spaghetti straps), nor are drastic haircuts, styles or hair color. In addition, regular hair dyeing is not permitted on campus. If students are out of dress code during homeroom, they are sent back to the dormitory to change and, once changed, they report to class. Time missed from class may need to be made up by the student. Should noncompliance with dress code become an issue requiring administrative intervention, the items of clothing worn that are not consistent with school dress code will be sent home at the student's expense with a written explanation provided by the student. Dormitory staff check dress code each morning prior to leaving for school.

**Boys:**

- Neat slacks or appropriate pants (no jeans) worn around the waist; cargo pants are allowed; belts are encouraged
- Shirt with buttons all the way down the front or pullover polo shirt with collar and two or three buttons down, denim shirt; shirts are to be tucked in
- Neatly groomed and clean shaven
- Dress shoes or sneakers in good clean condition

**Girls:**

- Dresses, skirts, or jumpers (denim is acceptable) two inches or less above the knee worn with tights or pantyhose
- Leggings are acceptable when worn with a long top that covers the behind
- Pierced ears only
- Dress slacks (no denim) with coordinating top; cargo pants are allowed
- Low heeled dress or casual shoes or sneakers in good clean condition
- Short-sleeved, cotton T-shirt-type shirts can be worn by the girls if they are neat, solid colored and match the outfit
- In warmer weather, girls may wear capri pants with sandals to school (tights or pantyhose do not need to be worn in warmer weather)

**EXCEPTIONS TO SCHOOL DAY DRESS CODE:** When the weather is uncomfortably hot and humid, dorms are notified that dress code will be modified that day. Modified dress code includes:

**Boys:**

- Polo shirt or short-sleeve shirt. No tank tops
- Boys are permitted to wear solid-colored T-shirts on modified dress code days only. (They should not be wearing these to school for regular dress code.) T-shirts should be neat and appropriate with no graphics. These T-shirts are more appropriate for sports or play, not school
- Dress shorts, khaki/cotton are fine. No denim shorts, sweatpants shorts, or nylon running shorts
- Sneakers. No flip-flops or thong sandals, although Teva sandals are allowed in warmer weather
- If guidance is needed with what is appropriate, dorm staff will provide assistance
- Neat in appearance

**Girls:**

- Short-sleeved shirt or sleeveless shirt. No tank tops
- T-shirts are permissible. (For regular dress code, T-shirts can be worn if appropriately matched with a skirt or jumper.)
- Dress shorts, capri pants, skorts or culottes. No denim or very short shorts
- Sandals, sneakers (with or without socks). No flip-flops or thong sandals, although Teva sandals are allowed in warmer weather
- Girls can wear sandals to school without tights or pantyhose during warm weather
- If guidance is needed with what is appropriate, dorm faculty will provide assistance
- Neat in appearance

**DRESS CODE FOR WEEKEND OR LEISURE TIME:** The items listed below are permissible on weekends and during leisure time. However, no item of clothing is allowed that promotes drugs, alcohol, sex, violence or discrimination. Pants or shorts, etc., must be worn at the waist and not have holes or be above the mid-

thigh. Footwear must be worn at all times and sleeveless shirts are not allowed in the dining hall. In addition, low-cut tops, bare midriffs or shirts with spaghetti straps are not permitted.

- jeans
- hiking boots
- sweatshirts
- sneakers
- t-shirts
- work boots (no steel toes)
- baseball caps
- shorts (not permitted outside if temperature is below 60 degrees)

Items selected to wear during leisure time or on weekends must be neat and clean. Depending on the activities scheduled, classroom dress code may be required for special social events.

**LABEL ALL CLOTHING / POSSESSIONS:** It is extremely important to label ALL items with at least the student's three initials. Permanent laundry pens work best, since iron-on labels may fall off. (Label all items including clothing, underwear, coats, jackets, linens, laundry bags, shoes, glasses, toiletry items, electronics.) Labeling student belongings will help in minimizing the number of lost/found items that are never claimed. Riverview cannot assume responsibility for any lost items.

Students are not allowed to borrow or lend personal possessions without the permission of staff. To further secure valuables, every student is strongly encouraged to bring a lockbox (sufficient in size to accommodate valuables) and two keys (one for dorm staff).

**5.5. Residential Services**

The following outlines a typical dorm weekday schedule. Changes do occur to allow for special activities or because of safety reasons, like inclement weather or illness.

**DORMITORY SCHEDULE: Monday – Friday**

Wake-up routine (hygiene, room care, med admin.)	6:30 a.m.
Breakfast	7:30 a.m. – 8:10 a.m.
Release to homeroom	8:10 a.m.
Riverview “Challenge Curriculum” select Wednesdays	2:00 p.m. – 3:00 p.m.
Check-in at dorms (change clothes/snack)	3:05 p.m.
Athletics practice/ after-school activities	3:30 p.m. – 4:45 p.m.
First dinner or in dorm chores	4:45 p.m. – 5:30 p.m.
Second dinner or in dorm chores	5:45 p.m. – 6:25 p.m.
Chores – Before/After dinner accordingly	
Homework Hour	6:30 p.m. – 7:30 p.m.
Coed visits / Snack	7:30 p.m. – 8:00 p.m.
Optional Evening activities (Fitness/gym/visitation/game night)	7:30 p.m. – 9:00 p.m.
Evening hygiene routine	8:00 p.m. – 9:00 p.m.
Quiet time/Lights out*	9:00 p.m. – 10:00 p.m.

### **DORMITORY SCHEDULE: Weekends**

The following outline typical Saturdays and Sundays. Meal and activity times vary based on the activities planned. Changes do occur for the same reasons as noted above.

#### **Saturday**

Breakfast	9:00 a.m.
Dorm and room cleaning	9:30 a.m.
Lunch and activities	11:30a.m. – 4:30 p.m.
Dinner	4:45 p.m. – 6:30 p.m.
Free time - Before/After dinner accordingly	
Scheduled activities (gym, movies, music activities, fitness, etc.)	7:00 p.m. – 8:00 p.m.
Evening dorm routines / snack	8:00 p.m. – 9:30 p.m.
Quiet Time/Lights Out*	10:00 p.m. – 10:30 a.m.

#### **Sunday**

Breakfast	9:00 a.m.
Chores	Varying times
Lunch, activities and on campus religious service	11:30am-4:30pm
Dinner	4:45 p.m. – 6:30 p.m.
Homework Hour	6:30 p.m. – 7:30 p.m.
Snack	7:30 p.m. – 8:00 p.m.
Optional Evening activities (Fitness, gym, visitation)	8:00 p.m. – 9:00 p.m.
Evening hygiene routine	8:00 p.m. – 9:00 p.m.
Quiet time/Lights out*	9:00 p.m. – 10:00 p.m.

\*Bedtimes can be individualized based on the needs of the student.

**RESIDENTIAL GOALS:** Each residential student focuses on a goal/s based on their greatest area of need within the residential setting. Focus areas are individualized based on the students' needs. Residential Instructors collaborate with parents and residential supervisors to devise specific, attainable, measurable goals and benchmarks.

Student's progress is reported in quarterly Progress Reports. Each report details the student's progress towards meeting their goal. When a student consistently demonstrates that they have met their goals, the dormitory staff, again in collaboration with parents and residential supervisors, creates a new goal reflecting the student's next area of greatest need(s). This will be done at the next IEP or after meeting with the student's team.

**RIVERVIEW CITIZENSHIP AWARD:** Riverview recognizes that schools play a major role in fostering the attitudes, skills and knowledge required of good citizens. The Citizenship Award is presented to select high school students at the end of the year. Students are recognized who:

- Participate actively and consistently in the Riverview community.
- Show a positive attitude toward classmates and staff.
- Display an understanding and appreciation of civic responsibility.
- Possess strength of character and the courage to do what is right.
- Promote citizenship within the Riverview community.

**HELMSMAN CENTER** (Dining Hall): Riverview makes every effort to provide a variety of well-balanced and well-prepared meals. MS/HS students and staff eat in the Helmsman Center using a cafeteria-style model. Breakfast on weekends and lunch on Sunday are prepared by faculty and students and eaten in the dorm.

Riverview has established procedures and policies designed to provide a pleasant dining atmosphere. Meat-free alternatives are offered at every meal. Faculty are able to provide students who have special dietary needs supportive guidance and encouragement to learn and make proper choices. Parents are responsible to make these needs, including food allergies, known to the Health Care Center who in turn will notify the faculty.

When students require specialized meals prescribed by a doctor, the kitchen staff, as instructed by the Health Care Center, will prepare such meals when such preparations do not compromise the preparing and serving of the main meal. It is the family's responsibility to provide the kitchen staff with the special food items should these items not be amongst those that are ordered to provide the weekly meals to all other students. Should a student's dietary needs exceed the resources and training of kitchen staff, Riverview will make every effort to welcome, support, and facilitate the services of a specialist chosen and paid for by the family.

**LAUNDRY SERVICE:** Laundry services are offered to Middle School and High School students through E&R Laundry Services. The cost of laundry services is the responsibility of the individual student/family. E & R has several packages to choose from. In addition to using E & R laundry services, Juniors and Seniors have the option of doing their own laundry on campus. Due to wastewater treatment limitations, on-campus laundry is only offered to GROW, Seniors and Juniors. All Middle School, Freshmen and Sophomores must contract with E & R for laundry services. If students choose to do laundry in the dorm they will be assigned a weekly laundry day and time. An additional option for local families is to pick up the students' laundry to be done at home.

## **GROW PROGRAM**

### 6.1.a. Academic Services – Academic year

Students at GROW are transitioning to a post high school environment where they work to build their skills in a variety of imperative areas. At GROW, students continue to enhance their academic proficiency. Additionally, at this point in their journey, greater emphasis is put on vocational training and investigating career interests. Students likewise build their independent living skills as well as their community access and safety skills. Students are encouraged to establish habits that promote a happy healthy lifestyle and continue to develop tools and strategies for social and emotional health and self-regulation. These imperative areas of focus work collectively to enable students to establish a strong foundation upon which they can continue their progress towards a full and meaningful life. The academic day at GROW runs from 8:15 - 3:00 and includes academic, vocational, wellness, and elective classes.

**SATURDAY ENRICHMENT:** Saturday Enrichment dates are posted on the school calendar. It is important to note that these days count as school days. All academic policies/procedures (e.g., behavioral expectations, absences, homework) are in full effect on these designated days. Saturday Enrichment is considered an integral part of the curriculum, and all students are required to attend.

**INTERNSHIP PROGRAM:** The Internship Program is designed to guide students through career development by providing opportunities, leveling instruction, matching abilities/interests, and developing foundation skills. For more detailed information on the internship program please refer to the College and Career Center booklet.

**PROJECT SEARCH:** Project SEARCH is a one-year work immersion program for students in their last year of GROW. The primary objective is to prepare students for competitive employment (16+ hours per week). Students who qualify for this program spend approximately 20-25 hours a week at a participating business such as Cape Cod Hospital, Falmouth Hospital, or Spaulding Rehabilitation Center.

**ON CAMPUS WORK EXPERIENCE:** Students have opportunities to work and learn valuable skills while gaining experience and a paycheck.

**TRAVEL TRAINING:** Weekly Travel Training offers students an opportunity to apply what they learn in a real world setting. Students first review skills in classes in preparation for these outings and then venture out into the community to utilize them. Teachers observe students to determine where additional review and reinforcement of skills may be necessary. GROW utilizes the community as a classroom for practicing and learning how to be a productive member of the community. The various skills covered during each theme are reinforced through Travel Training.

### 6.1.b. Academic Services – Summer Program\*

Academic instruction is an integral part of the summer school scheduling, not only to maintain skills over the summer months, but also to acquire new skills.

**COMMUNICATION & LITERACY:** Students participate in instruction developed to reinforce both reading and writing skills. Through the use of literature, articles, and short stories, students practice these important skills. Materials are carefully interwoven into this class in order to broaden the students' understanding of the topics being discussed.

**MATH:** Summer math classes are designed to strengthen calculation, problem solving, and real world math skills. Students engage in daily lessons, activities, and projects in order to strengthen their understanding of mathematical principles, facts and operations.

**VOCATIONAL:** Classes are designed to introduce, build and strengthen foundations skills related to work ethic. These classes will cover topics such as: First impressions, communication skills, interviewing and resume writing. Students will also learn about different career paths and the skills associated with successful employment through virtual company tours and guest speakers.

**NOTE:** Use of technology, including Chromebooks, Google Docs and Classroom, Google Apps and Extensions, Prezi, PowerPoint, email, Internet, and speech to text/text to speech programs, is a part of academic classes.

### 6.2.a. Activities – Academic Year

Throughout the year, staff post various leisure time activities. The students are invited to sign up for events of interest to them and are guided to budget accordingly. On a weekly basis in the evenings, residential staff meet with the young adults in their dormitory and teach them the necessary steps in planning for an array of social opportunities. This process includes planning activities, arranging for transportation and budgeting for the weekly expenses.

Staff, with the student, outline the specific details of an outing such as time of event, location, cost, and transportation needs. Staff guide students to learn how to obtain such information by accessing various resources (newspaper, placing phone calls, on line).

Leisure time planning is an ongoing process that is broken down into smaller obtainable steps for the young adults. An emphasis is placed on general community awareness with safety playing a large factor in determining independent outings. With the progression of the school year, students gain greater skills in this area and are responsible for planning their own leisure activities. As always, staff is available for assistance by the discretion of the young adult. Art, dance, and Taekwondo, are provided by community resources. The cost of these activities, which may involve staff supervision and transportation, is the parents' responsibility. Parents interested in such services should contact their son/daughter's Residential Supervisor for information regarding registration and to provide approval for participation. The cost(s) for participation will be billed to the parents directly by the instructor.

Authorization forms completed by parents are required in order for students to participate in these activities.

#### Optional activities include:

- |                             |   |
|-----------------------------|---|
| Bowling                     | Parades                                       |
| Cinema                      | Shopping                                      |
| 1-Day Ski Trips             | Historical Presentations                      |
| Canal Walk                  | *Beaches                                      |
| Plays and Seasonal Concerts | *Swimming                                     |
| Museum of Fine Arts         | *Water Slide Park                             |
| Miniature Golf              | Barnstable Community Center Box Office Events |

Driving Range  
Red Sox Games  
Roller Skating  
Ice Skating

GROW Intramurals YMCA  
Museum of Science  
King Richards Faire  
Local Museums

\*Please refer to Riverview's Water Safety policy (1.25) stated previously in this handbook.

Students are expected to:

- Exhibit general good conduct.
- Carry photo identification.
- Carry the school phone number and address in their wallet (in the event of an emergency).
- Respect the property of others, including stores and public rest rooms.
- Stay with a peer partner at all times.
- Not share personal information with strangers.
- Never leave the activity with a stranger.

**PERSONAL FITNESS:** Personal Fitness is strongly encouraged for all students (minimum of 3 times per week), except those who are excused due to medical reasons as certified by a physician. Activities are used to explore a variety of cardiovascular workouts, which will enhance overall personal fitness. By gaining exposure to a variety of fitness options, students will learn ways in which they can maintain their well-being and continue to do so as a lifelong goal. They will enjoy activities such as working out at the Wellness Center group fitness classes, canal walks, yoga, intramural sports and local hikes. Students have fun while getting in great cardiovascular shape!

Activities are subject to change.

In order to increase motivation and facilitate ownership for one's appearance, students will be allowed to select their own workout clothing for Personal Fitness classes. Students must wear athletic sneakers or proper footwear to participate.

**BREAKFAST CAFÉ:** The Breakfast Café is open Monday through Thursday from 7:30 am to 8:00 am in Hunter Commons. Student employees operate the Café by taking food orders, preparing and serving breakfast items to both staff and students. The Café offers students and staff an opportunity to relax over a casual breakfast together before the start of school, or students may opt to make their breakfast in their dormitory.

**KAREN'S KITCHEN/HUNTER COMMONS:** Hunter Commons is the on-campus culinary facility where students eat lunch Monday through Friday. Student employees in Karen's Kitchen assist with setting up and serving food as well as clean-up.

**YEARBOOK:** The yearbook is a very special collection of pictures that are taken over the course of the year by students and staff. The yearbook is filled with pictorial memories of the students in their academic environment (both in the classroom and out in the community), in their Residential setting (participating in various activities and special events), and at their jobs in the community.

### 6.2.b. Activities – Summer Program\*

Summer Activities will take place from 1:00-2:00 and 2:00 – 3:00.

Sample activities include:

- Art - Drawing
- Art - Painting
- Chorus
- Dance Heroes
- Drumming Workshop
- Fitness
- Hip Hop Dance
- Karate
- Trivia
- Yoga

Weekly Social Events (dances and virtual group games)

### 6.3. Dress Code

Staff and students take pride in our program. This pride is shown in our actions and how we present ourselves. We believe that how students dress prepares them to dress appropriately for a variety of situations. The School's dress code is one that provides students guidance so as to be better able to present themselves across all settings in society. The Program's dress for success approach offers boundaries that students need and limits they look for, while not dampening personal style or stifling creativity.

Riverview has established the following dress code to provide staff and students guidelines in determining what clothing is permissible during the academic day or at college and during non- academic or leisure time activities. Students should have enough clothing to ensure that neat and clean clothes will be available for each school day. Permanent press clothing requires minimal maintenance and is recommended.

#### **SCHOOL DAY DRESS CODE:**

**Men:** Pants/jeans (shorts weather permitting), button down/pullover shirts, socks, sweaters, sweatshirts (not over- sized with inappropriate pictures or logos), and shoes/sneakers. Hats/caps are permitted, but not worn in the classroom. Pants should be worn around the waist. Hair must be neat and clean.

**Women:** Dresses/skirts two inches or less above the knee (tights or pantyhose recommended). Pants/jeans, sweaters/sweatshirts; low-heeled matching shoes (1/2 inch) or loafers or sneakers are permitted. Leggings may be worn if a long top covers behind. Hair must be neat and clean.

Specific items not to be worn during school include: oversized hooded sweat shirts, sweat pants, military clothing of any sort, tank tops, bandannas, sunglasses (except for medical reasons), wind pants, t-shirts with inappropriate pictures or logos, spaghetti straps, tops which expose the midriff or excessive cleavage, short skirts, flip-flops and Crocs.

If a student is out of dress code during homeroom, he/she will be sent back to the dormitory to change. Once changed, the student will report to his/her class. If dress code violations are continued, time missed from class will need to be made up by the student after school.

Should non-compliance with dress code become an issue requiring administrative intervention, the items of clothing worn not consistent with school dress code will be sent home at the student's expense with a written explanation provided by the student after classes.

Any student participating in chorus will need to have black pant/skirt and a white shirt.

**PROFESSIONAL WORKPLACE ATTIRE:** Required for community based internship program: Plain collared shirts, pants (khaki, black, navy), jacket (no hooded sweatshirts), belts, closed-toe shoes or sneakers, hat (for working in food service), small backpack or bag for personal items, hair ties. Students should have ID, wallet, cell phone, glasses (glass wipes).

**DRESS CODE FOR WEEKEND OR LEISURE TIME:** The items listed below are permissible on weekends and during leisure time. However, no item of clothing is allowed that promotes drugs, alcohol, sex, violence, or discrimination. Pants or shorts, etc., must be worn at the waist and not have holes, or be above the mid-thigh. Footwear must be worn at all times.

Jeans, T-shirts, Sweatshirts, Hiking Boots, Sneakers, Work Boots, Moccasins, Baseball Caps, Shorts (not permitted outside if temperature is below 60 degrees).

Items selected to wear during leisure time or on weekends must be neat and clean. Depending on the activities scheduled, classroom dress code may be required for special social events. Flip flops are not allowed outside of the dorm at any time due to safety concerns.

**LABEL ALL CLOTHING/POSSESSIONS:** It is extremely important to label ALL items with at least the student's three initials. Permanent laundry pens work best, since iron-on labels may fall off. Label all items including clothing, underwear, coats, jackets, linens, laundry bags, shoes, glasses, toiletry items, radios, iPods, computers, laptops. Labeling student belongings will help minimize the number of lost items that are never claimed. Riverview cannot assume responsibility for any lost items.

Students are not allowed to borrow or lend personal possessions without the permission of staff. To further secure valuables, every student is strongly encouraged to bring a lockbox (sufficient in size to accommodate valuables) and two keys (one for dorm staff).

#### 6.4. Residential Services

##### WEEKDAY SCHEDULE:

3:00 p.m. – 4:00 p.m.	Return to dorms from afternoon GROW classes Music activity opportunities (on select weekdays) / Wellness (on select days) Free time for the following:
	Homework                      Use computer                      Watch TV
	Laundry                      Invite a peer over                      Socialize with peers
4:00 pm-5:30 pm	Meal preparation, dinner and clean-up.
5:30 pm-8:00 pm	Evening Activities and social opportunities

8:00 pm-9pm	Social Time with dorm mates Winding down – getting ready for bed Computer Use      Board Games      DVD/TV/Video games
9:00 pm-10:00 pm	Quiet Hour/In rooms
10:00 pm	Lights out

**WEEKEND OPPORTUNITES:**

Saturdays:	GROW Moves Dorm Trips	Congo Line Independent Outings	GROW Box Office Events
Sundays:	Grocery Shopping Wellness	Fast Track GROW Box	Yoga Office Events

**WEEKEND SCHEDULE:** Weekends offer students some time to themselves, but there are also a number of entertaining things to do. Friday nights, students may participate in the GROW Intramural Sports Program (GISP). Saturday mornings are typically spent doing dorm chores and room organization. This is followed by the GROW Moves program which involves fitness and social activities. Students participate in a wide range of activities on and off campus.

On a weekly basis, residential staff guide students in leisure planning. The goal throughout the year is to move each student towards independently planning his or her own activities. Students complete an activity sheet when planning an outing. Transportation arrangements are also made by the students attending outings.

**LAUNDRY CARE:** GROW students have washers and dryers available in the dormitory. It is a requirement for all students to develop and maintain this home living skill. Students are afforded the opportunity to develop and improve these skills within their own residence. A laundry bag or basket is beneficial in this process. Dry cleaning services are available at a separate cost, which students typically fund from their own checking account.

**INDEPENDENT TRAVEL:** After several hours of orientation which occurs over a month of formative assessment and with feedback from parents, students are assigned independence levels and receive a code. These codes range from Independent, Partnered 1 (able to be dropped off/picked up at any stop), Partnered 2 (able to be dropped off/picked up from the Mall stop or to visit a dorm), Shadowed or Chaperoned and also include whether or not the student has any medical conditions. Depending upon their codes, each student is required to check in with staff while they are out in the community. Therefore, it is important that our students carry a cell phone at all times.

These codes are determined by the team of Residential staff working directly with each student through observation and experiences in the community.

Transportation is an important part of planning any activity, and at the GROW. Program we offer our students three opportunities for transportation training through use of the Fast Track, Congo Line and Riverview Goes Transportation (RGT).

#### Codes and Transportation Training:

- Students who have a code of “Chaperone” and/or “Shadow” are able to utilize the Fast Track.
- Students who have a code of “Partner” and/or “Independent” are able to utilize the Congo Line with parent and supervisor approval.
- Students who have a code of “Partner” and/or “Independent” are able to utilize the Riverview Goes Transportation (RGT) with parent and supervisor approval.

**FAST TRACK:** Students new to Riverview and/or the GROW Program will use the Fast Track as their first stepping stone in their Riverview transportation training experience. Fast Track takes place on certain Sundays and travels to one location (ex. Mall) and back to campus. Students will sign up with staff and be placed in a predetermined group that is chaperoned/shadowed by staff. Each time students utilize the Fast Track they fill out an activity form with assistance from staff prior to leaving the dorm.

Each time a student uses the Fast Track a staff chaperone will complete a Fast Track Assessment Grid on each student to record their progress. The goal of Fast track is to teach the students the skills they need to become “Partnered” and to utilize the Congo line. Once a student has mastered the Fast Track assessment they will be able to test their skillset to move to “Partner” status and utilize the Congo Line.

**CONGO LINE:** The Congo Line is driven by one of our Riverview staff and runs on Saturdays. The Congo Line operates on a set schedule and stops at designated locations throughout Barnstable and Hyannis including places such as Kmart shopping plaza, Cape Cod Mall, Hyannis Main Street, Christmas Tree Shop Plaza, etc. Please note well, that there are staff located at the Cape Cod Mall when students may be there for shopping or viewing a movie, etc. There is generally no direct staff supervision at the other shopping locations that the Congo Line serves.

Students are required to plan their outing and fill out a Congo Line Activity Form. This form outlines their activity details including name(s) of partner(s), where they are going, departure time, pick-up time, location and check-in times. Copies of the form are provided to the student, bus driver, and dorm staff.

Veteran and capable students, who have an assigned code of “Partner” or “Independent”, are able to utilize the Congo Line. These students will have mastered and tested out on their skillset of use of the Fast Track. Congo Line will visit the Cape Cod Mall and one other pre-determined featured location (Main Street, Hyannis, Christmas Tree Shop Plaza, etc.) Students will be able to practice and gain independence by using the Congo Line and advancing towards the use of Riverview Goes Transportation (RGT).

**RIVERVIEW GOES TRANSPORTATION (RGT):** Students will determine their groups (partners) as they do when utilizing the Congo Line. Staff is not present at the RGT stop locations however, the bus line is driven by a Riverview staff member. Students with assigned codes of “Partnered” and/or “Independent” are able to utilize the RGT with parental and supervisor approval, as well as successful Fast Track and Congo Line experience.

The RGT will be available 2-3 evenings per week and will have limited seating. Routes will allow access to Sandwich Shopping Plazas, Mashpee Commons, Cape Cod Mall and other locations.

**BUS PASSES:** Students who utilize the above outlined transportation are required to budget and purchase a bus pass. At the time of purchase, students receive a transportation ID which outlines which transport they are approved to utilize. Each pass is \$5.00 for 5 round trips.

**SKILLS DEVELOPMENT:** Riverview’s goal is to develop responsible, independent, community-oriented students through instruction in self-care, room/dorm care, laundry, budgeting/money management (needs versus wants), leisure time planning, self-advocacy, social skill development, health/nutrition and fitness,

meal planning and preparation, cooking, time management, organization, executive function, and safe practices in the community.

**RESIDENTIAL GOALS:** Each residential student focuses on a goal/s based on their greatest area of need within the residential setting. Focus areas are individualized based on the students' needs. Residential Instructors collaborates with parents and residential supervisors to devise specific, attainable, measurable goals and benchmarks.

Student's progress is reported in quarterly Progress Reports. Each report details the student's progress towards meeting their goals. When a student consistently demonstrates that they have met their goals, the dormitory staff, again in collaboration with parents and residential supervisors, creates a new goal reflecting the student's next area of greatest need(s). This will be done at the next IEP or after meeting with the student's team.

## WHAT'S WHAT AT RIVERVIEW

As with all organizations and institutions, Riverview has developed its own unique culture. As part of this culture, we have also developed our own vocabulary! The following material is designed to acquaint you with the terminology.

**Advisor:** Individual assigned to act as the coordinator and case manager for the student and their family. This person is the primary liaison between you and the team of staff working with the student.

**Agenda Slip:** This is a permission slip requested by the student and signed by a teacher when the student wishes to meet with an administrator or advisor. The student must signify and record the reason for his request and the agenda for the meeting.

**Allowances:** Each student receives a weekly allowance to purchase personal items and promote budgeting skills. WE STRONGLY ADVISE AGAINST PARENTS SENDING LARGE AMOUNTS OF MONEY TO STUDENTS.

**Assemblies:** Gatherings of students and staff in the auditorium to exchange information and celebrate the strengths and talents of our student body.

**Beaker:** This terminology is utilized to understand and conceptualize stress and anxiety. By using the analogy of a beaker, students are taught to identify what level their beaker is at and to identify strategies that work with them to dump out some of the emotion that fills their beaker.

**Breakfast Café:** Located in Hunter Commons, serving breakfast items to GROW students and staff.

**Café Riverview:** Located at 451 Route 6A in East Sandwich, adjacent to the Second-View Thrift Shop, Café Riverview is open daily to the public. The Café provides GROW students with an opportunity to develop good work habits and transferable employability skills in the food services industry.

**Challenge Curriculum:** The MS/HS Residential curriculum offered 2-3 Wednesdays per month focused on select independent living skills taught by faculty.

**Citizenship Awards:** The MS/HS Residential Program recognizes students demonstrating outstanding citizenship by being their personal best as a positive contributing member of the Riverview community.

**Cohen Center:** Riverview School's state of the art fitness and recreation center, containing a gymnasium, fitness center, mindfulness room, cycle & dance room, group fitness room, and indoor track.

**Conflict Corner:** Staff-mediated conflict resolution between students in a private setting.

**Congo Line:** Transportation, which runs like a real bus system, taking GROW students to the movies, mall, YMCA and other local places. Staff are available for in-person check-ins. Stepping stone to earn to earn use of RGT.

**Fast Track:** Transportation, which runs to one set location. Staff are present and chaperoning students throughout the activity. Students practice skills to earn use of the Congo Line.

**Four C's:** Cape Cod Community College provides course work and transition programs for many Riverview GROW students.

**GROW:** Getting Ready for the Outside World - Transitional Component.

**Head/Lead Teacher:** The team leader for each academic team. Coordinates and oversees the academic experience and needs of the students on their team.

**Health Care Center (HCC):** On-campus infirmary and dispensary; staffed until 10 pm (on call coverage overnights).

**Helm:** The MS/HS Program Yearbook. Although members of the Senior Class are featured in the HELM, all students and activities are pictured.

**Helmsman Center:** Dining hall for the MS/HS Program.

**Holtmeier Building:** The original home on Riverview's campus that now houses classrooms and offices, the Advancement Office, maintenance, and the Business Office.

**Home Alone:** An earned privilege requiring both parental and staff permission, allowing a student to remain in the dorm alone.

**Hunter Commons:** On-campus culinary facility, which serves GROW students and staff.

**IDs:** Each student is issued a photo identification card. This is primarily used for travel and student discounts.

**James Center:** Contains the reception area, administrative offices, art, music and drama classrooms, the Stark School Store, Hunter Commons, the GROW Breakfast Café, and the Sharon D. Lund Auditorium.

**Johnny's Yard:** An on-campus outdoor area for monitored students to socialize; named in honor of Johnny Colloton, a former student.

**Johnny's Yard:** An on-campus outdoor area for students to socialize; named in honor of Johnny Colloton, a former student.

**The Mall:** Most shopping trips involve the Cape Cod Mall in Hyannis or the Independence Mall in Kingston. They are under one roof and feature several chain stores and local retail outlets.

**One-to-One Meeting:** Each student will have the opportunity to meet one-to-one with their Residential Instructor on a regular basis.

**Modified Dress Code:** Cape Cod weather can become hot and/or humid. When this is the case, dormitories are notified that a modified dress code will be in effect for that school day.

**Parents Association:** Includes all parents having a student at Riverview. The Parents Association supports fundraising activities and parent-to-parent interactions.

**Prom:** This is the major social event of the school year. It is a formal event for seniors; the event is semi-formal for undergraduates.

**Reflection:** A quiet area in upper James Center where students can reflect and refocus when having a difficult time. Students can either be sent or request to go to Reflection.

**Riverview Goes Transportation (RGT):** Transportation which runs like a real bus system taking students to Hyannis, Sandwich or Mashpee. Students who use this mode of transportation have reached the highest level of independence in the community. There are no staff present at these public locations. Students are required to check in via phone.

**Residential Supervisors:** Oversee dormitory coordinators and act as primary contact to parents with residential questions. They work closely with student advisors to assure continuity between the classroom and the dormitory relative to meeting the needs of each student.

**Riverview Summer:** Riverview Summer is our 5-week summer program, taught by experienced academic and residential faculty.

**School Store:** located in James Center, Stark School Store provides an opportunity for students to purchase health and beauty items, Riverview School logo items, basic school supplies, greeting cards, stamps, healthy snacks, etc. GROW students are given opportunities to work in the store to develop and strengthen math and life skills, learn how to operate, open and close out the register, make change, price merchandise, stock inventory, and understand buying wholesale.

**Second-View Thrift Shop:** a retail/customer service business that provides GROW students with an opportunity to develop employability skills by receiving hands-on training in a supervised and realistic business environment.

Located at 451 Route 6A in East Sandwich, the thrift shop is open to the public during the week.

**Seminar Rooms:** Trulaske and McKelvey Halls each boast a Seminar Room that can be used for large group meetings.

**SGA:** Riverview's Student Government Association.

**Social Autopsies:** This is an innovative technique utilized at Riverview to assist students in understanding social miscues and preventing their reoccurrence. Autopsies are not punitive or negative.

**Support Systems:** Students are encouraged to self-advocate by creating, maintaining and effectively utilizing their support systems consisting of significant adults and peers. Students are also taught who to go to and for what.

**Teams/Phases:** For academic classes, students are divided into Teams by grade level in the MS/HS Program, and by Phases at GROW. Placement in groupings within Teams is made mindful of a complex series of criteria, (e.g., social sophistication, conceptual abilities, language skills, group dynamics, interests). The groupings within Teams are not made solely upon academic skill levels, as in traditional education programs. As a result, there simply is no definable hierarchy of groups.

**Themes:** In MS/HS Program, each Team becomes totally immersed in a theme for each semester's academic work. All curriculum goals are drawn from that theme. In addition, field trips are related to the theme. By studying academic skills in context, learning becomes more meaningful and permanent and helps students make connections in their learning.

**Trulaske Hall:** GROW's Academic Center

**Trustees Hall:** Includes Cleare Hall and McKelvey Hall.