



Student and Parent Handbook

2023-2024 School Year





SPAULDING

ACADEMY & FAMILY SERVICES

Spaulding Academy & Family Services is a leading provider of educational, residential, therapeutic and community-based programs and services for families, and children and youth with neurological, emotional, behavioral, learning or developmental challenges, including Autism Spectrum Disorder and those who have experienced significant trauma, abuse, or neglect. Established in 1871 as the New Hampshire Orphans Home and School for Industry, Spaulding Academy & Family Services is the oldest child care organization in operation in the United States. It is a tax-exempt 501(c)(3) nonprofit that was formerly known as Spaulding Youth Center since 1958. Its scenic hilltop campus is located on over 500 acres in Northfield, New Hampshire and welcomes youth from ages 4 through 21 from around the State of New Hampshire and beyond. In addition to programs provided on our Northfield campus, Spaulding's community based programs include foster family licensing, Individual Service Option (ISO) foster care, ISO in-home services, child health support services, and more for children ages 0 to 21 and their family.

Our Mission

Supporting exceptional children and families toward a successful future.

Our Vision

Spaulding Academy & Family Services exists to foster life success for young people. As a recognized leader, we will provide superior educational and community-based services, and treatment, as well as professional development opportunities for our employees and other specialists in the field.



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INTRODUCTION

The Student and Parent Handbook contains important information associated with student life, community standards, and additional campus policies. When developing this Student and Parent Handbook, careful consideration was given to the overall structure and organization. Because Spaulding Academy & Family Services ("Spaulding") is governed by a number of state agencies which each outline different requirements based on the designation of the individual student, we elected to organize information based on these directives. Therefore, this handbook details not only Spaulding's general procedures and policies but also contains dedicated sections for the Academic, Residential, and Community-Based Programs.

In the Authorization Forms section of this handbook, you will find a signature and acknowledgement page. As the parent or guardian of your student, you will be required to confirm receipt and understanding of the policies contained herein. As part of this acknowledgement, you will be accepting responsibility that you and your student will adhere to these policies and procedures during enrollment at Spaulding. Although we anticipate a Spaulding staff member reviewing this document with your student, you should read this document carefully before accepting on behalf of your student. Questions regarding the Student and Parent Handbook should be addressed with your school counselor, social worker or residential case manager.

Provisions of this handbook are not to be regarded as an irrevocable contract between the student and Spaulding. Spaulding reserves the right to change any provision or requirement at any time within the student's term of enrollment. Updates to the Student and Parent Handbook may be made periodically throughout the year. The latest version can be found at www.SpauldingServices.org/handbook. Printed copies may be requested through the Office of Admissions at (603) 286-8901 x204 or admissions@spauldingservices.org.

GLOSSARY OF TERMS

For your convenience, the following glossary of terms provide definition and explanation for terminology used within this handbook as it relates to Spaulding.

Activities of Daily Living (ADL) are tasks performed by each individual on a daily basis that are essential to independent living (e.g., bathing, personal hygiene and grooming, dressing and undressing, movement, and mobility).

Applied Behavior Analysis (ABA) is a critical component of Spaulding's approach to treatment, which analyzes the influences of behavior and the effectiveness of interventions. ABA allows for making data-driven decisions regarding treatment strategies. A Board Certified Behavior Analyst (BCBA) is a nationally certified professional in the field of behavior analysis. This individual consults and collaborates with the classroom and residential staff regarding the student's needs at Spaulding and in the community.

Behavior Intervention Plan (BIP) is a proactive and comprehensive plan to address challenging behaviors and replace them with more appropriate, positive behaviors. This plan is implemented proactively to teach socially-acceptable behaviors and whenever challenging behaviors are displayed.

Bureau of Child Care Licensing is the state entity that licenses our facility as a Residential Child Care Program with a Child Care Program License for Residential and a Child Placing Agency for Foster Care (ISO). This entity primarily evaluates the safety aspects of our campus.

Bureau of Children's Behavioral Health (BCBH) was established by DHHS to integrate services for New Hampshire's youngest residents. A comprehensive, integrated approach to children's behavioral health supports the health and emotional development of children as they transition to adulthood. DCYF and BCBH certify and approve our entire Residential Program.

Child Health Support Services provides supports for the families of children and youth from birth to 21 years of age that effectively teach and model appropriate parenting practices to improve the safety of the physical home environment and prepare for the return of a child currently in an out of home placement.



Choose Love Movement is a Social and Emotional Learning (SEL) program that teaches children and adults how to understand and manage their emotions. It helps people make good decisions and work toward positive goals while caring for and nurturing the relationships around them. This program was designed by the Jesse Lewis Love Movement™, which is a 501(c)(3) nonprofit organization with a mission to create safer and more loving communities through groundbreaking next generation SEL programs for any age, from toddlers through adulthood. At the core of it all is a simple formula: Courage + Gratitude + Forgiveness + Compassion-in-Action = Choosing Love.

Clinical and Behavioral Services include but are not limited to individual therapy, group therapy, family work, case management, behavioral consultation and programming, and medical services. The implementation of clinical services in the program is the responsibility of the clinical and compliance director. Spaulding retains a number of highly-skilled clinicians, behavior specialists, and case managers on staff to provide direct services.

Community-Based Programs include Individual Service Options (ISO) Foster Care, ISO In-Home Services, and Child Health Support Services. These services provide an array of professional, social, and community supports to meet the individual needs of children ages 0 to 21 and their families. The ISO Foster Care and ISO In-Home Programs will serve a population of children from birth to their eighteenth birthday, unless under the care of DCYF, the court, or other referral sources where it remains consistent with the current contract to continue care beyond that age. The children accepted to these programs will exhibit such mental, emotional, physical, developmental, and/or behavioral problems that they require the specialized supervision and consistent programming structure of an individualized therapeutic setting. Services include, but are not limited to, coordination of or direct delivery of individual therapy, family therapy, case management, medication management, medical case management, family training, foster home licensing and child placing agency responsibilities, and specialized parenting support. The children served can be expected to reunite with family, move to another planned permanent living arrangement, be available for adoption, or move to a less intensive placement. There will be a case plan at the time of intake, which is consistent with that expectation.

Commission on Accreditation of Rehabilitation Facilities (CARF) International is a private, nonprofit organization that promotes the quality, value, and optimal outcomes of services through a consultative accreditation process and continuous improvement services that center on enhancing the lives of the persons served. Spaulding earned a three-year CARF accreditation for our Residential and Community-Based programs in 2021.

Community Residential Program is a program offered for ages 4 through 21 years of age. The children and youth accepted to this program will exhibit such mental, emotional, physical, developmental, and/or behavioral problems that they require the specialized supervision and consistent programming structure of an individualized therapeutic setting. Children and youth accepted into this program may need intensive level clinical and family therapy, have a high level of truancy, need an acute response to the lack of available appropriate family or kin placement, and/or be experiencing unhealthy living environments due to abuse or neglect. The children and youth in this program will be able to remain appropriately placed in their community school or a public school and will not have need of Spaulding's academic supports.

Department of Health and Human Services (DHHS) consists of several program areas, with two relating specifically to Spaulding: DCYF and BCBH. DCYF and BCBH certify and approve our entire Residential Program. DHHS provides services for individuals, children, families and seniors, and administers programs and services such as mental health, developmental disability, substance abuse, and public health.

Division of Children Youth and Families (DCYF) consists of several program areas, with two relating specifically to Spaulding: Child Protection, for cases of abuse and neglect, and Juvenile Justice Services (JJS), for youth adjudicated under state law as delinquent or as Children In Need of Services (CHINS). DCYF and BCBH certify and approve our entire Residential Program.

EchoVantage is a secure, electronic record system which Spaulding uses to centrally and confidentially store all student information

Educational Services include, but are not limited to, instructional access to curriculum in all subjects required as outlined by the New Hampshire Department of Education (DOE), related services, and outdoor education through the Experiential Challenges Outdoors (EChO) program. In 2020, NH DOE awarded Spaulding Academy a five-year



program accreditation, which is the longest timeframe permitted between Special Education Program Approval Visits. This is the third consecutive five-year accreditation earned by Spaulding Academy.

Experiential Challenges Outdoors (EChO) Program is based on the concept of Challenge by Choice and resembles Project Adventure in many ways. Students participate in an on-site ropes challenge course, mountain biking, hiking, canoeing, rock climbing, and other like activities.

Foster Parents are trained and licensed individuals who are capable of caring for a foster child by providing for their emotional, social, behavioral, and medical needs.

Free Appropriate Public Education (FAPE) is an educational right of children with disabilities in the United States that is guaranteed by the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA).

Guardian has custody of the child and the authority to make decisions concerning the child's protection, education and care. This could be a parent, family member, state agency, or other organization.

Health Services provides safe, excellent care to the children living and learning on-campus, and is qualified to treat those with complex medical, neurological, developmental or behavioral needs. The dedicated, centrally-located team includes Registered Nurses and Licensed Practical Nurses (LPNs) who work closely with the campus Primary Care Provider, Medical Director, and Health Services Director to provide well child physicals, episodic illnesses treatment, medication management, medical appointment coordination (including specialists, dental, vision, and hearing), neurological and psychological evaluation facilitation, daily medical maintenance, nutritional services, and immunizations (when applicable), and health education classes to the children.

Individual Service Option (ISO) Foster Care is a temporary arrangement for the care of a child or children whose birth parent is unable to care for them and additional supports are needed to be successful in a community setting.

Individual Service Option (ISO) In-Home Services is support provided to children, youth and families from birth to 21 years old to avert neglect, abuse, delinquency, status offenses, and the out-of-home placement of a child.

Individualized Education Plan (IEP) is a comprehensive document that includes a picture of a student's level of

academic functioning, both historical and current. This document also outlines goals that the student will be working toward over the next year.

Intensive Program is a program offered for ages 4 through 21 years of age. The children and youth accepted to this program will exhibit such mental, emotional, physical, developmental, and/or behavioral problems that they require the specialized supervision and consistent programming structure of an individualized therapeutic setting. Children and youth accepted into this program will have a diagnosis in the wide range of neurological and/or behavioral and emotional needs. Children and youth in this program may present with varying degrees of difficulties such as self-regulation, aggressive episodes, self-injurious behaviors, communication, significant learning and self-care deficits, require significant coordination of service, and/or be experiencing unhealthy living environments due to abuse or neglect. The children and youth in this program are identified for special education services, have an Individual Education Plan (IEP), and will be enrolled in the academic program at Spaulding Academy in grades K-12.

Juvenile Justice Services (JJS) See Division of Children Youth and Families (DCYF).

Local Education Agency (LEA) is a synonym for a school district. When a student is educationally placed at Spaulding, the LEA is responsible for oversight of and payment for their services at Spaulding. A representative (often referred to as the LEA) will attend quarterly meetings on the student's behalf either in person or by phone.

Medically Intensive Program is a program for ages 4 through 21 years of age. The children and youth accepted to this program will exhibit such mental, emotional, physical, developmental, and/or behavioral problems that they require the specialized supervision and consistent programming structure of an individualized therapeutic setting. Predominantly, children and youth accepted in this program will have a stable but complex medical condition requiring a significant level of care and coordination. They will have a diagnosis in the wide range of neurological and/or behavioral and emotional needs. Children and youth in this program may present with varying degrees of difficulties such as self-regulation, aggressive episodes, self-injurious behaviors, communication, significant learning and self-care deficits, require significant coordination of service, and/or be experiencing unhealthy living environments due to abuse or neglect. The children and youth in this



program are identified for special education services, have an Individual Education Plan (IEP), and will be enrolled in the academic program at Spaulding Academy in grades K-12.

Neurobehavioral Intensive Program is a program for ages 4 through 21. The children and youth accepted to this program will exhibit such mental, emotional, physical, developmental, and/or behavioral problems that they require the specialized supervision and consistent programming structure of an individualized therapeutic setting. They have moderate, severe, and/or profound needs generally with intellectual disabilities, developmental delays, neurobehavioral disorders, and Autism. Children and youth in this program may present with varying degrees of difficulties such as self-regulation, aggressive episodes, self-injurious behaviors, communication, significant learning and self-care deficits, require significant coordination of service, and/or be experiencing unhealthy living environments due to abuse or neglect. The children and youth in this program are identified for special education services, have an Individual Education Plan (IEP), and will be enrolled in the academic program at Spaulding Academy in grades K-12.

NH Department of Education (NHDOE) provides academic accreditation for Spaulding.

Occupational Therapy (OT) is a therapeutic approach focused on adapting the environment, modifying the task, teaching the skill, and educating the client's family in order to increase participation in and performance of daily activities.

Physical Therapy (PT) is a therapeutic approach geared toward mobility, function, and quality of life through examination, diagnosis, prognosis, and physical intervention, which is a therapy using mechanical force and movements.

Positive Behavioral Interventions and Supports (PBIS) is Spaulding's philosophical approach to behavior management. This approach is based on meeting expectations rather than following rules. It focuses on encouraging and increasing positive behavior instead of simply decreasing negative, unwanted behavior.

Pro Re Nata (PRN) means 'medication as needed.'

Professional Crisis Management (PCM) is Spaulding's crisis management system for preventing and when necessary safely managing high-end and potentially dangerous student behaviors. The system begins with a comprehensive proactive approach and also

provides techniques for highly dangerous and escalated problem behavior. PCM involves intense training and certification with an annual renewal. PCM training focuses on understanding the crisis cycle and avoiding the need for physical intervention.

Residential Services include, but are not limited to, a generalized schedule that provides consistency and structure for the students' lives outside of school hours. These activities are in the areas of daily living skills training, after school therapeutic and recreational services, community-based skill training, independent living skills, as well as adult and peer interaction development. The children that reside in the residences may participate in many community events, including Special Olympics, employment, and volunteer activities. Acute crisis stabilization and respite services can also be provided. Spaulding is licensed to provide residential services for up to 71 children on campus.

Respite Care is a formal agency service which can help maintain or restore the child caring strengths and abilities of foster care. It may be requested by the foster parent or required by the treatment team or plan.

Spaulding Academy & Family Services was established in 1871 and is a leading provider of services for children and youth with neurological, emotional, behavioral, learning and/or developmental challenges, including Autism Spectrum Disorder, and those who have experienced significant trauma, abuse, or neglect. Services include academic, residential, clinical, community-based, foster care, and family support. Spaulding Academy & Family Services is a tax-exempt 501(c)(3) nonprofit and was most recently known as Spaulding Youth Center since 1958.

Speech Language Therapy (SLT) is an area of specialty focusing on the evaluation and treatment of communication and swallowing disorders.

Trust-Based Relational Intervention® (TBRI®) is a key programming component on campus. Designed and presented by the Texas-based Karyn Purvis Institute of Child Development, the TBRI® method of caregiving is a holistic, evidence-based, non-clinical, trauma-informed intervention that is specifically designed for children who come from traumatic situations. Spaulding employs certified trainers and every staff member is trained in this practice.



PROCEDURES & POLICIES

The following section contains the general student and parent rights as well as the general permissions required for Spaulding staff to successfully support our students. These policies and procedures are applicable to any child or family served by Spaulding, regardless of program or designation. Any student who completes the admissions process is expected to adhere to the community standards and general expectations outlined in this section. For those procedures and policies specific to the academic, residential, or community-based services, please refer to those sections within this handbook. For any state regulation referenced in this handbook, we have provided public URLs for your convenience in Appendix A.

Non-Discrimination Statement

Spaulding Academy & Family Services does not discriminate against anyone because of age, gender, religion, ethnicity, marital status, national origin, sexual orientation, physical, or mental disability.

Bullying Policy

Bullying and sexual harassment are prohibited acts. Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying is prohibited. At the time a report is made, Spaulding Academy & Family Services will develop a plan to protect students from retaliation. All students are protected regardless of their status under the law. There shall be disciplinary consequences or interventions, or both, for a student who commits an act of bullying or cyberbullying, or falsely accuses another of the same as a means of retaliation or reprisal. This policy shall be made known to all employees, regular volunteers, students, parents, legal guardians, or individuals contracted by Spaulding. Please refer to Appendix A for the URL to the Title XV Chapter 193-F for the current New Hampshire Bullying Law.

Purpose

This policy establishes guidelines for reporting and investigating bullying and sexual harassment complaints.

Process & Procedure

Any complaints of student-related bullying or sexual harassment are to be reported to school or residential leadership. School leadership shall investigate all incidents occurring Monday through Friday during school hours. Residential leadership shall investigate all incidents occurring outside of school hours.

The complaint shall be investigated and reported according to the Bullying and Sexual Harassment Investigation Procedure. All investigations shall be filed electronically.

Any complaint not determined to be bullying or sexual harassment will be addressed using Spaulding's student treatment procedures and will be documented according to Spaulding's incident reporting procedures.

Drug & Alcohol Policy

Spaulding Academy & Family Services is considered a Safe School Zone as defined by Title XV Chapter 193-D. As such, unlawful possession of dangerous weapons and possession of controlled drugs are prohibited. Spaulding also does not permit the use of alcohol or tobacco on our campus. These policies apply to students, parents, guardians, visitors, and staff.



Sexual or Other Illegal Harassment Policy

Spaulding will not discriminate against any student because of race, color, sex, (including pregnancy and medical conditions which result from pregnancy), genetic information, marital status, sexual orientation, national origin, religion, age, physical or mental disability, or veteran status, or any other characteristic protected by law – such discrimination constitutes illegal discrimination at Spaulding. Please note that this policy sets Spaulding's goals of promoting an environment that is free of sexual or other illegal harassment. The policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of illegal sexual harassment or illegal discrimination or sexual violence. The acts may occur between any member of the Spaulding community.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of prohibited conduct:

- Verbal: offensive sexual and/or gender-based statements, jokes, slurs, propositions, comments about private parts of the body, threats, or suggestive or insulting sounds.
- Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries, sexual or gender-based emails; staring or leering; or obscene gestures.
- Physical: unwanted physical contact including touching, interference with an individual's personal space and/or normal movement, assault, or sexual violence, which is a physical act of aggression that includes a sexual act with sexual purpose.

Purpose

This policy is to ensure that all students and stakeholders are aware of their rights and Spaulding's response under Title IX 20 USCA 1681. Spaulding follows federal and state laws and definitions. Any student who believes they have been the victim of illegal discrimination or illegal harassment or sexual violence, or any third person with knowledge or belief of conduct which may constitute illegal harassment or sexual violence, should report the alleged acts immediately to an appropriate Spaulding official as designated by this policy. All Spaulding employees are required to report any possible violations of this policy. Spaulding encourages the reporting party or complainant to make a written complaint. Spaulding will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the legal obligations and the necessity to investigate allegations of illegal harassment and sexual violence, and take disciplinary action when the misconduct has occurred.

Procedures

A member of Spaulding's program leadership or designee, upon receipt of a report or complaint (verbal or written) alleging illegal discrimination, harassment, or sexual violence, shall promptly authorize an investigation. This investigation may be conducted by Spaulding officials or by a third party designated by Spaulding. The investigating party shall provide a written status report within 10 working days to the Chief Executive Officer.

- A final written report with recommendations for action will be submitted to the Chief Executive Officer upon conclusion of the investigation.
- Spaulding shall provide the complainant with a summary of the investigation (subject to FERPA and privacy obligations).

Retaliation

All members of the Spaulding community should take special note that retaliation (attempts to punish or get back at someone) against an individual who has complained about sexual or other harassment or discrimination, and retaliation against individuals for cooperating with an investigation of a sexual or other harassment or discrimination complaint, is illegal and will not be tolerated by Spaulding.



Notice & Publication

Spaulding shall provide notice of this policy to students, parents, guardians, and school employees by including it in the parent and student handbook and by posting it in each school. While reports should be made to school or residential leadership, if the complaint involves leadership, the complaint would need to be filed with inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act of 1990 also, or instead, may be directed to:

Boston Office

Office for Civil Rights
US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

(617) 289-0111

E-mail: OCR.Boston@ed.gov

Student Conduct

Students are expected to behave in a safe, respectful, and responsible manner. Spaulding reserves the right to enforce these basic expectations using Spaulding's specific Positive Behavioral Interventions and Supports (PBIS) universal plan and Choose Love curriculum.

Bill of Rights

Student Bill of Rights

Spaulding Academy & Family Services provides youth with a safe, person-centered, and supportive environment, committed to each youth's social and emotional development. Each youth has a team of people who will assist them in identifying personal goals and with developing a plan to achieve those goals. Student voice, self-advocacy, and participation in their educational and treatment plans provide the foundation for each youth's success. It is important that all youth participate in that process and are aware of their rights. A "right" is something that everyone has access to regardless of their race, religion, national origin, language, economic status, disability, diagnosis, gender, sexual orientation, or age. Each youth will be free from humiliation. These rights should not be denied or taken away, except to protect the safety of yourself and others.

Youth Bill of Rights

You have the right to...

- Feel Safe and be Protected from Physical Harm.
- Social and Emotional Well-being.
- A Safe Environment.
- Participate in your Education and Treatment.
- Maintain your Health.
- Your Personal Property and Privacy.

Parent & Guardian Bill of Rights

It is Spaulding's position that strong family engagement can be central in promoting children's healthy development and wellness. To foster this active engagement, parents or guardians have certain Rights and Responsibilities:

As a Parent or Guardian ...

1. You have the right to know that your child will be treated fairly regardless of race, religion, national origin, language, economic status, disability, gender, sexual orientation, or age, and that each child will be treated as an individual;
2. You have the right to expect that Spaulding will provide a safe, secure, and sanitary environment for your child;
3. You have the right not to be judged, blamed, or labeled because of your or your child's needs;
4. You have a right to be vocal and an active advocate on behalf of your child;
5. You have a right to be an active participant when decisions are made about your child's treatment planning;
6. You have a right to be informed about matters related to your child;



7. You have a right to access your child's records;
8. You have the right to meaningful participation in your child's treatment, including medication treatment, behavioral health treatment, and education;
9. You have the right to communicate with your child, including visitation, telephone, and mail;
10. You have the right to be assured that all Spaulding staff will be professional, courteous, and respectful;
11. You have the right to know that Spaulding will take immediate corrective action to protect the rights of parents and youth.

As a Parent or Guardian ...

1. You have the responsibility of reinforcing and encouraging your child to engage in their educational and treatment planning.
2. You have the responsibility to teach your child to respect the property, safety, and rights of others, and the importance of refraining from intimidating, harassing, or discriminatory behavior;
3. You have the responsibility to ensure that Spaulding is updated with accurate contact information (i.e. home address, phone, email address);
4. You have the responsibility to demonstrate kind and considerate behavior that will promote healthy and positive relationships with your child's providers;
5. You have the responsibility to respond in a timely manner to communications from your child's team at Spaulding;
6. You have the responsibility when on campus or off, to refrain from disruptive behavior and treat all staff members with courtesy and respect.

Acceptable Use Technology Policy

Spaulding is pleased to be able to provide students with access to email and the internet. In addition to supporting education and research related to their classes, this resource will help prepare students for success in life and work. They will learn what actions are appropriate on an employer's limited purpose network as compared to what actions might be appropriate through a general personal account at home. The use of the internet is a privilege, not a right. Inappropriate use will result in cancellation of that privilege. This document outlines the Acceptable Use Policy (AUP), which will govern all use of Spaulding's technology systems.

A. Educational Purpose

1. The term "educational purpose" includes classroom activities, residential use, therapeutic application, family communication, social interaction training, and career development.
2. Spaulding's internet connection has not been established as a public access service or a public forum. Spaulding has the right to place restrictions on materials accessed or posted through the system. Users are expected to follow Spaulding's rules and applicable state and federal laws pertaining to the use of the internet.
3. Users may not use internet access for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.
4. Users may not use internet access for political lobbying but may use the system to communicate with elected representatives and to express opinions on political issues.

The use of the internet is a privilege and not a right for students at Spaulding Academy & Family Services

B. Student Internet Access

1. Students may have access to internet information resources through their classroom, library, computer lab, and residences. However, such access is limited as set forth in Section K.
2. Students may have email access under the direct supervision of a teacher, clinician, case manager, academic aide, or residential assistant. Students may be provided with individual email accounts via a public source (e.g., Gmail) under special circumstances, such as the request and approval of both their teacher and their parent or guardian.
3. In order to be granted an individual email account on Spaulding's network, a student and the student's guardian must sign an Account Agreement. This agreement must be renewed on an annual basis and the guardian can withdraw their approval at any time. See the Account Agreement in the authorization forms section.



C. *User Responsibilities and Guidelines*

1. All use of the internet must be in support of educational purpose as outlined above and be consistent with the mission of Spaulding.
2. Use of an account through Spaulding's network requires all users to abide by accepted policies of network etiquette. These include, but are not limited to, the following:
 - Be polite
 - Respect privacy
 - Use appropriate language
 - Respect access rights of others

D. *Personal Safety*

1. Students will agree not to meet with anyone contacted or communicated with online.
2. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
3. Users will promptly disclose to a trusted staff member, supervisor or program director any message received that is inappropriate or feels uncomfortable.

E. *Illegal Activities*

1. Users will not attempt to gain unauthorized access to Spaulding's network, to any other computer system through the use of Spaulding's network, or go beyond their own authorized access. This includes attempting to log in through another person's account or access another person's files.
2. Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. Users will not use Spaulding's network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of others, downloading or streaming copyrighted content from a questionable source, etc.

F. *System Security*

1. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use it. Under no circumstances should a user's password be shared with another person, with the exception of Spaulding staff or IT under certain circumstances.
2. Users will immediately notify a trusted staff member, supervisor or program director if they have identified a possible security problem. A user must not go looking for security problems because this may be construed as an illegal attempt to gain access.
3. Users will avoid the inadvertent spread of computer viruses by securing explicit authorization from Spaulding staff prior to downloading software.

G. *Inappropriate Language*

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
2. The use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language is not allowed.
3. Users will not post information that could cause damage to or disrupt the integrity of Spaulding's systems.
4. Users will not engage in personal attacks against others, including prejudicial or discriminatory attacks, or post false or defamatory information about a person or organization.
5. Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person.

H. *Respect for Privacy*

1. Users will learn proper codes of conduct in electronic communication. Extreme caution must always be taken in revealing any information of a personal or confidential nature. Giving out personal or confidential information about another person, including home address or phone number, is strictly prohibited.
2. Users will not re-post a private or personal message that was sent to them without permission of the person who originally sent the message.

I. *Respecting Resource Limits*

1. Users will use Spaulding's systems only for educational purpose, as outlined above.
2. Users will not download large files unless absolutely necessary, and then only after securing permission of a teacher, authorized staff member, or system administrator. Any download should take place at a time when the network is not being heavily used and the file should be downloaded to the user's personal computer or removable disk.
3. Users will not use the network in a way that disrupts the use of the network by others. Users must abide by the time limits set by Spaulding and adhere to disk space allotment set by the system administrator(s).
4. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

J. *Plagiarism and Copyright Infringement*

1. Users will not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the expressed requirements must be followed. When unsure whether or not a work can be used, the user should request permission from the copyright owner. Copyright law can be very confusing. Any questions should be directed to a trusted staff member, supervisor or program director.

K. *Inappropriate Access to Material*

1. Users will not use Spaulding's network to access material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (e.g., hate literature).
2. If a user mistakenly accesses inappropriate information, a teacher, supervisor, or system administrator should be notified immediately. This will help protect the user against a claim that they have intentionally violated this policy.

L. *Free Speech*

Spaulding will not restrict an individual's speech on the basis of a disagreement with the opinions being expressed, as long as they adhere to the conditions in this policy.

M. *No Privacy*

A user should not expect any privacy with respect to the contents of their personal files, emails, or other electronic communications on Spaulding's systems. Users should be aware that even when data, a message, or document has been erased or deleted, it may still be possible to retrieve it; therefore, even erasure or deletion does not render the information, data, message, etc., private.

Spaulding reserves the right to access, audit, log, read, review, monitor, use, and disclose any and all information on its systems, whether password protected or not, at any time and for any reason, without notice or any other restriction.

N. *Due Process*

1. Spaulding will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through its network.
2. In the event there is a claim that a user has violated this policy, written notice will be provided regarding the suspected violation and an opportunity will be given for the user to present an explanation before a neutral administrator.
3. If the violation also involves an infraction of other Spaulding policies, it will be handled in a manner described in this Student and Parent Handbook or program policy manuals. Additional restrictions may be placed on the user's internet account.

O. *Limitation of Liability*

Spaulding makes no guarantee that the functions or the services provided by or through Spaulding's network will be error-free or without defect. Spaulding will not be responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service. Spaulding is not responsible for the accuracy or quality of the information obtained through or stored on the system. Spaulding will not be responsible for financial obligations arising through the unauthorized use of the system.

Personal Electronic Devices (PEDs)

PEDs include cell phones, smart phones, iPods, music video players, tablets (e.g., NOOKS, Kindles, personally-owned iPads, etc.), personal computers, headphones, ear buds, earphones, or any similar device.

Spaulding established the following PED regulations:

PED Use in the Classroom

Use of any type of PED in class, including cell phones, is not permitted at Spaulding. PEDs brought into the school building by day students must be turned in to the switchboard operator at the beginning of the day and can be collected at the end of the day.

PED Use in the Residence

Cell phones may be permitted with the approval of the youth's team and demonstration of safe and healthy cell phone usage. Other PEDs must be turned in and locked up by the residential staff for use at a designated time. PEDs can only be connected to Wi-Fi with their treatment team's permission and may only be used under direct staff supervision.

Why We Have This Rule

We understand that cell phones and other types of personal electronic devices (PEDs) are important tools that can support learning and help people to communicate. However, PEDs can also be used to harm others (via cyber bullying or harassment), infringe on others' right to privacy (via unauthorized photos and videos), and can connect children with inappropriate and disturbing material. Spaulding is committed to supporting students in learning using Spaulding-appointed electronic devices. Spaulding is committed to promoting and instructing respectful, safe, responsible interaction. PEDs pose a particular difficulty to this obligation.

Should it be necessary to contact your child during the course of the school day, please contact the main office and your message will be conveyed promptly to your child.

Individual Education & Treatment Plans (IEPs)

Each student's IEP and treatment plan, covering the goals of placement and the services that will be provided by Spaulding, is written approximately 30 days after admission at the first meeting of the student's team. This team consists of Spaulding staff, parents, guardians, representatives of outside agencies involved in the placement, and should always include the student. As a parent or guardian, you will be asked to participate in this meeting and help us develop the IEP and treatment plan, and then you will be asked to sign it. If you have any questions about this plan, or the Spaulding program in general, we urge you to present them at this meeting. Special education meeting notices and invitations will be communicated by the sending school district. Treatment Plan notices will be sent out by encrypted email.



Confidentiality of Student Records

Spaulding has gathered a great deal of information on each student as part of establishing a treatment and IEP plan. This information is contained in the student's electronic file in EchoVantage. This record will be expanded as treatment occurs. Outside of Spaulding staff, only the student's parent or legal guardian has access to this information unless the specific written permission of the parent or legal guardian is obtained. Spaulding can not share any third party documents to any member of the team.

Your rights include:

The right to inspect the records which are contained in EchoVantage and have copies of any Spaulding material contained therein. Spaulding does reserve the right to charge for copies at our cost (prices will be quoted upon request). If you want to see your student's records, please make the request through your school counselor, social worker or residential case manager. You have the right to protest any information you find in those records and to request that Spaulding remove the material. Spaulding may not agree, and if we do not, you have the right to a hearing on the matter. If you desire a hearing, Spaulding will supply you with the New Hampshire regulations governing this process so that you can proceed. Authorized Spaulding personnel will have limited access to your student's record in order to plan viable treatment and education.

Spaulding will comply with any request for material to present at any meeting or hearing, provided that the request comes in writing from an authorized source and is at least two weeks in advance of the meeting. Photographs identifying any Spaulding student for any newspapers, magazines, other print or TV media may not be used without the expressed and written permission of the child's parent or guardian. The child's case manager must be contacted in order to request this permission if a Release for Use of Likeness, Photo, Videotape or Audiotape is not on file.

The contents of all students' records are privileged and confidential information, which must be protected and respected at all times. If you feel that others, or we have acted otherwise at any time, you should make a written complaint to us, with a copy to the Secretary of the Department of Health and Human Services, stating your concern. You will be notified of the outcome.

Confidentiality Spaulding adheres to the Confidentiality of Information regulations set forth in the NH Rules, the Federal Family Educational Rights and Privacy Act of 1974 20 U.S.C. 1232G, (FERPA) and its implementing regulations in 34 CFR Part 99 and the Individuals with Disabilities Education Act (IDEA 2004; 34 CFR 300.610-627).

Retention and Destruction of Special Education Records Spaulding will not destroy a student's special education records prior to the student's 26th birthday, except with prior written consent of the parent or, where applicable, adult student, pursuant to RSA 186-C:10-3 and 34 CFR 300.624(b). Spaulding will destroy a student's special education records prior to the student's 26th birthday only after they have sent all of the student's records or copies of such records to the most recent LEA of record. Spaulding notifies parents of this document destruction policy annually in the parent handbook and will provide an additional copy to parents upon a student's discharge from their program. This policy is in alignment with the Confidentiality Requirements set forth in ED 1119.01 (b)(2).

Spaulding informs parents when personally identifiable information that is collected, maintained, or used is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Access Rights Spaulding permits parents to inspect and review any education records relating to their children that are collected, maintained, or used by the Private Provider, including:



- Complying with a request without unnecessary delay and before any meeting regarding an IEP, and in no case more than 45 days after the request has been made.
- The parent's right to a response from the Private Provider to reasonable requests for explanations and interpretations of the records.
- The parent's right to request that the Private Provider provide copies of the records containing the information, if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and the right to have a representative of the parent inspect and review the records.

Spaulding may presume that the parent has authority to inspect and review records relating to their child unless Spaulding has been advised that the parent does not have the authority under applicable State Law governing such matters, such as guardianship, separation, and divorce.

Record of Access Spaulding keeps a record of parties obtaining access to education records collected, maintained, or used, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Record on More than One Child If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information.

Consent Spaulding obtains parental consent before personally identifiable information is disclosed to parties, other than officials of participating agencies, unless the information is contained in education records, and includes a disclosure. Parental consent is not required before personally identifiable information is released to officials of participating agencies.

Parental consent, or the consent of an eligible child who has reached the age of majority under State law, is obtained by Spaulding before personally identifiable information is released to officials of participating agencies providing or paying for transition services in accordance with 34 CFR 300.321(b)(3).

Safeguards Spaulding protects the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

Spaulding ensures that all persons collecting or using personally identifiable information have received training or instruction regarding the State's policies and procedures pursuant to 34 CFR 300.623(c).

Spaulding maintains, for public inspection, a current list of the names and positions of those employees within the program who may have access to personally identifiable information.

The Spaulding employee who is responsible for ensuring the confidentiality of any personally identifiable information is the Vice President for Human Resources.

For Community-Based students, all staff, foster parents, and members of the treatment team are expected to comply with DCYF, JJS, and Spaulding's policies regarding confidentiality. All information concerning the child, the child's family, the circumstances of placement, or possible future planning for the child must be kept confidential; that is, it must not be shared outside of the foster family unless written prior approval is given by the guardian. If the child is recognized, or questions are asked when out in public or at a gathering of friends or acquaintances, it is appropriate for the foster parent to indicate that they are not at liberty to discuss the child's situation.

As foster parents, you cannot disclose sensitive information to relatives, friends, or neighbors; only those involved in carrying out the treatment plan for the child can have this information. If the foster child shares information with you that had been previously unknown to Spaulding, DCYF, or JJS, you must share this information with your case manager, who will then advise you on what further action is necessary.



Enrollment Procedures

The Spaulding admissions process is both thorough and timely. Each stage of the process is designed to be informative for all those concerned – the prospective student, their family, referral agency, and others the family invites to participate. In addition, this process provides the necessary information for Spaulding to determine if the needs of the prospective student and family can be successfully addressed through our available programs and services.

Referral

Referral is the first step in discovering whether Spaulding is the proper fit for a student. To initiate a referral, a Local Education Agency (LEA), DCYF or JJS, CME, BCBH, referral agency, or a parent or guardian must contact Spaulding admissions to express their interest in having the student admitted. Social services agencies from other states are also welcome to submit applications for consideration.

During this stage, the referring agency's representative will contact Spaulding's admissions director for Residential or Academic Programs or the program coordinator for the Community-Based Programs to discuss the needs of your child. If your child's needs can be met by Spaulding's existing programs and services, and availability exists to provide the required support, then the referring agency will submit an application and referral documents for thorough review.

A complete list of required documents as well as our admissions application can be found online at SpauldingServices.org/forms. State entities are encouraged to use the Universal Referral form from DHHS.

Upon receipt of the required documents, Spaulding's internal admissions team conducts a thorough file review to determine whether the applicant may benefit from Spaulding's services.

This initial assessment will confirm the following:

- There are openings at the time of the referral.
- The age of the referred child is within an appropriate range for the current environment.
- Staffing ratios can support the needs of the child.
- The child's strengths and needs, including any specialty care needs, are clearly identified and fall within the Spaulding program service model.
- Spaulding can, in collaboration with the family and their support network, successfully and safely provide the education and treatment necessary to address the presenting challenges in achieving permanency goals.

Pre-Acceptance Interview

If after file review, the child remains a potential candidate and an interview is necessary, the admissions director or program coordinator will schedule a pre-acceptance interview and tour of the Spaulding campus. This interview is held for the child, family or legal guardian, and referring agency professionals, as well as others invited by the guardians. During the interview, the admissions team will meet with the participating individuals to gather additional information and answer questions.

If after the interview, all parties agree the student is a good match for available programs and services, then an admission date will be scheduled and communicated to all participants no later than the next business day. For Residential and Academic Programs, the admissions department will provide the family and referring agency with the admissions forms to be completed prior to the admission date. For Community-Based Programs, the program coordinator will set a date of admission and communicate remaining requirements.

Discharge Procedures

Based on the different programs offered at Spaulding, discharge procedures depend on the student's designation. Below are our discharge procedures based on these designations.

Criteria for Discharge

A student is discharged from Spaulding when they have met the criteria set forth by their team. The team meets with frequency (minimally quarterly) to review student progress and make any needed adjustments that will lead to the student's discharge to a less restrictive environment.

There may be a situation of family disagreement with their student's program at Spaulding, and it is possible that the family or placing agency may decide that the Spaulding program is no longer appropriate. In such circumstances, we request notice of intent 30 days prior to the removal of the student from our program so that we can help them process the removal in a positive way.

There may be a time when the student's clinical needs can no longer be met through current programming and a discharge and referral may be pursued. If there is an identified need in which Spaulding cannot access services, we are bound to identify the best fit to make the student successful. All collaterals will be notified and discharge options discussed.

Emergency Termination Procedures

At some point in time during a student's stay at Spaulding, it may be necessary for emergency discharge procedures to be used. If a student endangers the physical health and safety of themselves or others, emergency discharge procedures will be used by Spaulding. The local education agency, parent, or guardian will be given notice of emergency discharge by telephone and mail. It may be necessary to immediately terminate a student placement because of serious potential harm to self, other students, or interruption of the overall program. If immediate hospitalization or transfer to a safer setting is required, Spaulding staff will assist in trying to bring this about, in full consultation with the parent or guardian, the responsible agencies, and in the best interest of the student.

Emergency termination may occur if one or more of the following conditions exist:

1. The student is a danger to themselves or others and after intensive facility intervention, Spaulding determines that a more restrictive environment is necessary for the student's safety.
2. The student is a danger to other students or staff, as determined through criminal proceedings.
3. The student has been determined to be in need of psychiatric hospitalization after an emergency mental health evaluation.
4. The student's clinical needs can be best met in another setting, as determined in the treatment planning process, and the student has been accepted into that setting.
5. The Spaulding team believes it can no longer implement a student's IEP or provide FAPE (Ed 1114.12(a)).
6. The student has committed an offense involving drugs, weapons, or the infliction of serious bodily injury.
7. The student's behavior regularly creates an interruption to the overall programming after intensive facility intervention.

Change in Placement or Termination of Spaulding Academy Enrollment (Ed 1114.12)

Placement Meetings If Spaulding believes it can no longer implement a child's IEP or provide FAPE, Spaulding will immediately convene or request the convening of the IEP team to review the program's concerns and to amend the IEP and placement, if necessary.

An IEP meeting convened under Ed 1114.12 shall:

1. Review the child's needs;
2. Determine whether the current IEP meets the needs of the child and, if appropriate, propose changes to the IEP;
3. Review the child's current placement; and,
4. Determine whether the placement can fully implement the child's IEP and provide FAPE.



If the IEP team determines that Spaulding cannot implement the IEP or provide FAPE, the school district, with the cooperation of Spaulding staff, is responsible for finding another appropriate placement that can implement the IEP and provide FAPE.

If Spaulding wishes to suspend or expel a child, it shall immediately inform the LEA. The LEA shall comply with the disciplinary procedures in 34 CFR 300.530 – 34 CFR 300.536.

Accessibility to Educational Materials

All Spaulding students have access to a variety of educational materials aligned with the New Hampshire Frameworks. Our certified educators are committed to using the most relevant, age appropriate educational materials that will meet each student's individual learning needs. Our educators are trained in the utilization of accommodations and modifications to ensure that all students have access to general education content.

Responsibilities of Private Providers of Special Education or Other Non-LEA Programs in the Implementation of IEP (Ed 1114.06)

Spaulding ensures that the sending district is contacted regarding any possible changes and/or modifications in the identification, evaluation, development, and/or revision of an IEP or placement for students with disabilities in accordance with Ed 1109.05.

Spaulding will provide all transportation required for the implementation of any IEP, or portion of any IEP, which the program has agreed to implement.

Spaulding ensures that daily lesson plans shall be clear, concise, and reflective of the IEP goals for each child. They shall reflect any staff input and related reports and evaluations provided by the agencies responsible for the student's education and welfare.

If Spaulding determines that any child with a disability placed at the program is not making progress toward meeting their IEP goals at the rate anticipated, the program shall immediately contact the LEA for the purpose of reviewing the IEP and considering modifications.

Safe Schools Violations

Schools have a right to impose a 45-day removal in response to offenses involving drugs, weapons, and the infliction of serious bodily injury. Schools can use the 45-day removal in response to infliction of serious bodily injury on another person "while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency." See 20 U.S.C. § 1415(k)(1)(G)(iii); 34 C.F.R. § 300.530(g)(3).

20 U.S.C. § 1415(k)(1)(G)

(G) Special circumstances School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, in cases where a child:

- (i)** carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;
- (ii)** knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- (iii)** has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

Steps for a Student in Crisis

1. Spaulding will attempt to immediately notify parents or guardian if a student has run away or endangered themselves or others. Spaulding will notify DCYF, BCBH, or JJS contact as soon as possible to include after hours if necessary.
2. If emergency discharge is necessary, Spaulding staff will assist the local agency to develop a new treatment plan and will provide detailed, updated material for use at the meeting.
3. For a student discharged with notice, Spaulding will attempt to maintain the student's placement until the appropriate external agencies have had time to secure an alternate placement. If this placement is not possible, Spaulding will exercise discretion in continuing placement of the student in this setting. Spaulding retains the right to discharge a student immediately if the student's condition deteriorates.
4. All steps taken in an emergency discharge will be documented by Spaulding, and such documentation will be available to the referral agency, parent or guardian, and others as appropriate.
5. If the student is involved in delinquencies, which necessitates their appearance in court, the local agencies will be kept fully informed of these actions and of subsequent dispositions of the case. If the delinquencies were such that an emergency discharge must be arranged by Spaulding, the 30 days' notice served will be considered binding, regardless of the length of stay in detention that may have been superimposed by the Court.
6. If an emergency crisis results in a student being involuntarily admitted to the hospital, the student will be considered discharged from the residential program after 10 days out of program.

Discharge Procedure from Residential Treatment Program (He-C 6350.12)

(e) Once admitted to the residential treatment program, the child shall not be discharged unless one or more of the following conditions exist:

- (1) The child is a danger to other children or staff as determined via delinquency proceedings conducted pursuant to RSA 169-B;
- (2) The child is determined to be in need of psychiatric hospitalization after an emergency mental health evaluation;
- (3) The child is a danger to themselves or others and, after intensive staff intervention, it is determined that a more restrictive environment is necessary in order to maintain safety;
- (4) The child's clinical needs can be best met in another setting, as determined in the treatment planning process and the child has been accepted into that setting; or
- (5) The child is ready to transition to the child's identified permanency plan or concurrent permanency plan.

(f) If the residential treatment program determines a discharge is necessary in accordance with (e)(1)-(5) above, DCYF shall be provided written or electronic notice of at least 14 calendar days prior to the date that the program is requesting the removal of the child in placement from its program, including the detailed reasons for such request, except that:

- (1) A residential treatment program may request an immediate discharge due to a circumstance identified in (e)(1), (e)(2), or (e)(3) above.

Spaulding will work with all external agencies on an appropriate discharge plan based on the immediate needs of the child.

In addition to the above, if a student is found ineligible for our academic services, they may be disqualified from continuing to receive residential services. A referral to the residential only program will need to be conducted, and if appropriate, a transition may be able to take place. This process will be conducted through the child's internal team but initiated by the referral source.

Spaulding reserves the right to immediately discharge or transfer any student for reasons of ethical treatment, clear and apparent danger to self or others, or for such reasons considered necessary to protect the student, Spaulding, and its students and staff.



Financial Obligations

Residential, Academic, ISO-Foster, and ISO-In-Home services are billed at a daily rate and related services are billed at their contracted rate for that fiscal year. All services are billed to state and local agencies on a monthly basis. Billed service units are based on their agreed upon IEP parameters and treatment plan.

Spaulding Accounts Payable is processed on Thursdays by check or electronic funds transfer. Reimbursements to foster parents are processed on the Thursday after the 15th and last days of the month. Reimbursements must be submitted to the community-based coordinator for approval and must include proper back-up. Proper back-up consists of proof of purchase receipts or invoices. Checks will be mailed to the address on file, or, if notified, can be picked up from the receptionist at the school on the day following the regular check run. Electronic payments will be transferred to the bank account specified upon completion of an ACH Authorization Form.

In the event that there is an uncovered co-pay for medication by the health insurance plan, Spaulding will bill parents for this uncovered amount. These bills are produced on a monthly basis and are expected to be reimbursed within 30 days of receipt.

DCYF purchases ISO In-Home Services. Although you may not be seen daily, the daily rate still applies, as agencies have 24-hour on-call availability for families. The State of New Hampshire may seek reimbursement from families based on their ability to pay. The decision to seek reimbursement is based on a financial affidavit form completed by a parent or guardian. For more information regarding parental reimbursement, please call (603) 271-5163.

If you have any questions about your financial obligation or reimbursement, please contact your case manager, not the Spaulding finance office. Your case manager will have the best understanding of your student and situation.

Least Restrictive Environment

Spaulding will not keep a student in the treatment program any longer than is necessary and will recommend movement to a less restrictive environment as appropriate. Spaulding will hold team meetings, and at each meeting, staff will indicate the steps necessary for movement to a less restrictive setting. So that the student can be successful, transitions to a less restrictive setting will be thoughtfully planned to accommodate the student's pace and abilities.

Behavior Management & Restraint

Spaulding does not employ any measure which is aversive in nature or which subjects a child with a disability enrolled in that program to humiliation or unsupervised confinement or to abuse or neglect as defined in RSA 169-C, the Child Protection Act, or which deprives the child of basic necessities such as nutrition, clothing, communication, or contact with parents, so as to endanger the child's mental, emotional, or physical health, consistent with Ed 1114.07 and guidelines required by CARF, CCL and DHHS.

Spaulding does not employ any of the following aversive and deprivation behavioral interventions:

- Any procedure intended to cause physical pain.
- Aversive mists, noxious odors, and unpleasant tastes applied by spray or other means to cause an aversive physical sensation.
- Any non-medical mechanical restraint that physically restricts a student's movement.
- Contingent food or drink programs.
- Electrical stimulation.
- Placement of a child in an unsupervised or unobserved room from which the child cannot exit without assistance.
- Physical restraint, unless in response to a threat of imminent, serious, physical harm.

All crisis or emergency intervention procedures shall be included in the student's IEP and shall comply with Ed 1114.07 and RSA 126-U:5.



Use of Physical Management

Spaulding trains all staff in a variety of best practices that support maintaining stable functioning and de-escalation of student behaviors to maximize individual student safety and that of other students and staff. Direct care staff are all trained in a system of crisis management. This system is a competency-based training and certifies individuals only after testing affirms successful completion of rigorous training and requires annual recertification. The use of restraint is considered a last resort and only applied if a student becomes continuously self-injurious or physically aggressive, posing imminent danger, and must align with federal and state regulations regarding the use and definition of restraint, therefore, Spaulding has defined these responses to extreme student behavior accordingly:

Restraint: As defined by Spaulding in accordance with RSA 126:U, restraint occurs when a youth, who is continuously displaying behaviors that are a danger to self or others, is involuntarily held, resulting in restriction of movement of arms or legs. If forward movement is continued, this is considered transportation and is not restraint. Restraint ends when transportation is initiated or staff are no longer restricting the movement of a youth's arms or legs. Prone restraint will never be used.

It is the policy of Spaulding that all instances of restraint are used as a last resort, and will be defined, implemented, and reported with consistency and integrity. The procedure is to ensure compliance with Spaulding policy, and state and federal regulations regarding the definition, implementation, and reporting protocols related to any use of restraint.

1. Spaulding follows the procedures for supine restraint as outlined in its approved crisis management system and training. It is the requirement that all staff who might have occasion to implement supine restraint have successfully completed training and are successfully recertified annually. Staff who are not successful and current in their certification may not apply supine restraint with any youth at Spaulding.
2. Spaulding follows all reporting procedures outlined in RSA 126:U.
3. Spaulding implements a debriefing procedure.

Physical Punishment

Students at Spaulding **will never** be physically punished in any way.

Ongoing Updates

Spaulding will include updates throughout the year as laws and regulations change. The most current version of the Spaulding handbook will be available online at www.spauldingservices.org/handbook.

Safety Searches

Spaulding reserves the right to conduct safety searches of all students in our care. Safety searches are used when a student has a history or has demonstrated behavior that indicates a risk of hiding restricted items.

Search and Seizure

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational and therapeutic environment for effective teaching and learning, to maintain and foster order and discipline, to deter students from bringing weapons, drugs, alcohol, or other contraband onto campus or to campus-related activities, and to achieve these objectives consistent with law.

While students are entitled to the guarantees of the United States Constitution's Fourth Amendment, they still are subject to reasonable searches and seizures. Spaulding officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of school rule, policy, or law.



All campus-related property always remains under the control of Spaulding officials and is subject to search at any time. Campus-related property includes, but is not limited to, computers, lockers, cabinets, desks, bookcases, buses and other vehicles, and items controlled or directed by Spaulding officials in the support of educational-related programs or activities.

In the initiation and conduct of any search, a campus administrator will remain in charge at all times. A campus administrator initially will seek voluntary consent to the search. In general, no member of law enforcement may be authorized to conduct a search on behalf of Spaulding but may facilitate a safety search under the continuing control and direction of a campus administrator. A canine also may be utilized under proper circumstances to facilitate a campus administrator's search. Law enforcement officials may, under circumstances authorized by law, conduct their own independent searches (e.g., upon belief that a crime is being committed in their presence or in exigent circumstances).

Reasonable Suspicion

The staff member performing a search must be able to articulate a reason for suspecting the student possesses something, which violates the law or a Spaulding rule or policy. For example, reasonable suspicion may exist because of eyewitness observations of campus personnel, information from a reliable informant, suspicious behavior, a bulge suggestive of weapon or contraband, recognizable smell of tobacco, alcohol, or marijuana, unusual behavior, or the student's history and school record. A mere "hunch" or guess is not a sufficient basis to undertake a search.

Individualized Suspicion

In order for a search to be reasonable, it is normally based on not only reasonable suspicion, but also on individualized suspicion of wrongdoing. This requirement does not mean that the suspicion must always be confined to only one person at a time. There may be special situations in which a group of students is so specific and small that each of the individuals in the entire group may be searched consistent with the individualized suspicion requirement.

Campus Property

Lockers, desks, vehicles, and other similar property are owned, leased, or controlled at all times by Spaulding. Spaulding exercises exclusive control over all campus property and a student should not expect any privacy whatsoever regarding items placed or stored in or on campus property, because campus property is subject to search at any time by campus officials. For the safety of students and staff, all buildings on campus are locked and entry from the outside is only accomplished by authorized staff through the use of security badges.

Campus Computers

Campus computers, files, software, and other similar educational technology, including internet access records, including, but not limited to, data, are controlled by the campus administration. Spaulding exercises exclusive control over campus property, and a student should not expect any privacy whatsoever regarding the property because campus property is subject to search at any time by school officials. Students are only authorized to use campus computers and other similar educational technology consistent with the educational mission of the school and in accordance with the Acceptable Use Technology Policy.

The Person

A student may be searched if there is individualized reasonable suspicion that the search will turn up evidence that the student has violated either the law or a campus rule. A particular student's personal effects (e.g., purse, book bag, or personal electronic device) are also subject to being searched by Spaulding staff and are subject to the same rule. As a search of a student becomes more intrusive, an increasingly higher degree of individualized suspicion must exist. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A search should be conducted in private, to the extent practical. In all circumstances in which the search of a student appears necessary, school officials should inform the student of the action to be taken and the reason(s) for the search. Spaulding staff should initially request voluntary consent for the search.

If a student resists or otherwise refuses to consent to a search, the student should be immediately removed and be reasonably isolated until a parent, guardian, or law enforcement representative arrives to assist with the situation in order to observe or minimize disruption. If the student presents any danger to self or others, or if there is reasonable suspicion to believe that the student possesses a weapon, drugs or alcohol, the student immediately may be reasonably searched by a program director. An uncooperative or disruptive student will remain subject to disciplinary action.

If a pat-down search of a student's person is required, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. No pat-down search should involve contact with bodily areas typically regarded as particularly sensitive areas.

If Spaulding staff conclude that a more intrusive search (e.g., a search that would involve exposure of or contact with particularly sensitive body areas) is needed, they should call the parent or guardian of the students involved and report their suspicions to the parent or guardian and to the police. Spaulding officials will not conduct highly intrusive searches. Any strip search is prohibited.

Except as to a small number of particular students, group searches will not be permitted. Searches of students and their effects must be particularized.

Access to Health Services

The Health Services department is committed to delivering safe, excellent care to the children living and learning on-campus, and is qualified to treat those with complex medical, neurological, developmental, or behavioral needs. The dedicated, centrally-located team includes Registered Nurses and Licensed Practical Nurses (LPNs) who work closely with the campus Primary Care Provider, Medical Director, and Health Services Director to provide well child physicals, episodic illnesses treatment, medication management, medical appointment coordination (including specialists, dental, vision, and hearing), neurological and psychological evaluation facilitation, daily medical maintenance, nutritional services, and immunizations (when applicable), as well as health education classes to the children. Staff also receive training on medication administration as well as specific health conditions, such as seizure protocols, emergency medications, etc.

An on-campus Medical Director manages the work of the Health Services team with an integrated approach. The Medical Director oversees all medical and psychiatric care of the children in the Residential Program, keeps open lines of communication and initiates consultations with parents, teachers, Health Services staff, and clinicians as required, and consults with medical specialists to best meet student needs. In addition, nurses are on campus 24 hours a day, 7 days a week to provide care as needed. Community-Based youth are supported by community providers.

For all residential students, an admission physical is completed within 30 days. The student's records will be reviewed and an introductory assessment will be provided within 30 days of admission. A psychiatric evaluation will occur within 90 days of admission when appropriate. During this timeframe, recommendations regarding consultations and testing to address any medical or psychiatric needs will be provided. The Medical Director will reassess the student regularly throughout their stay in our program.

Health Services will inform guardians of any physician or consultant visits in writing, and if possible, by telephone. If a recommendation is made for a student medication change, Health Services will contact the parent or



guardian in writing to obtain consent for the medication change. The medications will not be started or changes made until parent consent is obtained by Health Services, unless there is an emergency situation due to an infection requiring antibiotic treatment or a crisis situation requiring immediate medication administration. Health Services will continue their attempts to contact the guardian in any emergency situation.

How to Reach the Health Services Department

During the school day, Health Services can be reached at 603-286-8901 extension 147. Nurses are available 24 hours a day, 7 days a week to provide care as needed. For residential students, if contact with the nurse is needed urgently, call Spaulding's main number at 603-286-8901 and the on-call nurse will be paged.

Medication Administration and Assessment

Health Services oversees that administration of medications to students who reside at Spaulding or who attend our school. All medications administered at Spaulding require a written and signed order by the student's health care provider and signed parental consent. For safety, all medications are either stored in a locked cabinet or are in the possession of an adult, who could be assigned staff, parent, bus driver, or Health Services team member. Student prescription medications (including over-the-counter medications sent from home) are to be kept in the original containers or pharmacy packaging with labels that match the physician order. Medications are administered either by nurses or by trained staff.

Day Student Medications

The following policy regarding students who need medications during the school day has been established as directed by the State Board of Education and in accordance with the guidelines they provided.

1. Prescribed medication should not be taken during school hours if it is possible to fulfill the medical regimen during non-school hours.
2. When prescribed by a licensed prescriber and required by a student during the day, medications shall be administered by either the school nurse or trained staff. Medications will be administered only after receiving and filing in the student's health record the following:
 - a. A written order from the licensed prescriber detailing the reason for the medication, its name, the dose, the method of administration, the time schedule, and the duration.
 - b. A written authorization from the student's parent or guardian consenting to the administration of the ordered medication.
3. Parents or guardians should deliver the medication directly to the school nurse, principal, or teacher.
4. The unexpired medication should be delivered in an original container that is properly labeled with the student's name, the licensed prescriber's name, the date of the original prescription, the name and strength of the medication, and the directions for administration. Medicine arriving in containers other than the original package or prescription bottle will not be administered and the student's parents or guardians will be notified.
5. All medication shall be stored in a secure place in the Health Services office, classroom, residence, or in the possession of an assigned staff member. Medications will only be accessible and administered by authorized Spaulding staff who are trained in the administration of medication, safe storage and handling of medication, record keeping, reporting of medication administration errors, and confidentiality. For safety reasons, students may not be in possession of medications. The only exception is if a child is able to demonstrate the ability to safely possess and administer their own medication and has the knowledge of the medication (e.g., its name, dose, time, route, purpose, potential side effects, and safety precautions) and written consent of the child's health care provider and parent or guardian, then the student may carry and self-administer their own medication.
6. Unused medication shall be picked up by the parent or guardian within 10 days after it is discontinued, or the student is discharged. School nurse will dispose of the medication and record disposal.
7. Not more than one month's supply of a prescribed medication shall be stored at school.

8. Spaulding maintains an official medication log for each student who receives medication with the following information:
 - a. Name of prescribed medication, including dose and route.
 - b. Name of licensed prescriber.
 - c. Date and time of administration.
 - d. Signature or initials of person administering the medication.
 - e. Comments.
9. If an error is made on an entry, a line is to be drawn through the entry and the correct data is to be recorded on the line below and both lines are to be initialed.
10. The record of medications shall be available to representatives from the State of NH Division of Public Health or the NH DOE and shall be kept in the student's permanent file.
11. Over-the-counter medication may be given at the discretion of the school nurse only with the written permission of the parent or guardian.

Self-Administered Medications

The students will be accountable for safe keeping of self-administered medication. Students will be in compliance with physician orders for taking their medications as prescribed.

1. Anaphylaxis Management - An individual care plan written by the health care provider will guide the self-management and assisted administration of Epinephrine Pens (Epi-Pens) will be administered by the student (if able) or by the school nurse or trained staff for those students known to have had an allergic reaction. For field trips, a staff member will be trained to administer in the event the student is unable to do so.
The State of New Hampshire (RSA 318.42VII, as amended by H.B. 1272) allows Registered Nurses from school districts to purchase, possess, and administer epinephrine to students for emergency treatment of anaphylaxis. This applies to students who have never been diagnosed with anaphylaxis.
2. Diabetic Management - Management of the diabetic student will be guided by the individual care plan developed by the health care provider and the parent or guardian. The school nurse will follow the recommended care plan.
3. Topical Preparations - The School may stock over-the-counter (OTC) topical medications and administer them with the parent's or guardian's permission and at the discretion of the nurse for basic first aid care.

Parent and Guardian Responsibility:

The following forms must be completed at enrollment and updated annually by parents or guardians:

- Health Services Intake form.
- Permission to Administer Medications and Medication Release of Liability forms.
- A Standing Orders form must be completed for all non-prescription medications.
- Changes to prescribed medication can only take effect under written and signed medical order by the prescribing physician, with approval by the parent or guardian. Written documentation from the prescribing physician must be provided to the school nurse.

It is the responsibility of the parent or guardian to ensure that the student's health insurance information is on file and up to date, and to keep all parent and guardian contact information current.

First Aid

All student injuries are reported to the nurse on duty who assesses the student. First aid care is provided both by nurses and first aid trained staff. Parents or guardian are notified of student injuries.

Illness

Students with signs of illness are assessed by the nurse on duty. Parents or guardian are notified if a student is unable to attend school due to illness. Parents or guardians are expected to have a plan in place to pick their child up in the event of illness at school.



If your child is ill while at home, please contact Health Services before sending your child to school. If the student has a fever over 100 degrees, vomiting, or diarrhea, they must be symptom-free for 24 hours without the use of fever-reducing medicine, such as acetaminophen or ibuprofen, before returning to school.

Parents or guardians should notify the school nurse of a diagnosis of communicable disease. Examples of communicable diseases include, but are not limited to, COVID-19, strep throat, impetigo, conjunctivitis, chicken pox, and hepatitis. Parents or guardian, should also notify the school nurse of the development of any new health concerns, such as asthma or allergies.

Head Lice Policy

Spaulding follows the recommendations of the National School Nurses Association and the NH DHHS regarding the management of head lice in school. Head lice is a widely misunderstood "nuisance type" health problem. It is not a sign of poor health habits or being dirty, although head lice must be treated thoroughly to prevent further outbreaks. All students suspected of having head lice will be evaluated by the school nurse or Health Services representative, who will then determine if the student needs treatment. If the parents or guardians suspect that a student may or does have head lice, the parents or guardians should notify the school nurse. The school nurse will keep this information confidential. Students may be dismissed for treatment at the nurse's discretion. Students are to be checked by the school nurse for effectiveness of treatment prior to returning to class.

Immunization Reviews

Spaulding follows the State of New Hampshire School Immunization Requirements, which state that children must have proof of all required immunizations, or valid exemptions, in order to attend school.

Vision and Hearing Screens

Vision and hearing screens are available to students annually for both residential and academic students. Parents or guardians will be informed of the results of the screenings. Recommendations for further follow-up will be provided for those students who do not pass the screenings.

Health Care Teaching & Education

Throughout the year, Health Services provides information to students, their families, and to Spaulding staff on a variety of topics, including how to prevent transmission of communicable illnesses, nutrition, medication management, healthy habits and other topics. Health Services welcomes health-related questions from all members of the student's team.

Diet & Nutrition

Spaulding employs a full-time, registered dietitian who works in conjunction with our Health Services team to assess dietary concerns and provide recommendations for healthy options to our Food Services department. Spaulding's Food Services team provides a variety of healthy food choices for both meal and snack times. Many of our students come to us described as "picky eaters." To help expand student food preferences and due to concerns of food allergies, sending food from home is not permitted. Residential students are permitted to have special snacks which are to be turned into the residential staff for use at a designated time.

Standing Orders

Our medical director provides a list of over the counter medications, such as acetaminophen, ibuprofen, hydrocortisone 1% or triple antibiotic ointment, in age-appropriate doses that could be given to students on an as needed basis for minor ailments, such as headaches, insect bites, skin abrasions, etc. Parents or guardians are provided with this list prior to student admission and requested to provide written consent for their child to receive these medications if needed.

Residential Medical Management

The Health Services department's goal is to provide complete medical management for the residential students at



Spaulding. In order for us to complete this mission, we offer the following information regarding the health care offered:

- Conduct an assessment by a nurse to include a head and body check to document any abnormalities, such as scars, birthmarks, ecchymosis (bruises), or potential infections.
- Review all student prior medical history. Guardian is expected to complete a Health History form as well as provide signatures for release of medical information of all past and present physicians and medical practices. We also require that parents or guardians sign our Anesthesia and Surgical Permit to allow for emergency services for their student.
- Arrange for baseline blood work upon admission to the Residential Program for students requiring blood work.
- This testing provides a guide for our medical director regarding any potential illnesses or medication needs. The parents or guardians are expected to sign a release permitting this testing.
- Provide an admission physical exam for all residential students and then on a yearly and as needed basis. This may include an initial psychiatric evaluation.
- Prescribe all student medications from admission until discharge. On admission, parents or guardian must bring in all available medication in an original pharmacy container. If medications need to be renewed prior to the admission date, please ask the pharmacist to renew **only** the amount of medication necessary for 5 days after the admission date. Five days of all medications must be provided on the day of admission. Student medication orders will be relayed to the pharmacy contracted by Spaulding. Medications will then be delivered from this pharmacy to Spaulding.
- Periodically review student medication based on input and observations from student's parent or guardian, teachers, clinicians, and staff. Parents or guardians will be contacted for consent prior to any change of medication, unless delays in reaching a parent or guardian might cause student pain or put student at risk for further illness.
- Address student health care concerns on an ongoing basis.
- Provide standing orders for each residential student, which also includes initial and ongoing bloodwork depending upon student medication requirements.
- Review student immunization records and order additional immunizations as needed, which will be administered to student by nursing staff with parent consent.
- Provide biannual dental screening and cleanings for those who can tolerate services without sedation, as well as transportation for major dental services when required.
- Refer student to additional community medical providers as needed, which may include vision, hearing, orthopedic, neurological, and other specialists. Parents or guardians will be informed of these referral recommendations for their consent and to coordinate the scheduling of these appointments.
- Within 10 days of discharge, provide a discharge summary and prescriptions for no more than a 30-day supply of medications. For this reason, as the student nears discharge, it is essential that a community medical provider manage student health care needs and identifies a need to reorder student medications early in the process.

Please note, if you have private insurance that requires a Primary Care Provider (PCP) that is in network, we recommend retaining that PCP.

Coordination of Community Health Visits

Spaulding works to develop partnerships with local dental programs to assist in providing biannual cleaning and examination is available to all residential students. If an onsite program is not available, Spaulding will work to have residential students seen at a local dental office for required care. Parents are encouraged to continue to bring their child to their community dentist whenever possible. Unless requested otherwise, our nurse practitioner will provide onsite physicals, well and sick visits, urgent care follow-up and collaborate with community health providers as necessary. We request that the parent or guardian continues with their designated PCP for insurance purposes. If a residential student requires oversight from specialty providers, Health Services will work with the parent or guardian to schedule appointments and provide transportation as needed. If a parent chooses to have their child seen by an outside PCP or dental provider instead of the services provided on campus, Health Services will assist with transportation if they are able.



Insurance

It is the responsibility of the parents or guardians to ensure their child has health insurance and to inform Health Services of any changes in insurance. Parents or guardians are responsible for expenses not covered by insurance.

Home Visit Coordination

Student medications for home visits will be provided by Health Services. So that sufficient medication is sent home, it is essential the parent or guardian provide sufficient notice of home visits to their case manager and verify that they are given sufficient medications for the home visit when picking up their child. If proper notice is not given, it is the parents or guardian's responsibility to arrange for the medication to be retrieved through Health Services. We require 3 days' notice for all Leave of Absences (LOAs) so that medication can be packed appropriately. An authorized signature will be required when retrieving medication.

For Community-Based Students

All children who are in the foster care system are covered by Medicaid (NH Healthy Kids) for medical and dental care. It is the foster parent's responsibility to ensure that the child placed in their care has access to routine and emergency care. That means that the foster parent is responsible for taking the child to all medical and dental appointments. A parent or guardian is encouraged to attend medical and dental appointments and assist the foster parent to answer questions as applicable.

The Spaulding case manager will assist the foster parent with identifying primary care physicians, dentists, and other medical professionals if needed, as well as help answer any questions they may have regarding the child's health.

Many children in care take medications. These can be prescribed by a primary care physician or the child's psychiatrist or mental health provider. Typically, the prescribing physician or professional will give the foster parent a copy of the prescription or call it in to a local pharmacy. It is the foster parent's responsibility to ensure that the child has all prescribed medications.

All medications should be stored in pharmacy-labeled medication vials. If the child is seen by any other health care provider in the community, please make sure Spaulding receives a copy of any new orders or recommendations. This ensures that Spaulding has a current list of all of the medications and treatments should the student need emergency respite care or crisis stabilization.

Also, remember that parental or guardian consent is necessary for any medication change or new medication. This consent must be received **PRIOR** to the new medication or dose being administered. The Spaulding case manager or Health Services department will assist in obtaining this consent.

If the child takes medication during daytime hours and attends school, day care, or camp, any medication must be provided in pharmacy-labeled vials. You can ask the pharmacy for an extra bottle just for those instances.

For any questions regarding a child's medication or health concerns, please contact the Spaulding Health Services department.

Media & Material Restrictions

We live in an age when children and adolescents are constantly being exposed to a wide variety of media influences that affect their developing personalities. There is often no recognizable standard in our society for what is appropriate for our youth to view, play, read, listen, or wear. While it would be impossible to identify each and every individual inappropriate instance, appropriate censorship involves the use of sound clinical judgment and the knowledge of the impact on a student's behavior.



For the students at Spaulding, we have identified inappropriate themes to serve as basic guidelines for items which are not permitted on campus. Identified inappropriate themes are as follows:

- **Drug or Alcohol-Related Material:** Material including illegal drug use or excessive use or glorification of alcohol or tobacco.
- **Excessive Violence:** Depiction of excessive, gory, or disturbing violence is inappropriate, as well as the glorification of violence. This includes suicide, sadistic, and masochistic behavior as well as the use of weapons, including guns and knives.
- **Glorification of Crime, Criminals, or other Illegal Activities:** Any material that advocates, promotes, or glorifies any illegal or criminal activities.
- **Nudity or Sexually Explicit Materials:** Any partial or full nudity would make material inappropriate. Any sexually explicit lyrics, dialogue or writing would make material inappropriate.
- **Physical or Sexual Abuse:** Due to the history of many of our students, any depictions of physical or sexual abuse, including rape and sexual assault, must be avoided.
- **Glorification of Racism, Sexism, or Bigotry:** Any material that advocates, promotes, or glorifies racism, sexism, or bigotry is inappropriate.
- **Occult:** Any material that glorifies or promotes satanic worship.

While on campus, students will be prevented by Spaulding staff from purchasing or renting inappropriate materials. For those in our Residential Program, if a student returns from a home visit and is given inappropriate materials as a gift, the item will be removed and given to the student's case manager to be returned. This may include inappropriate clothing. If any clothing is found to be too revealing for a student or child, staff will ask parents to bring it home and refrain from returning it to Spaulding. Restricted, pertinent, or irreplaceable items will not be held in the residential building. These items **MUST** be returned to the parent, guardian, or referral source. We encourage you to support this policy on behalf of your child's treatment. If you have any questions or concerns, please call your case manager.

In addition to the guidelines provided above, Spaulding has included the following ratings and edited content for movies, video games, and music for your consideration.

- **Movies:** "G" and "PG" movies are considered appropriate for all our students. "PG-13" movies need to be approved by program leadership AND the students watching them need to be 13 or older. "R" movies are not allowed to be watched on campus by staff or students.
- **Video Games:** "E" rated games are considered appropriate for all our students. "E 10+" rated games are considered appropriate for any student 10 years or older. "T" rated games are considered appropriate if the student is 13 years or older and it doesn't contain any inappropriate material as listed above. "M" or "AO" rated games are not allowed and are not to be played on campus by staff or students.
- **Music:** Music needs to meet the criteria for appropriate material listed above. Any music with an explicit content label is not allowed to be listened to on campus by staff or students. Even if a song or album is edited, it still is not allowed due to the fact that the overall content and material has not changed, only the editing of profanity.

Parent & Campus Interactions

Respectful Communications

During your child's treatment at Spaulding, there may be times when you disagree with our clinical, medical, or behavioral treatment approach or become upset by an incident that happens in either your home or at Spaulding. We expect everyone on campus to express disagreement in an appropriate manner and in no way compromise anyone's safety. In the rare event that anyone demonstrates disrespectful, irresponsible, or unsafe behaviors, the safety procedures outlined below will be followed:



1. Verbal warning for inappropriate behavior (e.g., profanity, yelling, inappropriate comments, etc.). The individual will be informed that their behavior is unacceptable and they will be redirected to more appropriate behavior.
2. If the behavior is seriously unacceptable or the person fails to comply with the verbal warning, staff will take immediate action resulting in:
 - Termination of phone call.
 - Termination of meeting.
 - Termination of visit.
 - Notifying the local police department, if necessary.

Our staff will make every attempt to assist family members in expressing their concerns in an appropriate manner. However, our staff's primary responsibility is to manage and protect the safety of our students. A resource on-call staff member is available 24 hours a day during all non-business hours and can be contacted by staff to discuss the incident(s) in question. Staff supervising children are NOT expected to engage with family members in extensive interactions regarding our rules and limits.

Because campus safety is one of our foremost concerns, staff will call the Northfield Police Department if they identify a significant threat to our staff or student population. This includes any suspicion regarding substance abuse. For additional details about campus surveillance and recording, please refer to Appendix B: Photography & Audio or Audio-Visual Recording.

If you have any questions or wish to discuss these issues further, please contact your Spaulding case manager or case worker, or request staff to contact the assigned supervisor or resource on-call staff member.

Mandatory Reporting of Child Abuse & Neglect

New Hampshire law (RSA 169-C: 29) is clear that any person having reason to suspect that a child under the age of 18 has been abused or neglected MUST report that suspicion to the Central Intake Unit of the New Hampshire Division for Children, Youth and Families (DCYF). The staff at the DCYF Central Intake Unit is entirely comprised of people who have worked in the field and who can be used as consultants. Once a report is made, the Central Intake Unit will review the report and determine if an assessment by the local DCYF office is needed. If a situation does not rise to the level of assignment for an assessment, the report will be retained at the Central Intake Unit for one year. Should DCYF Special Investigation require an assessment, all parents and guardians will be notified by the special investigator assigned to the case.

Campus Communication

Ongoing open communication and collaboration between parents and staff is critical to ensuring the success of students. It is important that systems are established that respect the communication needs of both the families and the school staff working with students. Spaulding employs a variety of techniques to remain connected with parents, including email, telephone, and face-to-face communication, both informal and formal. Our staff are instructed to use Spaulding devices for communication so please do not use social media, personal cell phone numbers, or other avenues which are not secure and confidential.

Below, please find the primary contact and process for each Spaulding program.

Academic Program

The primary contact person for a student will often be the student's teacher, social worker, school counselor, or residential case manager. While a variety of contact methods are available to families, email contact is a method that all teachers and case managers will be able to receive and respond to most flexibly.



Community-Based Program

An integral part of the Community-Based Program is frequent contact between the case manager, the clinician, foster family, and birth family or relative caregiver. The purpose of this contact is support and supervision in carrying out the treatment plan, assessing any need for change, suggesting ideas, and providing direct contact with the child. It is essential for the foster family, birth family, or relative caregiver to inform the case managers of any changes in the home or any difficulties that may arise that have an impact on their child or any members of the household. Remember: open communication with your case manager is key.

Contacting Your Case Manager

In advance, the case manager will work out a mutually-agreeable time for phone calls and home visits. In case of emergency, the person needing to change the contact time will take responsibility for notifying the other to reschedule.

Emergency Contact Procedures

Spaulding staff is available 24 hours a day. On weekends, holidays, vacations, or after normal business hours, there is always someone you can reach in the event of an emergency.

A. Medical Emergency

Assess the child's immediate need and respond by calling the physician, going directly to the emergency room at the nearest hospital, or dialing 911. Bring your copy of the Medical Authorization (Form 2266) with you. The hospital may not treat a child for other than routine procedures without the parent's or guardian's signature. In some life-threatening situations, they may treat but will require the parent's or guardian's signature or a court order. Contact the Spaulding resource on-call staff member immediately via cell phone at 603-545-8191. Spaulding staff must contact DCYF staff within 1 business day of the event.

B. Mental Health Crisis

A child in care may experience a mental health crisis. If the child is currently working with a community-based therapist, call the therapist and follow provided instructions. If you are unable to reach their therapist, contact the Spaulding resource on-call staff member via cell phone at 603-545-8191. Remember, always bring the Medical Authorization form when seeking treatment by health care professionals. Spaulding will contact DCYF as soon as possible.

Residential Programs

For regular residential student updates, all communication should be filtered through your assigned residential case manager. During after school hours or on weekends, we invite parents or guardians to call the cottage for emergency or other communications. The cottage staff will contact the resource on-call staff member, supervisor, or director as needed.

Contact with Other Spaulding Students

We encourage your family to utilize family visit time to strengthen your relationship with your child. If you or your child believe there is potential for a positive relationship with another student at Spaulding, we invite you to discuss this potential relationship with the case manager. Occasionally, valuable friendships develop and can provide rewarding outcomes if fostered beyond the Spaulding campus. All parties are reminded to protect the confidentiality of those involved.

Emergency Contact Information

It is very important to keep Spaulding staff informed of changes in employment, new telephone numbers or emergency contact information. Your cooperation in this matter will be greatly appreciated.



Emergency Planning & Preparedness

The Spaulding Emergency Operations Plan is a written document of procedures for staff and students to follow in case of emergency, in accordance with Ed 1114.21, guidelines required by CARF, CCL and DHHS, and best practices advised by Alert, Lockdown, Inform, Counter and Evacuate (ALICE) Training. Copies are available electronically on campus and at NHDOE. These procedures were developed with the assistance of state or local fire and safety personnel, and include provisions for the evacuation of buildings and assignment of staff during emergencies.

Fire and evacuation drills are performed on a monthly basis in each building. Records of all drills are kept in the Human Resources office. Spaulding ensures that all personnel on all shifts are trained to perform assigned tasks during emergencies and that all personnel on all shifts are familiar with the use of the available fire-fighting equipment.

The following conditions apply to each emergency drill:

1. A record of emergency drills shall be maintained;
2. All persons in the building shall participate in emergency drills;
3. Emergency drills shall be held at unexpected times and under varying conditions to prepare children for evacuation in case of fire or other emergencies;
4. The program shall make provisions to ensure that all children with disabilities are evacuated safely; and,
5. The program shall establish procedures to help children with disabilities understand the nature of such drills.

Spaulding maintains an active safety program, including investigation of all accidents and recommendations for prevention.

Parking

All automobiles should be parked and locked in one of our parking lots, unless there is a known physical reason which would require accommodations. If such an arrangement is necessary, please contact your child's case manager prior to your arrival. When picking up a student for an off-campus visit or returning a student to campus, it is permissible to park briefly on campus. Our staff, visitors, and even delivery persons are required to turn off vehicle engines and lock vehicles before leaving them. Since this requirement further guarantees the safety of your children, we are confident that you will assist us by respecting these guidelines.

Animals & Pets

Due to health and safety issues as well as unknown student fears, animals are generally not allowed on Spaulding campus. If you do bring them, they must be kept in your vehicle in the parking lot. If you or your guests need to leave pets in a vehicle, please be mindful of their comfort and safety. If walked, they must remain in the parking lot. Pets cannot have contact with Spaulding students unless they are a licensed therapeutic pet and prior approval is secured.

Spaulding does provide occasional access to therapeutic animals. Details will be provided as opportunities become available.

Grievances

Student Grievance Procedure

The following is the procedure to voice a grievance about your program:

1. If you have a question about your individual program or the program rules, you can address your question to your residential counselor, academic teacher, case manager, clinician, or a supervisor.
2. If you disagree with a particular rule or decision, you should ask staff for an appeal form and document your concerns, then ask a supervisor to review your appeal. The supervisor will review information from staff as well and notify you of any change. If you are still not satisfied, you can request further clarification from the program leadership, principal, clinical supervisor, or their designee. If after meeting you are still in disagreement, you can request a meeting with your team.
3. If you feel your rights have been violated, you should communicate this directly to the case manager, or clinician. If you are uncomfortable reporting the information to these individuals you can address the situation with the program leadership, principal, clinician, and compliance director or their designee.
4. If you have not arrived at a satisfactory conclusion in the preceding three steps, you should contact the CEO.

Parental Grievance Procedure

The following is the procedure to voice a grievance or concern with any aspect of your child's program:

1. Speak directly with the residential case manager, special education teacher, social worker, school counselor, or clinician to express the concern.
2. If you are still not satisfied, you can request further clarification from the program leadership, principal, clinician and compliance director or their designee. If after meeting you are still in disagreement, you can request a meeting with your team.
3. If you feel your rights or your child's have been violated, you should speak directly with the residential case manager, special education teacher, social worker, school counselor, or clinician to express the concern.
4. If you are uncomfortable reporting the information to these people, you can address the situation with the program leadership, principal, clinical supervisor, or their designee.
5. If you have not arrived at a satisfactory conclusion in the preceding three steps you should contact the CEO.



ACADEMIC LIFE

Spaulding Academy serves students ranging from 4 through 21 years old. For more information on the available programs, please refer to the handbook glossary.

Attendance

Student Absences

Regular and punctual patterns of attendance will be required of each student enrolled. It is recognized that absences from school may be necessary under certain conditions. However, every effort should be made to keep absences and tardiness to a minimum. Student attendance at school is considered the responsibility of the parent or guardian and student. NH RSA 193:1. "Duty of Parent; Compulsory Attendance by Pupil: A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the [public] school to which the child is assigned during all times that the school is in session."

Spaulding Academy is a year-round program with 236 days of school. Students are expected to attend these 236 days of school unless there is an occasion of excused absence. Attendance documentation is provided regularly to the student's Local Education Agency (LEA).

Excused Absences

Excused absences include, but are not limited to, the list below and may require documentation:

- Illness of student or immediate family member.
- Death in the family.
- Religious holiday.
- Scheduled medical appointments if such cannot be scheduled outside of the normal school hours.
- Chronic illness registered with the administration and verified by physician's note.
- Extreme weather conditions as discussed with the administration.
- Parent or guardian request.

Unexcused Absences

Extensive unexcused absences shall be addressed in a case-by-case basis to determine if there is a pattern of non-attendance.

Truancy

When 10 half days or 5 full days of unexcused absences occur, the student is considered to be truant from school. At this point, the school leadership general education coordinator will send written notification to parents and guardians, the case manager, and LEA. In the case of excessive absence, a meeting may be called in order to develop a remediation plan with the students' parent or guardian and LEA.

Absence Procedures

When a child is absent, the parent or guardian must notify Spaulding Academy reception or switchboard at 603-286-8901 or email absence@spauldingservices.org. Messages may be left in the general mailbox. If your child is unable to attend school or if there is to be an extended, planned (more than 1 day) excused absence, please report this absence to the reception or switchboard by 9:00am.

Dress Code

Why We Have a Dress Code

School is a place of learning so appropriate dress is expected. Spaulding respects the rights of students to dress and groom according to their own individual tastes, cultural, and family preferences. However, there is a need for school dress that demonstrates respect for oneself, classmates, staff, and the learning environment. In order to create an atmosphere that is conducive to learning, is safe, and is respectful to everyone, the following regulations for dress will be enforced in school.

Regulations

- Clothing or accessories that portray or promote obscenities, drugs, alcohol, cigarettes, violence, or sex are prohibited.
- Coats, jackets, hats, and backpacks are to be left in cubbies, unless directed otherwise by a staff member.
- Undergarments and the middle region of the torso should be completely covered and not visible at all times.

Exceptions

Certain prohibited types of headgear or clothing may be worn:

- On designated days, such as a school-wide Hat Day or other spirit days.
- By students who have special permission to wear clothing that accommodates their particular learning needs, such as wearing headphones to accommodate a disability.

Calendar & Cancellation

Spaulding's school calendar includes 236 school days and a 30-day summer session. With approximately half of the student population residing on campus, Spaulding will not cancel school due to inclement weather. Day students and their families should evaluate the local conditions when considering travel to Spaulding. As sending school districts are responsible for the transportation of day students to Spaulding, they will determine whether they can safely transport students. Day student families should remain in contact with their LEA and transportation company to stay apprised if travel to school is canceled, delayed, or if an early pick-up is scheduled.

School Visitation

The learning environment will be free from interruption. Except in emergencies, staff will not be interrupted in their work by community members, parents, or guardians. Voicemail is available to allow teachers to return calls when their schedules allow. Certified staff will be available for consultation with students and families during pre-scheduled meetings and consultation times. No one will solicit funds or conduct private business with staff during school hours.

Spaulding welcomes and encourages visits to school by parents and guardians, community members, and interested educators. The principal will establish guidelines governing school visits to insure orderly operation of the educational process and the safety of students and staff.

Although there are individuals who have legitimate reasons to visit and observe, it is important to ensure appropriate policies and procedures so disruptions to staff and students are minimized. Requests for visitation or observation must be received by the principal or their designee at least 24 hours prior to the intended date of visitation or observation. However, 24-hour notice does not ensure that a visitation or observation can occur.

For additional details on our visitation policy, please refer to Appendix C: Visitors in a Safe & Orderly Environment.

Dismissal Policy & Procedure

Student arrival and dismissal time are busy times of the school day. It is imperative that all Spaulding staff, parents, and guardians have a clear understanding of the guidelines and expectations during these times to ensure student safety.

It is Spaulding's policy that students may arrive for school no earlier than 8:00am. Students are to be dismissed between 1:45pm and 2:00pm. Day students must utilize pre-arranged transportation. Day student transportation should be identified and in the student's main file. A student will utilize this transportation unless the parent or guardian has given prior written notification that the student will be transported via alternate means. The parent or guardian must include the alternate transporter's name and contact information in this notification.

For additional details, please refer to Appendix D: Student Arrival & Dismissal for our current policy and procedures.

School Day

The school day begins at 8:00am and ends at 2:00pm. Day students may enter the school at 8:00am. Residential students may enter the school at 7:55am so that staff performing morning routine may safely transfer their students to their classrooms and travel to their assignment for the day. No day student supervision is available prior to 8:00am and after 2:00pm.

To gain the most benefit from their school day, students should:

- Be clean in body and clothing.
- Have sufficient sleep.
- Have a good breakfast.
- Wear suitable clothing according to the weather.

Phone Calls During School

- Students are not allowed to use the telephone in school except in emergencies, as this would pose a disruption to the classroom.

Participation in Physical Education, Outdoor Education & Recess

Physical and outdoor education classes and recess are scheduled on a regular basis for students.

Physical Education

Physical education is a regular part of the school curriculum. Students should wear appropriate clothing and bring or wear sneakers when they are scheduled for physical education. Appropriate clothing for physical education classes includes sneakers, cotton shirts, shorts or slacks, and a jacket, as classes are often held outside until Thanksgiving. For safety reasons, the physical education teacher may request the removal of jewelry, such as earrings, chains, and studded adornments.

No student will be excused from gym or recess unless a directive is received from the student's health care provider indicating that due to recent illness or injury, the student should not participate. They must be seen by the school nurse, or in the case of a prolonged illness, have a written excuse from a doctor.

Experiential Challenge Outdoors (EChO)

All Spaulding students will participate in Experiential Challenge Outdoors (EChO). EChO is a special program providing experiential adventure-based activities. These activities include, but are not limited to, snowshoeing, downhill and cross-country skiing, canoeing, swimming, hiking, rock climbing, and mountain biking. Occasionally, your student may be selected for an overnight or multi-day camping trip under professional supervision from our highly trained



staff. Your student will gain self-esteem, trust, and self-confidence by challenging themselves physically, emotionally, and mentally through fun-filled activities, while acquiring worthwhile outdoor living skills. Students engage in various success-oriented activities in a safe and nurturing environment.

We do not expect your student to excel in every activity; however, we do encourage them to try all activities. The whole philosophy of the EChO department is challenge by choice. While there is a potential for injuries, every precaution is taken to ensure the safety of all participants as well as the instructors.

Recess

Recess is a part of the school program. This semi-structured time provides an opportunity for children to develop social skills as well as to be physically active. Whenever possible, the students will go outside for recess. When making decisions for outside recess, staff will consider outdoor factors, such as the temperature, wind chill, and the condition of the playground. All students go outside for recess; therefore, it is essential for students to be appropriately dressed for the weather each day. Any student not well enough to go out for recess should remain at home.

Recess time is a learning part of each student's day as well as a time to play. All recesses are monitored by staff members. Students are expected to seek them out if they need assistance. The following guidelines are to be followed by all students to ensure everyone's safety.

1. Respect is to be shown for each other and the property of others. Tripping, hitting, spitting, shoving, or knocking others down is not allowed. No games involving tackling are to be played. Hands and feet are to be kept to oneself. There is to be no profanity or name-calling.
2. Fighting or play-fighting is not allowed.
3. Students are not to enter the school building unless they have permission from a staff member on duty.
4. Students are to remain on the playground at all times.
5. All trash is to be placed in a trash barrel or carried back inside the school.

Meals, Lunch & Snacks

Spaulding provides a nutritious variety of meal and snack choices for students daily. Students can select from amongst the many choices available. In order to safeguard our many students with a variety of food sensitivities and allergies, as well as to encourage overall healthy eating habits, Academy students will not bring meals or snacks from home.

Report Cards, Progress Reports & Educational Record

Following, please find Spaulding Academy's report card and progress report protocol:

- The academic year will be divided into four marking periods.
- Report cards will be sent electronically at the end of each quarter. These reports are to be retained at home for the parents or guardian's records.
- IEP progress reports are sent according to the IEP reporting schedule electronically, and typically reviewed at a progress monitoring meeting.

To schedule a time to review educational records, please contact your student's case manager or teacher. Please allow up to two weeks to schedule a convenient time for this record review. Should parents or guardians wish to request a copy of an educational record related to their child, the parent may submit a letter requesting the specific record, along with their child's full name and DOB to the school secretary. Please allow for a minimum of 30 days to process your request.

School Supplies & Restricted Items

For the safety of all those attending school and to maintain focus on academics, students should bring very little to school. Students may bring sneakers, snow pants, gloves, and a swimsuit and towel when needed for physical education, outdoor education, or recess. Students may not bring food or drink, personal electronics, weapons, drugs, alcohol, any other illegal substance, toys, personal items, blankets, etc. Generally, backpacks and purses are unnecessary. All basic school supplies are provided by Spaulding.

Illness

- We recommend that students do not come to school if they appear to be ill. It is advisable to keep the student home if they have a sore throat, severe cold, or rash. If the student has a fever over 100 degrees, vomiting, or diarrhea, they must be kept home and be symptom-free for 24 hours, without the use of fever-reducing medicine, before returning to school. If the student tests positive for COVID-19, contact the school nurse for guidance.
- Should the student be ill and remain at home, the parent or guardian is asked to notify the school office.
- The nurse has the authority to exclude any student from school who appears to have an infectious condition. As a guideline regarding attending school with a contagious illness, the nurse shall refer to the recommendations of the NH DHHS Disease Handbook. If illness occurs during the day, the parent or guardian will be notified. The released student will only be dismissed to a parent or guardian or other designated adult who picks the student up at school. It is expected that the parent or guardian will have a plan in place to pick up their child from school in the event of illness.
- When a student is absent for 5 consecutive days, a note indicating the reason should be provided upon returning to school. In the case of a serious, prolonged illness, a note from the student's health care provider is required before the student may return to school.
- If a student is absent for 3 consecutive days because of illness but is able to do some schoolwork, please do not hesitate to contact your student's teacher. The classroom teacher will be very happy to provide work in order to help the student keep up. Please do not expect the teacher to talk with you or prepare work during the school day, as that time belongs to the class.
- If a student will be absent for more than 10 days due to a physician-verified illness or injury, the parent or guardian should contact the classroom teacher and LEA for tutoring.

Field Trips

Field trips are educational experiences planned to correlate closely with grade level curricula. Since these lessons occur away from school grounds, the day student's parent or guardian will be notified prior to each trip. Our field trip permission form covers trips within New Hampshire. Students will participate if school staff determines the student can demonstrate the safe behavior required to allow attendance. Students who do not participate are given course-oriented assignments and are supervised by other instructional personnel. Due to student confidentiality, we are not able to accommodate parent chaperons.

Library

Students make regular visits to our school library throughout the week. Students are permitted to withdraw books. Books must be returned to the library in good condition. Students are responsible for replacing damaged or missing books.

Food Allergies

Students with allergies or those who require a special diet will be accommodated when the student's specific dietary needs are requested by a doctor's order. The Special Meals Prescription form is available from the school nurse.



Homework

Homework is assigned to help students develop good study habits, foster positive attitudes toward school, and realize that learning takes place at home as well as at school.

While individual schools have some flexibility to reflect each school's community and culture, all schools use the following homework guidelines as a policy baseline:

- Every child will have homework appropriate to their academic and developmental goals.
- Homework's purpose is to review or practice a skill that is close to or at mastery level.
- Students will be assigned 10-30 minutes of homework depending on the student's abilities.
- Counselors or guardians will tell children it is time for homework and encourage the child to complete their assigned task. Students refusing to complete homework or completing it in an unsatisfactory manner will be assigned a designated time during school hours to complete it correctly. The expectation is that the student develop responsibility for choices. Therefore, beyond asking the child to do their homework and perhaps once again suggesting that the child complete it, the residential teacher, parent, or guardian can simply write "refused to complete". A positive reinforcement system for completing homework will be in place in each class. Similarly, students choosing not to complete homework will be required to do so during recess. Should any student have consistent difficulty, a school conference will be required. Additionally, if homework is requiring more than the recommended time, please alert the student's teacher so that adjustments can be made.

Campus Events

Student families are invited to attend our many events throughout the year showcasing our students. In the fall, every student crafts a book for our annual Authors Tea. In early winter, our art show will provide our students an opportunity to showcase the different ways that they have expressed themselves artistically over the past year. Spring brings the Science Fair with students demonstrating the scientific process by further exploring a problem of personal interest. The school year is capped off with our well-loved Choose Love Arts Festival and Field Day. Invitations for these events are typically distributed by email and will contain all pertinent information for your attendance and enjoyment.

RESIDENTIAL LIFE

Spaulding residential cottages serve children and youth students ranging from 4 through 21 years old. For more information on the available programs, please refer to the handbook glossary.

The students at Spaulding will be responsible for all of their belongings as well as their behavior. While these responsibilities may be different for each student, the staff work with the students toward independence with taking care of their belongings, being responsible for their behaviors, and working through their treatment plan goals and objectives.

Students that are part of the Community Residential Program will follow a similar schedule during afternoon and weekend hours. During the typical school schedule, these students will be active in their public school programming. During vacation days, snow days, and summer vacations, the students will enjoy structured leisure time with a variety of activities.



Weekday Schedule

The students will follow a general schedule during residential hours. Although each student's schedule may vary depending on their needs, below is a generalized view of a typical Residential Program day for Monday through Friday.

7:00am-8:00am - Morning Routine & Breakfast in Cottages

On weekdays (Monday through Friday), students will wake up by 7:00am. Students may wake up earlier than 7:00am but will be asked to stay in their rooms doing a quiet activity until 7:00am. Academy staff will arrive starting at 7:00am and help the students prepare for the morning. This includes getting dressed, cleaning up, brushing teeth, eating breakfast, and then going to the school building.

8:00am-2:00pm - Participation in Academic Programming

2:00pm - After School Transition

The residential and school staff will transition residential students back to the cottages. Students will receive their 2:00pm medication either at the school building or at the residence.

2:00pm-3:30pm - Afternoon Activities

During this time, each student will return to the residence and will have an option for snack. Also during this time, the students will complete some of the tasks assigned to them, including homework, laundry, or chores, such as folding house laundry, dishes, sweeping, etc. Some of the residences will conduct afternoon check in, during which all the students are expected to join and talk about their day. Also, the students are given a question of the day to answer regarding programming, peer relations, adult relations, or other interesting topics.

3:30pm-4:30pm - After School Activities

Individuals that reside on campus participate in planned after school activities every Monday through Thursday. The therapeutic after school activities generally are physical in nature and incorporate a wide variety of skills and experiences. Introduced in an eight-week rotation schedule, these club-based activities have included team sports, swimming, drama, dance, musical instruments, writing, crafts, and cooperative games. Each activity has a therapeutic focus and all after school programs promote cooperation, peer relations, and sportsmanship.

4:30pm-4:45pm - Return to Cottages

When returning to the cottage, many of the students wash up and get ready for dinner. Some students may do their homework during this time or complete chores, if applicable.

4:45pm-6:00pm - Dinner

Dinner transition starts at 4:45pm and may change to adapt to the needs of the students and campus. Our professional Food Services services team prepares a wide variety of food for dinner to be eaten in the cottages. Some community dinners may also occur in our dining hall.

Throughout the week, primarily Wednesday evenings, the residences will prepare their meals in the cottage. The students and staff will plan a menu, shop for the supplies and ingredients, and then prepare their meals.

6:00pm-8:00pm - Evening & Bedtime Routines

During this time, students will begin evening routines, which are different in each cottage. Off-campus trips may take place during this time for students that have been safe throughout shift. Chores are also completed during this time. At 7:00pm, evening medication starts.

8:00pm-9:30pm - Bedtime & Resting

During this timeframe, students start going to bed. Bedtimes vary depending on residence, age level, and behaviors.

Weekend Schedule

The students will follow a general schedule during residential hours. Although each student's schedule may vary depending on their needs, below is a generalized view of a typical Residential Program day for Saturday and Sunday.

7:00am-9:30am - Morning Routine

Students are allowed to sleep in up to 9:30am. If a student has morning medication, they are expected to wake up to take their medication and then may go back to bed until 9:30am. Breakfast is served in the residence during this time.

9:30am-12:00pm - Morning Activity Time

Activity time will vary because each cottage plans their own activities, including playing outside or traveling off campus. The activities and requirements during the weekends are more relaxed so that the students can enjoy having some flexibility in their routine.

12:00pm-12:45pm - Lunch

Lunch is served on campus unless otherwise planned by the residences.

12:45pm-5:00pm - Afternoon Activity Time

The afternoon activity period includes off-campus trips, campus games, and cottage-planned activities.

5:00pm-6:00pm - Dinner

Dinner is eaten in the cottages unless otherwise planned in advance by the residence staff.

6:00pm-8:00pm - Evening & Bedtime Routines

Evening routine begins with showers and evening medication.

8:00pm-9:30pm - Bedtime & Resting

Bedtimes vary depending on residence, age, behaviors, and planned activities.

Parent Communication

It is Spaulding's intention to allow our students uncensored access to both the mail and the telephone. Students will be given privacy for phone conversations when appropriate and no supervision of the call is required by the student's treatment plan. We may occasionally find it necessary to impede this access for therapeutic reasons and to protect the interests of the student. When this occurs, the parent, guardian, social worker, court liaison, or other involved professional will be notified of this recommendation and related reasons. Parent, guardian, and all involved community workers will be notified of this meeting and be encouraged to participate in the discussion and decision.

Phone Use

Residential students at Spaulding can receive calls anytime and are encouraged to receive a phone call from their family at least once per week. In addition, each student is assigned a time frame of two evenings a week for outbound calls. We attempt to limit phone calls to 10 minutes due to the volume of students. For inbound calls, a list of approved contacts should be submitted to keep on file, along with the list of any contact restrictions. Below, please find a list of phone numbers for your use.

- | | |
|-------------------|---|
| • Colcord Cottage | 603-286-8901 ext. 235 |
| • Cutter-Wiggins | 603-286-8901 ext. 265 |
| • Davis House | 603-286-8901 ext. 245 |
| • Lambert Hall | 603-286-8901 ext. 255 |
| • Young House | 603-286-8901 ext. 225 |
| • Wednesday House | 603-729-0190 |
| • Administration | 603-286-8901 available M-F 8:00am to 4:00pm |

Toll-Free Phone Number

The following toll-free number will connect parents or guardians to the switchboard during day or evening hours: 800-381-5121

This number may be used to contact your child's case manager at Spaulding. Due to the funding of this toll-free number, we ask that you do not give it to your child or to other relatives or friends who may wish to talk to your child while they are here. This is available only to the parents and guardians of students.

We appreciate your cooperation with this matter so that we may continue to provide this service to you and the other parents and guardians.

Mailed Letters & Packages

Letters and packages sent by mail are also encouraged, and a student may send letters whenever they wish. We encourage family members, extended family members, and other acquaintances to write to their child while they are here. Most of the students really enjoy receiving mail. All mail will be delivered via the case manager, who may or may not be with the child upon opening. If you would prefer staff to be present during opening, please specify this with your case manager.

Mail sent to your child should include Attn to: (Student Name) and be addressed to: Spaulding Academy & Family Services, 72 Spaulding Road, Northfield, NH 03276-4608

Residential Visitation

For most families, placement of their child outside of their home community is a very difficult occurrence. We want to acknowledge your efforts on your child's behalf and encourage visitation. Depending upon your child's needs and program, the frequency of visitation will be discussed. Due to the need to prepare students, medications, and staff, all visits must be arranged in advance. To schedule your child for an overnight, weekend, or day visit, please contact your child's residential case manager at Spaulding no later than 3 days prior to the visit.

Visits are to be scheduled after school hours or on the weekend with your student's residential case manager. If a visit is necessary Monday through Friday between 8:00am and 4:00pm, please check in at the school unless otherwise instructed or agreed upon. After 4:00pm or on weekends, please check in at your child's cottage. When you check in, you will be asked to show a copy of your driver's license for our records and to sign a log book which includes your name and relationship to the student. You will need to obtain your child's medication from the Health Services office. If someone other than you is visiting or transporting your child, prior authorization through the case manager will be required. Unannounced or unscheduled visits cannot be accommodated.



Should you have direct needs during non-business hours, please contact the resource on-call staff member via cell phone at 603-545-8191.

When returning your child to Spaulding, we ask that you sign back in, return any unused medications, and written notes. At that time, we would appreciate it if you give staff a brief update about the visit. Please inform us immediately if there was a medical issue, a behavioral issue, or any concern you would like to bring to our attention. If it is a complex matter or a treatment issue, you may be referred to speak to a nurse or a clinician.

When visiting on campus, we ask families to follow Spaulding staff directions or requests. We expect that you will supervise and set limits for your child as well as siblings and any guests who may accompany you. It may be helpful for you to come prepared with an activity you can do with your child. If you require staff intervention due to behavioral issues, do not hesitate to ask for assistance. When contacting the case manager about your visit, they can schedule one of our family visiting rooms in the community center for your use. Families are not permitted to schedule visitations within the cottages to avoid disruptions to the schedules and activities of other students. Please note, Spaulding has the right to direct that visits occur in specific locations while on campus.

Visit Schedules

Visits are an important part of your child's treatment at Spaulding and the primary means by which your child continues their bond with you as parents or guardians. The following is a sketch of the usual visit schedule while your child is at Spaulding. Please note that each child's case is evaluated on an individual basis and some visits are determined by individuals other than Spaulding staff. For those who do not have any restrictions, the following is the typical expectation for visits. If you are planning a visit for the weekend or for a vacation, it is important to notify your child's case manager no later than 3 days prior to the visit.

Visting on Campus: On-campus visits should be scheduled in advance through the case manager. These visits are permitted to take place in family meeting rooms located in the community center. Outside playgrounds are permitted for use as well. Families should limit their time in the residential units to a 10 minute drop off or pick up to maintain the privacy and confidentiality of all students.

Vacations: Except those with restrictions as referred to above, all students will have an opportunity to go home for school vacation periods. We always encourage parents to use this time to visit their children and make arrangements with the residential case manager for this. Please review the current school calendar for vacation dates. Adjusting schedules and making accommodations is an essential aspect of parenting. It is important that parents or guardians begin to make necessary arrangements to have their child home, if appropriate, during these vacation periods. The only exception is when the child's level of supervision is beyond the capability of the parent.

School Holidays & Family Events: School is held Monday through Friday from 8:00am until 2:00pm. It is an exception to excuse a student from school and this happens only when found to be clinically and educationally sound. Many children go home for extended weekends and vacations around holidays. This will be decided on an individual basis and will be determined by you and your team. Should you wish that your child be home to celebrate specific holidays or special family events (such as your child's birthday), please make arrangements with your case manager not less than 3 days in advance.



Laundry Nights

Each student will be assigned two laundry nights per week. Students are expected to participate in washing, drying, folding, and putting their laundry away to the best of their ability. During one of the laundry nights per week, students are expected to wash their bedding as well. Students that have difficulty with toileting will be allowed to wash laundry as needed to maintain appropriate hygiene.

Personal Hygiene & Activities of Daily Living

Each student is expected to shower or bathe daily, unless directed not to by Health Services. Students will be prompted for thoroughness as well as taught how to properly clean, if needed. Students are expected to brush their teeth at least two times per day. Some students requiring hand-over-hand assistance will be prompted to brush their teeth at every transition to help maintain proper personal hygiene. Students that have toileting accidents will be provided a shower and clean clothing at all times. For students that wear pull-ups at night, toileting protocols will be set up to help move the student toward independence.

Student Supervision

The proper supervision of students is a priority. Staff is required to be constantly aware of student locations and behavior by utilizing scanning and tracking techniques.

There are two primary strategies used in the cottages to insure proper supervision of the students: staff assignments and zone supervision. If at any point two or more students are together in any area of the cottage, then a staff member needs to be present to supervise. If the staff member is not able to maintain that level of supervision because of other conditions in the cottage, then the students are to be separated and directed to another area of the cottage where supervision can be maintained.

Except for clinical staff, a staff member is never to be alone in a room with a student with the door closed. If a student is in the bathroom, bedroom, or other area and requires privacy, then the door may be cracked open enough to allow monitoring, if required to ensure the student's safety and maintain the student's dignity.

Staff members are not allowed to be reading, playing on cell phones, doing puzzles, or wearing headphones or ear buds while supervising students, unless engaging in these activities with their assigned student.

Personal Belongings

Your child is welcome to bring safe, personal items for their room and use. When selecting items to bring to Spaulding, please consider the item's value, both financially and emotionally. ***When packing, carefully consider valuables, including hand-held game devices, watches, radios, tape recorders, and bicycles. All photographs brought to campus should be copies to avoid damage to original prints.***

SPAULDING IS NOT RESPONSIBLE FOR REPLACING ANY LOST, STOLEN, OR DAMAGED ITEMS.

Clothing

All clothing brought to Spaulding should be properly labeled with your child's initials. The student's residential counselor will do a clothing inventory upon admission and then be responsible for switching out appropriate clothing for the season. In some cases, families have limited funds available to purchase their child clothing. In this case, notification can be made to the student's case manager and we will purchase the student's clothing. For your convenience when packing your child's

clothes, below is a suggested clothing list. If possible, please label all your child's belongings prior to their admission.

- 10 pairs of underwear
- 3 sets of pajamas
- 8 long-sleeved shirts
- 8 short-sleeved shirts
- 8 pairs of pants
- 10 pairs of socks
- 2 pairs of shoes (e.g., sneakers, sandals)
- 1 pair of winter boots
- 4 sweatshirts
- 1 light jacket
- 1 bathrobe
- 1 bathing suit
- 6 pairs of shorts
- 1 belt
- 1 raincoat and rain gear
- 1 heavy jacket
- 3 pairs gloves or mittens
- 2 winter hats

Restricted Items

The following items are **NOT PERMITTED** to be in the possession of students at Spaulding:

- Tobacco products
- Vaping materials
- Aerosol cans
- Knives
- Guns – even toy guns
- Slingshots
- Axes
- Arrows
- Darts
- Matches, lighters, or other accelerants
- Hatchets
- Tools
- Fireworks or explosives
- Alcohol
- Drugs or drug paraphernalia
- Pornographic materials
- Any item which can be used as a weapon or cause injury (e.g., mirrors, glass, ceramics, etc.)
- Confidential information
- Cameras

Use of some of these items, such as knives or tools, may be permitted while under direct supervision of staff. However, students are not permitted to keep these items on their person or in their rooms.

Student Bedrooms

Each student is permitted to decorate their room with safe, personal belongings as long as the structure of the room or paint is not affected. Students are not allowed to bring glass or have glass in their rooms at any time. Students are responsible for any belongings that may be brought from home. We suggest that items of high value not be brought to campus. If a student engages in unsafe behaviors with their furniture, a request will be made to bolt their furniture to the floor or walls. Items in student bedrooms may also be removed for a period of time if a student is attempting to hurt themselves or someone else with any item. If a student engages in self-injurious behavior by head banging or attempting to break their bedroom window, a request may be made to cover their window with plexiglass to maintain safety at all times. Any of these individual requests or removals will be authorized by program leadership.

Allowance

Each student will receive an allowance per week based on the points that they earn each week. This allowance will be saved and given to the students to spend when they are out in the community. If a parent, guardian, or student would like to start a savings account, we can do this on an individual basis within the cottage or at a local bank. The student's team will decide the amount of money that will be saved each week. If a student engages in property destruction, they may be required to help pay for repair or purchasing new equipment. This is done with authorization of program leadership or designee and based on age and functional level of the student.

Eating on Campus

There are times when parents or guardians will join their child for meals on campus. This requires advance planning to ensure that the Food Services Department has sufficient food and accommodations. We ask that you not bring special foods (e.g., McDonalds, Burger King) to eat in front of other students. If you are planning to bring a



special treat, please call your child's case manager in advance so that arrangements can be made. If your child has feeding and swallowing plans, protocols must be adhered to without exception. If you are unsure about something, do not hesitate to ask staff. We would like your visit to be enjoyable.

Birthdays

A student's residential counselor will ask the student what they want for a birthday gift. A limit of \$50.00 for each student is given; however, students will not be given cash. In addition to a gift, the staff and students will celebrate in a way that the student chooses. This may be dinner of their choice in the residence or dining hall, an off-campus trip, or a party in the residence. Students are allowed to invite other students from other cottages.

Success Celebrations

When a student is preparing to discharge, the staff and student will put together a calendar of outings or events to celebrate the student's departure. In addition, the student leaving will receive a meal of their choice in the residence or dining hall prior to their departure. Success celebrations will include a gift and a Certificate of Completion from Spaulding. These celebrations can be as big or small as the student requests. Some students enjoy having all of the staff and their peers come to wish them well in the Community Center and others enjoy a smaller celebration. This will be worked out with the student and their residential team.

Off-Campus Trips

Nearly every day, students and staff at Spaulding participate in off-campus field trips, educational, recreational, and social activities. Students are expected to participate in off-campus trips and these trips will take place as much as possible. The students and staff will visit the community for a variety of activities, such as grocery shopping, clothing shopping, hiking, biking, volunteering, sporting events, and other fun destination trips. The students are expected to be safe in order to participate in an off-campus trip. These off-campus trips are at the discretion of staff and dependent on the safety of the students attending the trip. Off-campus trips can be terminated at any time if a staff feels unsafe or a student is not following the rules. Some trips may be special occasion trips and could include leaving the state for less than 24 hours. Parents and guardians will be notified that these trips will be taking place.

COMMUNITY-BASED

Spaulding's community-based program supports children and youth ranging from ages 0 to 21 years old and their families. For more information on available programs, please refer to the handbook glossary.

Foster Parent Expectations

All foster parents licensed through Spaulding will comply with state regulations as stated in He-C 6446 - Foster Family Care Licensing Requirements. Foster Parents will also work together with Spaulding staff to ensure that the emotional, social, behavioral, and medical needs of a child in their home are being addressed. Foster parents realize that the agency, the child's family or siblings, and other professionals play an important role in the child's life. If interaction with a child's birth family is required by the child's treatment or permanency plan, the foster family will implement the plan in order to maintain a strong and consistent relationship between the child and birth family.



Treatment Planning

For each child in the Individual Service Option (ISO) Foster Care Program, a treatment team will be convened within the first thirty (30) days of placement. Spaulding will conduct a clinical assessment and develop a treatment plan on the basis of the assessment. The team may include:

- Child (if age appropriate);
- Child's biological parents;
- Social worker or supervisor;
- Guardian ad litem or CASA;
- Child's attorney;
- Educational surrogate or school personnel;
- Foster parents;
- Child's psychiatrist or individual therapist;
- Spaulding prescribing practitioner; and
- Spaulding case manager or other staff.

The case manager or clinician will coordinate and chair the treatment team meetings. The team shall be responsible for the review of any assessments, the DCYF Family Centered Service Plan, and the input of the individual members. The team is also responsible for developing goals related to the child's medical, educational, safety, and behavioral needs and family objectives. The team will meet at least once every three months while the child is in the community-based program to review and revise the initial treatment plan as necessary. Emergency team meetings can be held if there are issues that need to be addressed immediately, relating to the functioning of the foster family, birth family, or the child specifically.

Treatment Plan

The treatment plan will be the blueprint for the care and supportive services provided to the child in our program and will complement the DCYF Family Centered Services Plan. This plan will be designed to build upon the strengths and skills of the child or family and create an ever-increasing experience of success; This plan will document:

- The findings of the clinical assessment, to include a statement of the individual needs, strengths, and skills of the child, and issues the family must address for the child to be successful;
- The overall goals and objectives to be achieved by the child, the family, or other participants involved in the permanency plan, along with the time frames for completion;
- The Medicaid-covered rehabilitative services and other services to be provided by the foster parents and Spaulding;
- Training and supportive community services needed by the child, the foster family, the family of origin, or other participants involved in the permanency plan;
- A description of visitation with birth parent(s) and/or other participants involved in the permanency plan;
- A description of contacts with the family or other participants involved in the permanency plan;
- A description of recreational, social, and community-based activities the child may participate in; and,
- If the child is 14 years or older, introduction of the NH Trails curriculum or other Independent Living Skills curriculum.

The treatment plan will be reviewed by the prescribing practitioner who will approve and sign the treatment plan and all subsequent revisions.

Individual Crisis Management Plan

All residential students will have a crisis plan specific to their needs for use in and before a crisis. This will be included in the treatment plan and updated as the student learns and masters skills related to behaviors.



Safety Plan

If necessary, the foster parents and case manager (usually in consultation with the clinical team) will develop a safety plan related to the child's treatment goals. Depending upon the age of the foster child, they may also participate in the development of this plan. The plan would focus on improving particular behaviors and implementing a reward and consequence system if appropriate. The impact of the plans used will be discussed in treatment team meetings.

Staff Reports

The case manager completes a monthly progress report for DCYF or JJS on the treatment plan. This report also includes any behavioral or emotional growth or regression observed, as well as any updates that may have occurred (e.g., medical appointments, therapy appointments, school meetings).

Respite Care

The maximum number of respite days allocated to foster families will be 18 days per year. Depending upon experience and skill level, full-time foster families also have the option of providing respite care to another foster child in their home. Respite can be utilized for a maximum of 10 consecutive days. All arrangements for respite care will be coordinated through the case manager. On occasion, there may be a situation where respite is needed and we do not have a licensed foster home available. In that case, the team may ask that respite take place on the Spaulding campus. The case manager will work cooperatively with program leadership to coordinate the availability of a bed and staffing.

Crisis Stabilization

At times, students receiving ISO foster care or ISO in-home services may be in need of a more intensive setting to stabilize while in crisis. As a Child Placing Agency that provides ISO foster care or ISO in-home services, we are mandated by state regulations to provide crisis stabilization in a residential setting. In these situations and with prior approval, the identified client will transition to Spaulding for stabilization if the appropriate cottage space is available. This can be utilized for a maximum of 10 consecutive days. If at the end of the 10-day period the child's team feels that the child would benefit from a more restrictive setting and a bed is available, a referral can be made to the Spaulding admissions department and the standard admission process will be followed. It should be noted that crisis stabilization does not guarantee admission to the Spaulding Residential Program.

Family Expectations

The relationship with the case manager and ISO staff is based upon direct communication, teamwork, and professionalism. The ISO team is most concerned with the well-being of the child-family relationship, coordinating community resources, and working out crisis situations when they arise. An integral part of our services is frequent contact between the ISO team and the family. The purpose of this contact is to support the family's work in carrying out the treatment plan, to assess any need for change, suggest parenting ideas, and to provide direct contact with the child. It is essential for parents or family members to inform case managers of any changes in the home or any difficulties that may arise that have an impact on you, your child, or other members of your household.

AUTHORIZATION FORMS

Once you have reviewed this handbook, please authorize and return the following forms.



Missed & Cancelled Appointment Policy

If you are unable to make your scheduled visit, kindly provide notice of cancellation within 24 hours of the scheduled session.

- Saturday and Sunday visits must be cancelled no later than 12:00pm Friday.
- Monday visits must be cancelled no later than 12:00pm Sunday by contacting your family aide.
- If you are late by 15 minutes or more, then the visit is cancelled.

If the supervised visit is not cancelled by you within the stated timeframe, it will be considered a missed visit. A missed visit is a failure to attend a scheduled visit and you did not follow the cancellation protocol as described above. When one visit is missed, you will be required to review this policy with your case manager. Notification of missed visits will be reviewed with the treatment team to determine if visits will continue.

Exceptions can be made for emergencies. In these cases, please inform your community-based case manager or family aide of the nature of the emergency via email or voicemail.

By signing below, you are confirming that you have read and understand this policy and have been given a copy for your file.

Thank you for your cooperation. We look forward to working with you.

Client Name

Client Signature

Date

Case Manager or Clinician Signature

Date



Visitation Rules for Families with Alleged Sexual Abuse

The following rules and guidelines are being put into effect for supervised visitation for any family involving or with alleged child sexual abuse. These rules are designed to ensure safety for all visit participants.

1. Spaulding will have two visit supervisors at each family visit. This rule allows visitation staff to focus on each family member closely.
2. Physical contact between the visiting parent and the child should be minimal and closely scrutinized. Any physical contact which appears sexualized or inappropriate should be stopped immediately. Sexually abused children who have been "groomed" as part of their sexual abuse experience may attempt to initiate physical contact. Also, children who crave non-sexualized contact in a "safe" environment may seek physical contact. If this occurs, it should be brief and closely monitored by staff whose view is not blocked by any furniture, toys, or office equipment. Unobstructed visual monitoring must be achieved at all times.
3. The following physical contact should be prohibited: tickling, lap sitting, roughhousing, prolonged hugging or kissing, kissing below the chin, stroking, handholding, hair combing or brushing, and changing clothes. These rules potentially prevent re-victimization as well as misinterpretations of contact.
4. Games and toys brought from home that may illicit questionable responses from the children will be asked to be put away. This reduces the possibility of covert or overt reminders (triggers) of the child's abusive experience.
5. Parents may not accompany their children to the toilet or assist with changing clothes.
6. Neither parent is allowed to discuss the abuse, directly or indirectly. This rule reduces the occurrence of victim blaming and inadvertent pressure to recant. Parents and caregivers must be prohibited from scolding, mocking, questioning, or teasing the child, or referring to the abuse in any way in the child's presence.
7. At this time, off-site visits are prohibited. Off-site visitation, such as in parks, at restaurants, and in private homes, does not allow the level of control that on-site visits offer. Unpredictable and uncontrollable environments create heightened risks to children in sexual abuse cases, and reduce the possibility that the monitor can intervene quickly if prohibited activity occurs.

Spaulding visit supervisors have the right and responsibility to end a visit if any of the above rules are broken. If questions arise before, during, or after a visit, parties should utilize a Spaulding clinician and or clinical supervisor, as well as DCYF in order to resolve the issue.

Parent or Guardian Name

Parent or Guardian Signature

Clinician Signature

Case Manager Signature

Clinical Supervisor Signature

Supervised Visitation Ground Rules

1. Visits must start on time. If the parent is more than 15 minutes late and have not contacted the family aide, the visit will be terminated.
2. Upon arrival, if the family aide or another member of Spaulding staff suspects that your behavior is influenced by alcohol or drugs, your visit will be immediately terminated and DCYF will be notified.
3. No additional visitors will be allowed to attend visits without prior approval from DCYF.
4. Discussion of your court case with your child or the family aide is not allowed during visitation. This includes, but is not limited to, negative remarks about foster parents, guardians, or DCYF, or any topics related to your court case.
5. It is the discretion of the family aide to terminate a visit should derogatory statements or conversation continue after two warnings.
6. Possession of a weapon will result in immediate termination of your visit and will be reported to DCYF.
7. Exchange of any material during a visit must receive prior approval from DCYF. This includes notes, cards, money, or gifts.
8. Cameras, video cameras, and tape recorders are not allowed at visits unless permission is received from DCYF.
9. Cell phones should not be utilized during visitation.
10. No foreign language will be spoken or written unless the family aide is proficient in that language.
11. Whispering and low-tone talking is not allowed.
12. You are responsible for the care of your child during a visit.
13. Visiting parents, guardians, or approved adults may only accompany their child to the bathroom with the family aide. Children are encouraged to use the bathroom on their own, if age appropriate.
14. The family aide can and will terminate a visit if the comfort level of the child is in question.
15. Fighting, harassment of any kind, loitering, or confrontation with any child or adult in the general vicinity of the visit will result in immediate termination of the visit. DCYF will be notified of any inappropriate behavior.
16. Spaulding has the right to direct that visits occur in specific locations while on campus.

The family aide is present for support and to facilitate quality visitation between you and your child. Your cooperation is essential in order for both you and your child to enjoy your time together and maximize your visitation.

I have read, understand, and will abide by the above ground rules. I have been provided with a signed copy of the ground rules that are expected during visitation.

Child's Name

Child's Signature

Parent or Guardian Name

Date

Parent or Guardian Signature

Date

Witness Signature

Date



Acceptable Use Technology Policy Agreement

Part I: Student User Agreement

As a user of the Spaulding computer network, I understand and agree to follow the rules for computer use found in the Spaulding Student and Parent Handbook in the Acceptable Use Technology Policy. I understand that I can lose the privilege of using school computing equipment and accessing the school network if I do not follow these rules. If there is a question about the meaning of a policy or rule, I understand that it is my responsibility to ask a staff member for clarification.

Part II: Parent Permission Acknowledgement

As the parent or legal guardian of the student signing below, I have read and understand the rules for computer use in the student handbook and Acceptable Use Technology Policy as written.

☐ I grant permission for my son, daughter, or ward to access networked computer resources, including those available via the internet, subject to this policy.

- I hereby release Spaulding and its staff from any and all claims and damages of any nature arising from my student's use of or inability to use Spaulding's technology systems, including, but not limited to, claims that may arise from the unauthorized use of the systems to purchase products or services.
- I will instruct my student regarding any restrictions against accessing materials that are in addition to the restrictions set forth in Spaulding's Acceptable Use Technology Policy. I will emphasize to my student the importance of following the rules for personal safety.

☐ I do not grant permission for my son, daughter, or ward to access networked computer resources, including those available via the internet. I understand that this includes access to potential instructional software that is used for teaching and learning.

Student Name

Student Signature

Date

Parent or Guardian Signature

Date

Spaulding Statement of Confidentiality

In signing in as a visitor to our campus, you are also acknowledging that this is a place where children attend school and some reside. All information that is seen or heard regarding the students of Spaulding is confidential and you are agreeing to uphold the confidentiality of each of them. There are times when physical restraint is used and although it is a last resort, it may be distressing for some to see. If this is the case, please seek out a staff member to help explain our process, but confidentiality will be kept at all times. For more information on our campus visitor policy, please see Appendix C. Thank you for visiting us.

I have read, understand, and agree to abide by the provisions of this statement.

Print Name

Role/Relationship

Signature

Date



Signature & Acknowledgement Page

After you have carefully reviewed this document, please complete the blanks below and acknowledge that you and your student will adhere to the policies and procedures contained within the Spaulding Student and Parent Handbook.

Student Name _____ Date of Birth _____

I have read and understood the policies set forth by Spaulding and am in agreement with all the terms and limitations contained in this Student and Parent Handbook.

Authorized Guardian Name

Authorized Guardian Signature

Signed Date

Relationship to Student ✓

- ☐ Parent or guardian of unemancipated minor
- ☐ Court-appointed guardian

- ☐ Executor or administrator of decedent's estate
- ☐ Power of Attorney

Admissions Department Representative

Signed Date

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Appendix A: Regulation Citations

Spaulding follows regulations as published by the State of New Hampshire on behalf of the certifying agencies for each of our programs. Below please find an alphabetical list of the regulations cited throughout this handbook. For your convenience, we have also included public URLs detailing these regulations.

- **34 CFR 300.530:** <https://sites.ed.gov/idea/regs/b/e/300.530>
- **34 CFR 300.531:** <https://sites.ed.gov/idea/regs/b/e/300.531>
- **34 CFR 300.532:** <https://sites.ed.gov/idea/regs/b/e/300.532>
- **34 CFR 300.533:** <https://sites.ed.gov/idea/regs/b/e/300.533>
- **34 CFR 300.534:** <https://sites.ed.gov/idea/regs/b/e/300.534>
- **34 CFR 300.535:** <https://sites.ed.gov/idea/regs/b/e/300.535>
- **34 CFR 300.536:** <https://sites.ed.gov/idea/regs/b/e/300.536>
- **Ed 1114.07:** http://www.gencourt.state.nh.us/rules/state_agencies/ed1100.html
- **Ed 1114.12:** http://www.gencourt.state.nh.us/rules/state_agencies/ed1100.html
- **FAPE:** <http://www2.ed.gov/about/offices/list/ocr/docs/edlite-FAPE504.html>
- **He-C 6350.12:** http://www.gencourt.state.nh.us/rules/state_agencies/he-c6300.html
- **He-C 6446:** http://www.gencourt.state.nh.us/rules/state_agencies/he-c6400.html
- **RSA 126:U:** <http://www.gencourt.state.nh.us/rsa/html/x/126-u/126-u-mrg.htm>
- **RSA 169-B:** <http://www.gencourt.state.nh.us/rsa/html/xii/169-b/169-b-mrg.htm>
- **RSA 169-C:** <http://www.gencourt.state.nh.us/rsa/html/xii/169-c/169-c-mrg.htm>
- **RSA 193:1:** <https://www.gencourt.state.nh.us/rsa/html/XV/193/193-1.htm>
- **RSA 318.42VII as amended by H.B. 1272:** <http://www.gencourt.state.nh.us/rsa/html/xxx/318/318-42.htm>
- **RSA 193-D:4 Safe School Zone:** <http://www.gencourt.state.nh.us/rsa/html/xv/193-D/193-D-4.htm>

Appendix B: Photography & Audio or Audio-Visual Recording

It is the policy of the Spaulding Board that no student at Spaulding shall be photographed or recorded in any manner for the use of public relations, training, or observation unless express written permission has been given by a parent or guardian in accordance with ED 1114.20.

In the interest of safety and security, Spaulding has installed video surveillance cameras at various locations at Spaulding. The particular locations of such cameras will be determined by Spaulding's discretion, and may include classrooms, hallways, common areas, dining halls, vehicles, and outside spaces, among other locations. Cameras will not be placed in any private places.

Video from the cameras will be viewed by Spaulding supervisory personnel as needed. Audio will not be monitored or recorded.

Video may be used for the purpose of training, corrective action, conducting an investigation, or otherwise as deemed necessary by Spaulding's reasonable discretion.

Procedure:

1. Written consent of all employees will be obtained. Such written consent shall be a condition of employment.
2. Notification of this policy shall be given to a parent or legal guardian of each affected student upon admission, and written consent of such parent or legal guardian shall be obtained. Such written consent shall be a condition of placement. The notification will explain the purpose of the policy and the measures in place to ensure privacy.
3. Only supervisory employees will be permitted to review video footage.
4. Signs shall be conspicuously displayed in or around areas under video surveillance, including at the entrances to all common areas. The text on these signs will provide notification that the area is subject to video surveillance, and that the video may or may not be monitored.

Appendix C: Visitors in a Safe & Orderly Environment

Policy Statement: Spaulding has established guidelines governing visits to ensure the orderly operation of the therapeutic, educational, and residential environment as well as the safety of students, staff, and visitors. Spaulding seeks to maintain a safe and structured learning environment while welcoming and encouraging pre-planned visits by parents and guardians, community members, and others during appropriate times. We prefer not to interrupt the school day when possible. There will be times when community members, area agencies, and partnering programs will need to observe within the school setting, but all visits must be scheduled and approved by the director or designee in order to ensure the safety and confidentiality of all our students. Although there are individuals who have legitimate reasons to visit and observe, it is important to ensure adherence to appropriate policies and procedures so disruptions to staff and students are minimized and that these visits are held at the most appropriate time and place.

Purpose:

The purpose of this policy is to maintain a safe, orderly, and confidential environment for students, staff, and visitors at Spaulding, while allowing visitors to have meaningful and therapeutic visits in a safe manner.

Process and Procedure:

All visitors to Spaulding campus, no matter their business, will be required to sign in at the school with the receptionist during normal business hours. At sign in, the visitor will read, review, and sign a confidentiality statement recognizing the delicate nature of the work done at Spaulding and will respect all confidentiality in the events, people, and programs they may witness. This agreement will be filed with Human Resources.

All visitors must have a staff person with them. The following infractions will result in immediate dismissal from campus:

1. Suspicion of being under the influence of drugs or alcohol;
2. Disruption or obstruction of any school program, activity, or meeting;
3. Using foul or harassing language;
4. Threatening to commit harm to any individual, bullying, or using unreasonably loud voices;
5. Inciting others to commit any act that would disturb or interfere with or obstruct any lawful task, function, or policy of Spaulding.

If such a person refuses to leave, the director, manager, or their designee will immediately call for the assistance of a law enforcement officer. Should this happen, a meeting will need to convene to determine if/should this person return to the Spaulding campus.

The environment will not be interrupted, with the exception of emergencies, unless there has been a prescheduled appointment. All staff have voicemail and will return calls when they are not engaged with the students. Environments will be free from unscheduled interruption. Except in emergencies, staff will not be interrupted in their work. The student's internal team staff will be available for consultation with students and families during prescheduled meetings and consultation times.

No one will solicit funds or conduct private business with staff on school time and premises.

The following procedures are established to permit visitors with minimal disruption:



1. Prior to Visitation or Observation:

- a. Requests for visitation or observation must be received by the assigned case manager, director, manager, or their designee minimally 24 hours prior to the intended date of visitation or observation. However, 24-hour notice does not ensure that a visitation/observation can occur.
- b. The director or manager may withhold approval if particular events would be adversely affected by a visit.

2. Visitor Reception During Business Hours: Monday through Friday 8:00am-4:00pm

- a. All visitors must enter through the front of the school and check in at the school during normal business hours. Since we are a secure facility, visitors are required to identify themselves and the purpose of their scheduled visit or appointment before gaining entry to any building.
- b. The receptionist will request visitors to announce their name and purpose of their scheduled visit or appointment. Visitors without scheduled appointments will not be provided entry to any building.
- c. All visitors must register at the office upon their arrival providing a photo ID and wearing the visitor identification provided.
- d. All visitors must review, sign, and adhere to a confidentiality statement.
- e. All visitors are expected to sign-out at the office upon the conclusion of their visit.

3. Visitor Reception During Non-Business Hours:

- a. All visitors and observers should report directly to Residential Services or Clinical Services at the previously approved time and day for their appointment.
- b. All visitors must review, sign, and adhere to a confidentiality agreement.

4. Guidelines:

- a. Visitors will park in appropriate, assigned spaces or as directed by staff.
- b. All visitors will be accompanied by Spaulding staff designated by the director, manager, or designee.
- c. Visits may be held in family meeting rooms or in appropriate outdoor areas. Visits may not occur in the cottages.
- d. Visitors are welcome to bring light snacks and refreshments to the community center, but will be required to clean up all snack items.
- e. Visits held during mealtimes may be held in designated visiting areas or the cafeteria in order to be least disruptive to the rest of the students.
- f. Visits held on a playground will occur at a playground not in use by other students or classes to respect the confidentiality of other students.
- g. In the event of a student crisis, it is expected that the visitor or observer remove themselves and their child (if applicable) from the area as quickly as possible.
- h. If this incident is upsetting, questionable, or concerning, the visitors will be expected to speak directly to a manager, director, or their designee, or assigned case managers as soon as reasonably possible.

Written guidelines and court orders pertaining to rights and approved visitations and method of visitation of non-custodial parents will be readily accessible to direct care staff (through clinical staff) as they are arranging visits about what to do if a non-custodial parent arrives requesting to:

- Meet with the teacher of their child;
- Visit with their child; or
- Remove their child from the Spaulding campus.

5. Special Events:

During special events scheduled by Spaulding Academy, residential cottages, or outside agencies, visitors will be directed to arrive at the event location wherein they will be greeted by the designated Spaulding host. The designated Spaulding host will ensure that visitors:

- Register on a special events registration form and wear special events identification stickers;
- Review, sign, and adhere to a confidentiality statement; and
- Park in appropriate, assigned spaces or as directed by staff.

6. Expectations of Spaulding Staff:

Staff members should always wear their employee identification badges and are responsible for monitoring school hallways, campus playgrounds, and other common areas. All Spaulding staff will be vigilant in noticing whether people on campus are wearing an employee identification badge or a visitor badge. If staff notice any person on campus without proper identification, they will direct or escort the person to the office and contact a supervisor immediately to assist that person. Staff will not allow visitors into buildings unless accompanied by staff they are visiting.

7. Visit Disputes:

If a dispute arises regarding limitations upon or withholding of approval for visits:

1. The visitor will first discuss the matter with the assigned case manager or manager on duty; and
2. If the dispute is not satisfactorily resolved, the visitor may request a meeting with the director, CEO, or designee. The designee will promptly meet with the visitor, investigate the dispute, and render a written decision. The written decision will indicate that the visitor may appeal to the board to review the limitations imposed.

Appendix D: Student Arrival & Dismissal

Contact: Garrett Lavallee, Principal & Director of Special Education, Education Department

1. Purpose:

The purpose of this policy is to ensure the safety and supervision of students as they arrive and leave school. Staff and leadership at the school at Spaulding are responsible for the supervision of students until successful transfer of care either to residential staff, parent or guardian, or transportation company.

2. Scope:

This policy relates to student arrival and dismissal policies and procedures that impact the safety and supervision of the students of Spaulding for use by all Spaulding staff to ensure consistent safe supervision.

3. Background:

Student arrival and dismissal time are busy times of the school day. It is imperative that all Spaulding staff, parents, and guardians have a clear understanding of the guidelines and expectations during these busy times to ensure student safety.

4. Definitions:

Transportation failure: scheduled transportation does not arrive within 15 minutes of scheduled pick-up time.

Bus loading area: handicapped parking and sidewalk in front of the school.

5. Policy:

It is the policy of Spaulding that students may arrive for school no earlier than 8:00am classes. Students are to be dismissed between 1:55pm and 2:00pm. Day students must utilize pre-arranged transportation. Each day student's transportation is to be identified and in the student's main file. A student will utilize this transportation unless the parent or guardian has given prior written notification that the student will be transported via alternate transportation. The parent or guardian must include the alternate transporter's name and contact information in this notification.

- a. Buses or cars will line up single file during both arrival and dismissal time, pulling forward in the bus loading area for the safe loading of students then exiting to the left. At no time will drivers leave their vehicles.
- b. In the event of absence, late arrival, or early dismissal, the parent or guardian will contact the switchboard to inform Spaulding of the absence, expected arrival time, or early dismissal time.
- c. In the event of transportation failure, a parent or guardian will be contacted to provide transportation for their day student.
- d. In the event a student's behavior is unsafe to transport via scheduled transportation, a parent or guardian will be contacted to provide transportation for their day student.

6. Procedure:

Procedure School Arrival

At or after 8:00am, students will enter the school building and report to their classes. Most day students can exit school buses independently, enter the school building, and walk to their class. Specific day students identified by their teams must be met at their bus and walked into the school building.

Procedure School Dismissal

Between 1:55pm and 2:00pm, students are dismissed from school. Day students are to be escorted to the bus loading area by Spaulding staff. Students are to wait on the sidewalk area and gain staff permission before walking to their bus. Students may load buses once the bus has reached the bus loading area. They may not load a vehicle that is double-parked or in the street.

Procedure School Absence, Late Arrival & Early Dismissal

A parent or guardian will call the switchboard to notify Spaulding of their student's absence, late arrival, or early dismissal. The switchboard operator will communicate this information by calling the classroom staff and record this information on both the daily attendance and the daily plans. Daily attendance is distributed via email by switchboard to Health Services, the management team, the safety coordinator, and Food Services by 11:00am. In the case of early dismissal, the adult collecting the student will sign the student out at the switchboard log. The exception is when a bus company arrives early due to bad weather conditions.

Procedure Transportation Failure

A school supervisor will be notified. Arrangements will be made with school staff for the supervision of the student. Parents or guardians will be contacted to arrange transportation. Emergency contacts will be contacted in the event the parent or guardian is unreachable. In the event a student remains on campus and Spaulding has been unable to reach a parent, guardian, or emergency contact by 3:00pm, administration will be contacted.

Procedure Student Behavior Unsafe for Transportation

A school supervisor will be notified. Arrangements will be made with school staff for the supervision of the student. Parents or guardians will be contacted to arrange transportation. Emergency contacts will be contacted in the event the parent or guardian is unreachable. In the event a student remains on campus and Spaulding has been unable to reach a parent, guardian or emergency contact by 3:00pm, administration is to be contacted.



Appendix E: Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520

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SPAULDING

ACADEMY & FAMILY SERVICES

FACT SHEET

every child deserves a childhood

Spaulding Academy & Family Services is a leading provider of educational, residential, therapeutic and community based programs and services for families, and children and youth with neurological, emotional, behavioral, learning or developmental challenges, including Autism Spectrum Disorder and those who have experienced significant trauma, abuse or neglect. Established in 1871, Spaulding Academy & Family Services is a tax-exempt 501(c)(3) nonprofit that was formerly known as Spaulding Youth Center since 1958. Our scenic hilltop campus is located on over 500 acres in Northfield, NH and welcomes youth from ages 4 through 21 from around the state of New Hampshire and beyond. In addition to programs provided on our Northfield campus, Spaulding's community based programs include foster family licensing, Individual Service Option (ISO) foster care, ISO in-home services, child health support services, and more for children ages 0 to 21 and their family.

Spaulding Academy & Family Services

- Managed by a President/CEO and Executive Leadership Team with governance provided by a Board of Directors.
- Our legacy began in 1871 as the New Hampshire Orphans Home and School for Industry, which later was renamed as the Daniel Webster Home. In 1958, this organization merged with the Golden Rule Farm (Est. 1914) to become Spaulding Youth Center. To best represent the evolution of available programs and services, the organization became Spaulding Academy & Family Services in 2020.
- Funding primarily provided from referring New Hampshire school districts, Bureau of Children's Behavioral Health (BCBH), Division for Children, Youth and Families (DCYF), Dept. of Education (DOE) and counterpart agencies from other states.
- The Spaulding Youth Center Foundation Endowment was founded in 1986 to raise funds to support the programs, values and goals of Spaulding Academy & Family Services, its sole beneficiary.
- Private donations and grants from individuals, foundations and community organizations help fund activities, projects and programs that directly benefit the children in our care, which are not afforded through public funding.



Since 1871, we have supported over

47,500

exceptional children and family members toward a successful future.



Regional Economic Engine:

One of the area's largest employers with over 300 staff, Spaulding has a \$26.5 million annual operating budget.

Supporting exceptional children and families toward a successful future

Spaulding Academy & Family Services • 72 Spaulding Rd • Northfield, NH 03276
Phone: 603-286-8901 • Fax: 603-286-7511 • SpauldingServices.org





SPAULDING

ACADEMY & FAMILY SERVICES

FACT SHEET

every child deserves a childhood

Certification & Licensing

- Child Care Program License from State of New Hampshire per RSA 170-E
- Special Education Accreditation from New Hampshire Dept. of Education
- Child Placing Agency License from New Hampshire Dept. of Health and Human Services
- Certification for Payment from New Hampshire Division for Children, Youth and Families and Bureau of Children's Behavioral Health
- Commission on Accreditation of Rehabilitation Facilities (CARF)

Services & Programs

- Spaulding Academy, providing special education for grades K-12
- Experiential Challenge Outdoors (EChO), providing adaptive adventure-based learning
- Wide-Ranging Clinical and Behavioral Services, supporting our therapeutically-intensive programs
- Community Based Program, supporting foster and adoptive families
- Music and Arts Program, including visiting artists and special events
- Residential Program, providing a safe and nurturing home away from home
- Food Services, offering diverse options, special needs diets and a Registered Dietician

STUDENTS & FAMILIES SERVED

FY 2023

Avg. Residential

51

Avg. Academic

70

Avg. Community Based

23

Total Unique Students Served

195

Unique Family Members Served

488

NUMBER OF EMPLOYEES

FY 2023

Academic

80

Health Services

17

Clinical, Behavioral Health
& Case Managers

28

Residential Program

98

Community Residential Program

22

Community Based Program & ISO
Facilities, Housekeeping & Food Services

19

28

Executive & Administrative Staff

13

Total Full Time Employees

305



We Never Sleep:

Spaulding Academy & Family Services
operates 24 hours a day, 7 days a
week, 365 days a year.

Serving

Children & Youth
From 90
Communities
Around
New England

Rural
but not
Remote

Northfield



Concord ●

Manchester ●

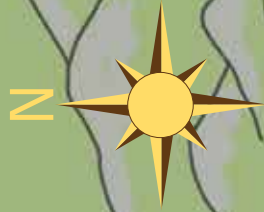
Spaulding Academy & Family Services
is a 501(c)(3) organization. Charitable
donations are tax deductible to the
extent allowed by law.

Supporting exceptional children and families toward a successful future

v23O811

Spaulding Academy & Family Services • 72 Spaulding Rd • Northfield, NH 03276
Phone: 603-286-8901 • Fax: 603-286-7511 • SpauldingServices.org





SPAULDING

ACADEMY & FAMILY SERVICES



1. Cutter Wiggins Cottage
 2. Recycling Shed
 3. Westwood Hall
 4. Howe Building
 5. Richard Smart Gymnasium
 6. EChO Program
 7. Williams Hall
 8. Community Center
 9. Colcord Cottage
 10. Lambert Hall
 11. Young House
 12. Davis House
 13. Maintenance Facility
 14. Spaulding Academy
 - * Reception for All Visitors
- P** Parking Lots
Visitor Lots - Lot A & Lot B