

2016 - 2017

RICA
STUDENT
HANDBOOK



John L. Gildner

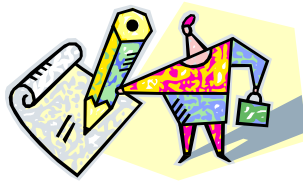
RICA School

15000 Broschart Road, Rockville, Maryland 20850
Office: 301-251-6900 Fax: 301-251-6906

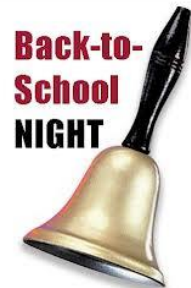
Principal: Michelle Schultze
Assistant Principal: Joshua Munsey

This 2016 – 2017 School Handbook belongs to:

| | | |
|-------------------|--------------------------|--------|
| Name: | | |
| Address: | | |
| City: | | |
| State: | | Zip: |
| Telephone #: | Parent Work Telephone #: | |
| Homeroom Teacher: | Locker #: | Bus #: |



Back to School Night
Thursday, September 8, 2016
6:30 - 8:00 p.m.





Work Hard, Be Kind, Be Safe, and Dream Big!

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JLG-RICA



**Work Hard, Be Kind, Be Safe,
and Dream Big!**

MISSION STATEMENT

As educators who respect our students and their diverse backgrounds and needs, we will work to help them:

- **GET READY**....by supporting them with a safe, structured behavioral program to address social/emotional concerns.
- **GET SET**....by providing a rigorous academic environment for learning.
- **GO**....to less restrictive schools, to higher education, to the world of work.





PEOPLE TO KNOW



SCHOOL'S MAIN OFFICE PHONE NUMBER – 301-251-6900

| | | | |
|---|---------------|---|----------------|
| Principal: | Mrs. Schultze | High School Program Specialist: | Mrs. McGlone |
| Assistant Principal: | Mr. Munsey | Middle School Program Specialist: | Mr. J. Arianna |
| Administrative Secretary: | Mrs. Spencer | School Secretary: | Ms. Yin |
| Security Assistant: Mr. V. Arianna | | | |
| MCPS Web http://www.montgomeryschoolsmd.org/ | | MCPS School News (taped) 301-279-3673 | |
| MCPS Transportation - Special Ed. 301-670-2283 | | MCPS Homework Hotline 301-279-3234 | |
| MCPS Information 301-279-3391 | | RICA Web-Site www.montgomeryschoolsmd.org/schools/rica/ | |

STATE CLINICAL DEPARTMENTS

Clinical Department Main Number: 301-251-6800

On-Call Therapist/Emergency Contact for Day Students: 1-800-637-4897

SECURITY OFFICE: 301-251-6878

| | |
|-------------------------|---------------|
| CEO: | Mr. Basler |
| COO: | TBD |
| Medical Director: | Dr. Bernstein |
| Clinical Director: | Dr. Menon |
| Patient Rights Advisor: | Ms. Mensaray |
| Residential Director: | Ms. Barkoviak |

Work Hard, Be Kind, Be Safe, and Dream Big!

SCHOOL INFORMATION

School Hours: The RICA School is open for students from **9:15 a.m. to 3:50 p.m.** Since RICA is concerned about safety, it is important for students not to arrive earlier or stay later unless you have special permission from a teacher or the administration. If you are going to work with a teacher earlier than 9:30 a.m. a pass from that teacher will allow you to enter the school at the time stated on your note. After p.m. homeroom you should leave the building immediately unless you are being supervised by a staff member.

Attendance Policy: Regular attendance is absolutely essential for your success. Studies have shown that there is a direct correlation between academic achievement and attendance. Please try to have your medical appointments and other engagements planned so that you don't miss any of your school day. If you must be absent **for any reason**, remember that it is the student's responsibility to obtain and make up assignments missed during your absence.



Whenever you miss school, you will need a note. Each note must include the following information:

1. Student's name
2. Date of absence
3. Reason for absence
4. Signature of your parent/guardian
5. Telephone number where that parent can be reached (either work or home)

Absences: If you are going to be absent, please have your parent or guardian call the attendance secretary at (301) 251-6900. Even though your absence may have been reported by phone, **you are still required to bring in a note when you return to school.** Give this note to your homeroom staff when you return.

If you know ahead of time that you will be missing school, bring in a note at least one week in advance. This will enable you to receive assignments that you will be missing.

Early Dismissal: If you cannot make other arrangements and must be out for part of the school day, bring your excuse note to your home room staff. You must sign out in the Main Office when you leave school and when you return during the school day. Remember that an early morning appointment does **NOT** mean you should miss the entire day; return to school as soon as you can.

Late Arrival: If you arrive after 9:30 a.m. go directly to the School Office with your note and sign in. You will receive a pass to class.

Missed School Work: It is your responsibility to follow up with your teachers to make arrangements to make up any missed work.

Delayed Opening/Early Closings/ School Cancellation: Delayed openings and cancellation decisions are usually made by MCPS by 6:00 a.m. of the same day. Early closings are announced by 11:30 a.m. Please listen to the radio or watch the television for information regarding school delays and/ or closings. The Board of Education has taped announcements at 301-279-3673. **PLEASE DO NOT CALL THE SCHOOL.**

Honor Roll: In order to make the Honor Roll you must earn a “B” average (3.0). You cannot have more than one “C” and must have at least one “A” to balance that “C”; you cannot have any “D’s” or “E’s” or incomplete grades.

Report Cards and Interim Reports: You will receive your report card at the end of each nine-week grading period by mail. The schedules for report cards are located at the back of the handbook. A student Academic Improvement Plan will be attached to each report card given to students. Interim progress reports are distributed mid-quarter and this report gives you an opportunity to improve your grade before the end of the marking period. Quarterly IEP progress updates are sent home at the end of each quarter.

Please visit our web-site for more school information.



<http://www.montgomeryschoolsmd.org/schools/rica/>

GENERAL SCHOOL RULES

1. Illegal substances (drugs and alcohol) are prohibited, and will be confiscated and police action taken.
2. Weapons (including pepper spray, or items deemed dangerous by administration) are prohibited, and will be confiscated and police action taken.
3. Students must be in assigned areas at all times. Students not escorted by a staff member must have a pass written in their planner.
4. Students are expected to follow any direction given to them by any staff member.
5. Contracts and passes must be shown to staff members when requested.
6. Students must identify themselves to staff members when requested.
7. No cursing, drug, or sex talk will be allowed.
8. Students taking medication prescribed by their physician must take the medication in the health suite. All authorized medications are kept in the health suite.
9. Matches, lighters and tobacco are prohibited on school grounds and will be confiscated.
10. Students may not purchase food/drink from the staff lounge.
11. Students and their parents/guardians are liable for any property damage caused at RICA.
12. Toys or other non-instructional related materials should not be brought to school, unless sanctioned by the treatment team. If these items are brought to school they must be stored in your locker.
13. No giving, lending, buying, selling, or trading of items/money, or soliciting is allowed.
14. Laser pointers, individual pencil sharpeners or hanging chains on clothing are not allowed.
15. Sums of money, more than \$5, should never be brought to school. If money is lost or stolen, it will not be replaced by the school.
16. Students are not to open or exit through the fire doors unless directed by staff.
17. Students are expected to pass through the halls in a quiet and orderly manner.
18. Students may not exchange notes with other students.
19. All students must be escorted to and from the clinical area, or have a pass in their planner. Therapists should escort students to and from therapy sessions.
20. Mainstream students are expected to follow all school rules and policies at their mainstream school and RICA will support the application of consequences for infractions.

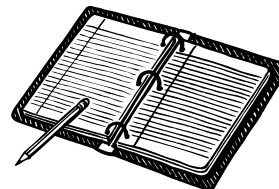
SCHOOL POLICIES

Homework:

Students are expected to complete their homework and turn it in on the due date. Homework is one of the many learning activities in which students engage and is calculated in the class/course grade. Students are expected to make-up classwork and homework from any missed class time, including therapy and excused absences. The grading policy will be distributed at the beginning of the school year in each subject.

The purpose of homework includes:

- Extend learning and/or provide practice in applying concepts initially presented in the classroom.
- Strengthen concept and skill development.
- Provide opportunities for independent work.
- Provide opportunities for enrichment.



1. Teachers ensure that the amount of homework (3-5 times a week) is appropriate to student's needs and abilities and that the total homework from all the student's teachers is reasonable.
2. To indicate the homework assignment has been given, school staff will circle "HW" on the contract above the period in which it is assigned. Students write their assignments in an assignment book.
3. Staff will clearly post the homework assignments, procedures for accomplishing them, and the due dates.
4. Students who fail to do homework or dress for P.E. earn a 0 in the appropriate box on the contract.

Search and Seizure: Students can be searched on school grounds by an administrator or a person designated by the administrator if the administrator has reasonable belief that you have something that is illegal, harmful to health/safety or can disrupt the instructional program. There must be another adult present when this search takes place. Likewise, **school staff has the right to search your locker or any other part of the school if there are similar probable causes.** Any item that is confiscated from you during such a search will be returned to your parent or guardian unless it violates the law or creates a safety or security problem.

Communication Devices: Secondary school students may possess portable communication devices on MCPS property and at MCPS-sponsored activities. It is the student's responsibility to ensure that the device is turned off and out of sight during times of unauthorized use. Students may not turn on/use the device until the end of the official instructional day on the high school campus. **High school students will be allowed to use their cell phone during their lunch period. They must turn it off at the end of the lunch period.** Use of devices by high school students riding to and from school on MCPS buses is permitted as long as it does not impact the safe operation of the school bus. However, high school students may not use portable communication devices on MCPS or commercially chartered buses used for school-sponsored activities during the official instructional day. Elementary school students are *not* permitted to possess or use portable communication devices on MCPS elementary school campuses or at MCPS-sponsored elementary school activities, except by written request by a parent or guardian and upon the approval of the principal.



Vending/Snack Machines: Students are not allowed use of the vending machines.

Hall Passes: If students are in the halls during class period, a teacher must accompany Phase I students and Phase II and above must have a hall pass/contract from an authorized staff member.

Health Service: A nurse is on duty in the Health Suite during school hours and a pediatrician is on duty part-time. If students are ill during the school day, staff will consult with the Health Suite to give you a pass visit. (Planners must be signed by an appropriate staff member in order to enter the Health Suite, except during emergencies.) The nurse will issue a pass to return to class or call your parents to come and take you home. In case of a serious illness or emergency, parents or guardians will be called. **It is very important that emergency numbers are on file in the school, including the number of a relative, friend, or neighbor. If any of these numbers change, be sure to inform the school office as soon as possible. Students are not permitted to carry medicine. Parents must take the medicine with the doctor's note to the Health Suite. Medication will be administered in the Health Suite under the supervision of the Health Suite staff.**

Requests to see a staff member (such as Administrator or Program Specialist): Students must fill out a request form and give to staff to be placed in the person's mailbox.

Media Center: The RICA Media Center is open for students from 9:15 a.m. to 3:50 p.m. Staff must call the center before sending students to the center. Students must be escorted by staff or show a pass in their planner. Students are encouraged to access their media center account by visiting the Media Center link on the school website. Students can log in using their regular school log-in and password.

Portable Electronic Devices: Students are discouraged from bringing these devices to school. However, if you choose to bring them, they must be stored in the locker or given to homeroom staff if brought to school and is the responsibility of the owner if lost or damaged. Students are strongly encouraged to bring a combination lock for their locker.

Lockers: Students will be assigned a locker by homeroom staff. Students must provide the lock and give your homeroom staff the combination or copy of the key. Students should **NEVER** share the combination or key with anyone else or allow anyone to know their combination or to use their locker! Do not put your materials in any other locker. Only textbooks, book bags, school supplies, lunches, electronic devices and clothes should be in a locker. Keep lockers clean and clear of unnecessary items.



Locker Search: *A principal, principal designee, assistant principal or authorized security staff of a public school may conduct a search of every part of the physical plant of the school and, upon reasonable cause, students' lockers. The right of these school officials to search lockers must be previously announced or published within the school.*
(MCPS POLICIES AND PROCEDURES)

Backpacks/Bags/Purses: Students are required to store backpacks/book bags (including string bags) in your locker during the school day. Students may carry a bag that is no larger in size than a sheet of 8.5"- 11" paper. Large bags create safety hazards when carried in crowded hallways or when left in classroom aisles during instruction.

Coats: Heavy outerwear are to be stored in lockers during the school day.

Textbooks: If students are issued textbooks and expected to care responsibly for them. Students will be assessed a fine, however, for books which have been damaged, have undergone undue wear and tear, or been lost.

Dress Policy

Students are expected to dress appropriate for the school environment. No article of clothing may be worn that the administration deems disruptive or offensive to a respectful school atmosphere. This would include (but not limited to) attire that:

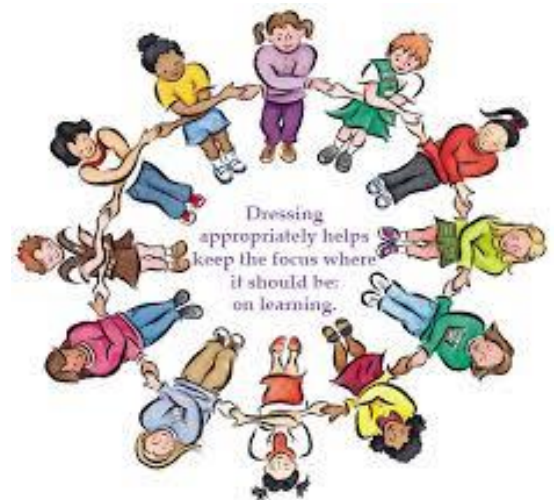
- Is associated with gangs
- Is lewd, vulgar, obscene, revealing, or of a sexual nature
- Promotes the use of tobacco, alcohol, drugs, sex, violence, or any product/ideas that are prohibited during school.
- Is offensive to any ethnic, social or religious group
- Endangers health or safety.

The following items are *not* permitted during school:

- Sunglasses, goggles (except ones issued by a teacher)
- Bandanas
- Purses/bags bigger than 8.5" x 11"
- Spaghetti straps, strapless shirts/dresses, or any other article of clothing which exposes midsections or chest areas
- Chains hanging from clothing, spikes, wallet chains or sharp key chains
- Exposed undergarments, including pants worn below the waistline
- Clothes that expose the torso
- Tights or "jeggings" unless the hip area is covered by a tunic
- Garments that are shorter than mid-thigh and/or expose undergarments when a student bends, sits, or crouches (bottom of skirts/shorts must touch fingertips)
- Pajamas (pants and/or tops), bedroom slippers
- Outerwear and book bags, including "string backpacks"; these items should be placed in students' lockers before entering the classroom. **Outerwear is considered to be big, bulky winter coats.**

Possible actions:

- Student is addressed at any time by a staff member.
- The student will be asked to remove or cover up the offending attire while on school premises.
- T-shirts will be available to lend to students as needed. Shirts must be washed and returned to the school.
- If the student refuses to remove or cover up the offensive attire, the student will meet with a program specialist and/or administrator; contract marked for non-compliance for the goal "follow staff directions" and a comment added on the back of the contract that the student; if student refuses to comply and parent/guardian notified, if necessary; student may be restricted from program.
- If the contract does not have a "follow staff directions" goal, the Treatment Team may add it.



BULLYING POLICY

Harassment and intimidation (bullying) are serious and will not be tolerated at RICA.

Harassment and intimidation (bullying) means conduct, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or a perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.

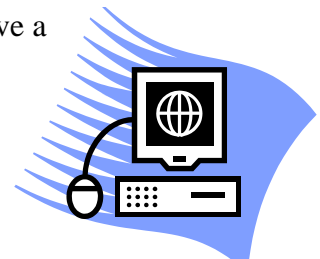


MCPS form (230-35) (p. 28) is used to report alleged harassment and intimidation (bullying) that occurs on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, and wish to report an incident of alleged harassment or intimidation (bullying), you should complete this form and return it to the homeroom teacher. A copy appears at the end of this handbook. Once an incident is reported, the school will conduct an investigation. RICA will maintain a file of School Investigation Forms for the school year which will be turned in to MCPS. Please contact the school for additional information for assistance at any time.

CyberSafety

The Internet is a fabulous resource for education, entertainment, and more. But the Internet is not regulated or controlled by any one entity. So parents and schools have a responsibility to educate children about its safe and appropriate use.

It is imperative that parents and students report unsafe incidents to law enforcement so that offenders can be apprehended and prosecuted.



CyberSafety Hotline: 301-279-3669

CyberSafety@mcpsmd.org

RICA SCHOOL Code of Conduct

| | All Settings | Classroom | Cafeteria | Bus | Special Events | Hallway |
|------------------|---|---|--|--|--|--|
| Work Hard | <ul style="list-style-type: none"> Comply with dress code | <ul style="list-style-type: none"> Stay on task Be prepared and on time Be engaged Use your accommodations Complete assignments Follow staff directions Move up phases Set goals Use coping strategies | <ul style="list-style-type: none"> Keep your area clean Turn in your contract | <ul style="list-style-type: none"> Be responsible Be prompt. Follow staff directions | <ul style="list-style-type: none"> Stay in seat Follow staff directions. | <ul style="list-style-type: none"> Keep your locker clean Move to class promptly Follow staff directions |
| Be Kind | <ul style="list-style-type: none"> Keep your body to yourself (hand-holding allowed) Electronics allowed high school lunch only | <ul style="list-style-type: none"> Respect yourself, others and materials Use appropriate language | <ul style="list-style-type: none"> Keep your place in line Be positive in peer interactions Use indoor voices Use appropriate language Use good manners | <ul style="list-style-type: none"> Use appropriate language and volume Be polite to staff and students Respect property | <ul style="list-style-type: none"> Show respect to others Show appreciation and gratitude Participate appropriately | <ul style="list-style-type: none"> Be positive in peer interactions Use appropriate language Respect décor |
| Be Safe | | <ul style="list-style-type: none"> Stay in location Keep your body to yourself Use materials as intended Show self- control | <ul style="list-style-type: none"> Keep your food on your tray Stay in your table/booth Keep your body to yourself.- | <ul style="list-style-type: none"> Stay in seat. Respect physical boundaries Manage self Ride by the rules | <ul style="list-style-type: none"> Stay in location Show self-control | <ul style="list-style-type: none"> Stay in Location Walk Keep your body to yourself Respect school environ--ment |

Share Peace.



BUS SAFETY RULES



1. When walking along the highway, walk on the left facing oncoming traffic.
2. Use the crosswalk areas.
3. Be at the pick-up point 10 minutes before the designated pick-up time.
4. Do not stand or play in the roadway while waiting for the bus.
5. Maintain appropriate conduct at all times. (Smoking, vulgarity, and boisterous or other improper conduct will not be permitted).
6. Remain at least five feet from the bus when it stops to pick up. Move toward the bus only when the door opens.
7. Do not bring glass objects, firearms or explosives on the school bus.
8. Obey the bus operator and attendant at all times while under his/her supervision.
9. Remain in assigned seats while the bus is in motion.
10. Do not extend arms or head out of the bus windows at any time.
11. Keep aisles free of book bags, books, etc.
12. Student use of electronics is the driver's decision. If using personal electronics, use headphones.
13. Do not tamper with the operating mechanism on the emergency door.
14. Do not damage or deface any part of the bus.
15. Use emergency door only in case of an emergency.
16. Do not operate the service door. This is the responsibility of the bus driver.
17. Remain seated if the bus is delayed on the road.
18. In crossing the highway after exiting from the bus, cross only after the driver signals that it is safe to cross. Pass ten feet in front of the bus and look for traffic in both directions before crossing the highway.
19. Do not exit the bus at any place other than assigned stop without the written consent of the school administrator.
20. Ride only the assigned buses unless there is written permission from parents/guardians, bus drivers and the school administrator.
21. Do not eat or drink on the bus.
22. The bus is an extension of school. The operator/attendant may write a referral for any infraction. Three bus referrals will lead to a bus suspension.



Riding the Bus Home with Someone Else

If any student wishes to ride home on a bus other than the one to which they are assigned or if they wish to be picked up after school by someone other than their parent/guardian, they must bring a note signed by their parent/guardian and a note from the parent/guardian of the other student to be ridden home with and the parent/guardian must call in to verify that they give permission to do so. These letters must be given to the school office **24 hrs. in advance** for notification and administrator approval.

Student Driving Students who wish to drive a car to school on a limited basis must complete a request form, with parent/guardian signature and receive written principal permission.

CAFETERIA RULES

1. Students will enter the cafeteria, turn in contracts, and be seated in middle school; high schoolers will enter the lunch line.
2. Students are to pass through the lunch line in a quiet orderly manner. A staff member is assigned to monitor line behaviors and to respond immediately if any difficulties occur between students and cafeteria staff.
3. Students will be held responsible for any negative comments they make to cafeteria staff, such as inappropriate/negative comments about the food or any negative interaction with cafeteria staff.
4. Students may not leave the cafeteria without staff permission.
5. Students may have only one serving of each item when going through the line. They must have a tray and wait their turn in line to be served.
6. Students can get seconds at lunch of fruit/vegetables only.
7. Students may take only one carton of milk.
8. Students may not share or trade food during the lunch period. Students should not take any food from the cafeteria unless accessing Academic Support.
9. School staff monitor specific areas of the cafeteria to ensure adequate supervision of all students.
10. **All** students are to remain in their original seats unless given staff permission to change seats.
11. All students are to remain seated until dismissed. Middle School students must ask permission to leave their seats.
12. Students are encouraged to talk quietly among themselves during lunch; loud and distracting behavior is not acceptable, and the contract will be marked.
13. Students are responsible for cleaning up their lunch area before being dismissed from the cafeteria.
14. Cafeteria tables, walls, and floor must be clean and in an orderly condition before students are dismissed from the cafeteria.
15. Inappropriate dining behaviors are marked on the contract. Poor behavior may result in a loss of cafeteria privileges or other consequences, such as lunch restriction, as appropriate.
16. Students who earn lunch restriction receive the lunch that cafeteria prepares for them.
17. Assigned seating, or removal from the cafeteria may be options for behavior management.



LUNCHTIME SCHOLARS ~ ACADEMIC SUPPORT

- Students are expected to work on assignments/school tasks and to utilize staff support.
- Students may not use personal electronics, unless working on assignments and with permission.
- Students must request an Academic Support admission ticket from any of their teachers (including HR) to attend, with the assignment/task noted and present the ticket at the door. Only one ticket is needed to enter.
- Academic Support staff will collect the entrance tickets and mark the back, rating the student's performance during Academic Support and place in the referring teacher's mailbox.
- Students who do not successfully utilize Academic Support will be denied the privilege of attending the following day.
- Students may be assigned to a particular seat or table, at staff discretion.
- Inclusion students who get their lunch at the mainstream report to Academic Support.
- Students are to remain in the Academic Support area once they arrive.

STUDENT RIGHTS AND RESPONSIBILITIES

- Right to expect a quality education.
- Right to ask for help when you need assistance with learning, social or behavioral problems.
- Right to be mentally and physically safe. Other people will not verbally and physically hurt you.
- Right to expect that personal and RICA school property will not be abused, destroyed or stolen.
- Right to be in a learning environment free from disruption.
- Right to equal and nondiscriminatory treatment in regard to your participation in school organizations, the awarding of grades, and the reinforcement of the Code of Conduct.
- Responsibility to commit yourself to do your very best to complete all schoolwork on time.
- Responsibility not to do things that can result in injury to yourself or others, i.e., running in hall, throwing things, hitting or bumping into others, etc.
- Responsibility to follow your schedule on time and to participate in class as appropriate.
- Responsibility to report incidents which endanger others or break laws, i.e. fire, theft, injuries, broken wire, glass, etc.
- Responsibility to speak to others in a respectful manner.



RICA DISCIPLINE POLICY

All schools must have a certain set of rules and regulations to govern student behavior. These rules reflect a balance between the responsibilities and rights of the individual and the responsibilities and rights of the school. These rules also reflect the need to promote an environment conducive to learning and the need for mutual respect and cooperation among all segments of the school community. These rules are known as the *School Discipline Policy*.



Student Support Program

Student Support Room – The STUDENT SUPPORT ROOM (SSR) is a resource that students can access at any time without consequence (i.e. earning a Critical Incident) as long as the student reports directly to SSR.

A student is in (SSR) when he/she receives a Critical Incident in school. Students are counseled and encouraged to resolve the problem leading to the Critical Incident as quickly as possible, in order to return to class.

Students may be sent to SSR for the following reasons:

Time-Out - Is a short period of time requested by students or staff to help students calm down and then focus on or return to class (5 to 10 minutes). A student may earn a classroom time-out by staff when their behavior becomes disruptive to the normal functioning of the classroom/activity. While in SSR, the student must come to resolution concerning his/her behavior before returning to program. Staff will determine if quiet time is to be taken in class, SSR, a Quiet Room or Comfort Room. Students are to bring their contract with a pass in their Planner from their staff or escort for a quiet time to SSR. Students are to enter the room quietly and follow Student Support Room's rules. If a student disrupts others in SSR, he/she will be marked and could lose the right of having a quiet time. A student may request to speak with their therapist or Student Support staff at any time. Staff will call the therapist to relay the message.

Lunch Detention – Students are assigned lunch detention (eating lunch in SSR) for earning a Critical Incident prior to lunch, or the previous afternoon. When the student is on lunch detention, behaviors are marked. *Lunch Detention* is written on the contract... Students in lunch detention receive the meal prepared for them by cafeteria staff.

PASS Class (Positive and Successful Students) - One of RICA's continuing goals is to help students master their IEP behavior goals. When students are not able to consistently do this, we look for strategies and interventions to help them succeed. We are excited to offer a PASS class, or **Positive and Successful Students**. This self-contained class enables us to work intensely with a small group of students while they continue their studies. The PASS class is staffed by an experienced, Highly-Qualified RICA teacher and para-educators that provide the regular curriculum and targeted social skills training. Students have all classes and meals, in this classroom. Therapy continues as usual. Our goal is for students to rejoin the regular program better able to achieve their behavior goals. After a student has five cycles in PASS, he/she may be assigned the "SSR Strategy" instead of being in PASS they will be assigned to the Student Support Room (SSR). If the SSR strategy is not successful, students may be assigned to the "Quiet Room Strategy", serving their periods in a Quiet Room.



THE SELF- DEVELOPMENT PROGRAM

Progression:

Orientation for school: A student new to RICA School will be on Orientation for 5 days and, if deemed necessary, on escort for the first 5 days. Staff will write "**orientation**" across the top of a pink contract for the days the student is on orientation.

If the student does not earn any critical or significant incidents during those 5 days then the student will move to Phase 2 on the sixth day and keep the 5 days the student earned. If the student does earn an incident during those 5 days then the student will be placed on phase one directly after the incident occurred at the days that he/she earned.

Phases 1 through 4 - In order to progress from one phase to the next, a student must earn the required number of successful days. See chart below. All new students begin on Phase One. At the beginning of each school year all students that ended the previous school year on Phase one will start on Phase two on the school contract. This will allow a clean slate for a new beginning and start the year positively. The hope is that students will be motivated to try to stay on a higher Phase.

Executive phase – Criteria for **Executive Phase**: The student will complete application, give to therapist, and request a treatment team meeting. The student will then review the application with the team, presenting evidence to support his or her readiness for the Executive Phase.

- If application is accepted, the student will not be on a daily contract and will be eligible for all Executive Phase privileges.
- If application is denied, the treatment team will determine criteria and time frame for reapplication.

PHASE PROGRESSION CHART - In order to progress from one phase to the next, the student must earn the following:

| <i>PHASE</i> | <i>SUCCESSFUL DAYS</i> |
|--------------|------------------------|
| Orientation | 5 |
| 1 | 10 |
| 2 | 20 |
| 3 | 25 |
| 4 | 30 + application |
| Executive | |



CRITICAL INCIDENTS

Certain behaviors have serious implications to safety and treatment goals; therefore these behaviors will have Phase Drop consequences. The following are considered critical incidents and will be documented on the *Critical Incident Report and Notes*:

1. AWOL – leaving campus (school/residence) or after 15 min. out of location (residence.)
2. Destruction of property (state, school, or individual).
3. Inappropriate touching of fire, emergency, or safety equipment (e.g. fire alarm, extinguisher, or defibrillator)
4. Fire setting.

5. During an emergency drill - inappropriate behavior, (e.g. talking)
6. Interfering in a crisis situation, only if verbally inciting, gesturing or physically involved.
7. Fighting.
8. Physical aggression to staff or student, or using objects in a dangerous manner.
9. Possession of drug paraphernalia or weapons.
10. Positive drug screen.
11. Refusal to cooperate with a drug screen or self-search.
12. Self-abuse, not to include writing or drawing on self.
13. Smoking or tobacco use, *or suspicion of use, including possession of cigarettes, matches or lighter or **any tobacco-related product.***
14. Stealing / theft.
15. Substance use or strong suspicion of use.
16. Harassment:
 - Bullying – physical or emotional intimidation (not a one-time incident)
 - Sexual and Unwarranted Advances – verbal, written, or physical contact
 - Cultural/Racial/Religious/Gender Insensitivity
 - Name-calling
17. Threatening in a menacing, posturing, or physical manner.
18. Verbal insults and/or threats to staff or peers (must be directed towards a person; for example: “F- you, not F - this”).
19. Earning five Significant Incidents for non-directed cursing.
20. Cheating on tests or assignments.
21. Serious disruption of the milieu, such as leaving class/unit and going to unauthorized areas, refusing to turn off a cell phone, taking pictures with a cell phone, playing music during unauthorized times.
22. Any other incident deemed serious by the Treatment Team such as creating an unsafe situation.
23. For mainstream students: If student attends one school, but not the other, the student earns AWOL consequences.
24. Borrowing, and or/trading items.

SIGNIFICANT INCIDENTS

These are not Phase Drops. Significant Incidents are documented using *Critical Incident Notes* in school and *shift report* in residence for the following:

- forging or destruction of the contract,
- horseplay that does not result in physical aggression
- cursing
- vulgar statements
- failure to remain within 5 feet of escort

PHASE DROPS

Consequences earned for students involved in **critical incidents**. Students involved in a crisis situation may exhibit multiple critical incident behaviors; however, the crisis must be documented and consequenced as a single critical incident.

1. Phase drops are calculated in the following manner:

- a. Students will lose a phase and retain 50% of accrued successful days. (Always round up.)
- b. Students on Executive Phase will drop to Phase 4 with 15 successful days.

2. Students who receive a phase drop during school will:

- a. Immediately be sent to STUDENT SUPPORT ROOM to resolve/process the issue and demonstrate appropriate classroom behavior. Staff will determine student's readiness to return to program.
- b. Be required to resolve/process the Critical Incident with the staff member or peer involved. Staff may ask the student to complete a *Critical Incident Resolution Sheet*.

DAY AND PHASE POPS

1. Day Pops – The student earns an additional successful day for any of the following:

- A successful week period from Monday through Friday - 5 days of achieving targeted behavior and completion of all student reflections. (school, residence or both)
- Behavior identified by the treatment team as significant for a particular student. For example, no verbal abuse for one week. (school, residence or both)



2. Phase Pops - Students will begin their new Phase plus 50% of cumulative days. (Always round up.) The student moves to the next phase for achieving the following:

- a. Report card grade point average (GPA) of 3.0 or better. Phase pops are given for the November, February, April, and June report cards. Following the end of a marking period, school staff will create a list of all students who will receive a phase pop accordingly. (School only)
- b. Behavior identified by the treatment team to be a “breakthrough” for a particular day/residential student. This is to be for clear, specified behavior that the student has achieved that the team feels has taken significant effort on his/her part. For example: a student who has a history of frequent AWOLing and has not AWOLed for two months; or a student who has been receiving failing grades brings all of his/her grades up to “C’s.”

Phase pops cannot transfer from school to residence and vice versa.

ALL STUDENTS

Any student that meets the following criteria for a cumulative 10-day period will earn an award and points a trip to the treehouse:

- Meet their target numbers Have no “HW's”
- Have no critical incidents or significant
- Have all Student Reflections (SR) completed
- Return signed contract each morning





RICA Class Schedule – Regular School Day

| Period | Time |
|----------------------------|-------------|
| Period 1A (staff) | 8:30-9:35 |
| Student Arrival | 9:15 – 9:35 |
| Period 1 | 9:35-10:20 |
| Period 2 | 10:22-11:07 |
| Period 3 | 11:09-11:54 |
| Period 4 (High School) | 11:56-12:41 |
| Middle School Lunch | 11:56-12:26 |
| Period 4 (Middle School) | 12:28-1:13 |
| High School Lunch | 12:43-1:13 |
| Period 5 | 1:15-2:00 |
| Period 6 | 2:02-2:47 |
| Period 7 | 2:49-3:34 |
| PM Homeroom | 3:36-3:45 |
| Student Dismissal/Planning | 3:45-4:00 |

Early Release Schedule

| Period | Time |
|----------------------------|-------------|
| Period 1A (staff) | 8:30-9:35 |
| Student Arrival | 9:15 – 9:35 |
| Period 1 | 9:35-10:20 |
| Period 2 | 10:22-11:07 |
| Period 3 | 11:09-11:54 |
| Middle School Lunch | 11:56-12:26 |
| Period 4 (Middle School) | 12:28-1:13 |
| Period 4 (High School) | 11:56-12:41 |
| High School Lunch | 12:43-1:13 |
| PM Homeroom | 1:15-1:20 |
| Student Dismissal/Planning | 1:20 – 1:30 |

Delayed Opening Schedule

| Period | Time |
|----------------------------|---------------|
| Period 1A (staff) | 11:15-11:35 |
| Student Arrival | 11:15 – 11:35 |
| Period 1 | 11:35-12:05 |
| Middle School Lunch | 12:07-12:37 |
| Period 2 (High School) | 12:07-12:37 |
| High School Lunch | 12:39-1:09 |
| Period 2 (Middle School) | 12:39-1:09 |
| Period 3 | 1:11-1:39 |
| Period 4 | 1:41-2:09 |
| Period 5 | 2:11-2:39 |
| Period 6 | 2:41-3:09 |
| Period 7 | 3:11-3:39 |
| PM Homeroom | 3:41-3:45 |
| Student Dismissal/Planning | 3:45-4:00 |



If there is an unscheduled school closing, students will return to their homerooms 15 minutes before the closing time and will be dismissed from homeroom. Bus students are to stay in homeroom until their bus is announced. All staff escorting students to bus should remain until the bus has departed.



2016–2017 School Calendar Montgomery County Public Schools

| |
|--|
| August 29 - First day of school for students |
| September 5 - Labor Day—Offices and schools closed |
| September 12 - No school for students. Professional day for teachers |
| September 30 - Early release day for all students. Planning/grades/interims |
| October 3 - No school for students and teachers |
| October 12 - No school for students and teachers |
| November 7 - No school for students. Professional day for teachers |
| November 8 - Election Day—Offices and schools closed |
| November 10 -Early release day K–8. Parent conferences |
| November 11 - Early release day K–8. Parent conferences |
| November 23 - Early release day for all students |
| November 24 and 25 - Thanksgiving—Offices and schools closed |
| December 26, 27, 28, 29, 30 - Winter Break—No school for students and teachers; offices closed Dec. 26 |
| 2017 |
| January 2 -New Year’s Day—Offices and schools closed |
| January 16 -Dr. Martin L. King, Jr. Day—Offices and schools closed |
| January 20 -Presidential Inauguration—Offices and schools closed |
| January 27 -No school for students. Professional day for teachers |
| February 20 -Presidents’ Day—Offices and schools closed |
| March 3 -Early release day for all students. Planning/grades/interims |
| April 7 -No school for students. Professional day for teachers |
| April 10, 11, 12, 13, 14, 17 -Spring Break—No school for students and teachers; offices closed April 14 & 17 |
| May 29 -Memorial Day—Offices and schools closed |
| June 16 Last day of school for students. Early release day for all students |





Bullying, Harassment, or Intimidation Incident School Investigation Form

Department of Student Services • MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 230-36
July 2008

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

School Personnel Completing Form _____ Position _____

Today's date ____/____/____ School _____ School System _____

Person Reporting Incident (From reporting form) Name _____

Telephone _____ E-mail _____

Place an in the appropriate box: Student Parent/guardian Close adult relative

1. Name of student victim _____ ID # _____ Age _____
(Please print)

Days absent due to incident _____

| 2. Name(s) of alleged offender(s) (If known). (Please print) | Age | School (if known) | Is he/she a student? | Days Absent Due to Incident |
|---|-----|-------------------|--|-----------------------------|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Total number of alleged offenders | | | | |

INVESTIGATION

3. Where did the incident happen (choose all that apply)? Date of incident ____/____/____

- On school property At a school-sponsored activity or event off school property
- On a school bus On the way to/from school

4. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim the object of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Other (specify) _____

5. What actions were taken to investigate this incident? (choose all that apply)

- Interviewed student victim
- Interviewed alleged offender(s)
- Interviewed witnesses
- Witness statements collected in writing
- Interviewed school nurse
- Reviewed any medical information available
- Interviewed teachers and/or school staff
- Interviewed student victim's parent/guardian
- Interviewed alleged offender's parent/guardian
- Examined physical evidence
- Conducted student record review
- Obtained copy of police report
- Other (specify) _____

6. Why did the harassment or intimidation (bullying) occur (alleged motives)? (choose all that apply)

- Because of race
- Because of national origin
- Because of marital status
- Because of sex
- Because of sexual orientation
- Because of gender identity
- Because of religion
- Because of disability
- Because of physical appearance
- To impress others
- Just to be mean
- Because of another reason (specify) _____
- The reason is unknown

7. What corrective actions were taken in this case (choose all that apply)?

- None were required, this was a false allegation
- None, the incident did not warrant any corrective action
- Student conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent phone call
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Other (specify) _____

8. Additional pertinent information gained during the interview _____

_____ (Attach a separate sheet if necessary)

9. Investigator notes _____

_____ (Attach a separate sheet if necessary)

_____ / _____ / _____

Signature *Date*

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

Safe Schools Reporting Act

The Safe School Reporting Act requires all Maryland school systems to report incidents of bullying, harassment, or intimidation against students attending public schools. The law provides for any student, parent/guardian, close adult relative of the student, or a school staff member to report an incident of bullying, harassment, or intimidation that occurs on school property, on a school bus, at a school sponsored activity.

Bullying, harassment, and intimidation means intentional verbal, physical, or written (including electronic) conduct that creates a hostile environment and substantially interferes with educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is motivated by an actual or perceived personal characteristic, such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.

The Montgomery County Public Schools created a *Bullying, Harassment, or Intimidation Reporting Form* (MCPS Form 230-35) that can be downloaded from the MCPS Web site, <http://www.mcps.k12.md.us/>. Once a school receives a report, an investigation must be completed and documented on the *Bullying, Harassment, or Intimidation Incident School Investigation Form* (MCPS Form 230-36) which is also available from the MCPS Web site.

Procedure for implementing the Safe Schools Reporting Act are:

- Once a *Bullying, Harassment, or Intimidation Reporting Form* (MCPS Form 230-35) has been submitted to the school, the principal/designee is required to conduct an investigation.
- A *Bullying, Harassment, or Intimidation Incident School Investigation Form* (MCPS Form 230-36) is completed by the principal/designee. Information from MCPS Form 230-36 must be entered into OASIS by school staff.
- Each school will maintain a confidential file of *Bullying, Harassment, or Intimidation Reporting Forms* (MCPS Form 230-35) and *Bullying, Harassment, or Intimidation Incident School Investigation Forms* (MCPS Form 230-36).