

# William J. Ostiguy — HIGH SCHOOL —

## STUDENT HANDBOOK 2012-2013



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## **Our Mission**

To provide a safe, sober, and supportive environment in which youth in recovery can develop the skills and strengths needed for personal, academic, vocational, and community success.

### **As an educational and recovery community the staff and students at OHS value:**

- **LEARNING** - We are committed to growth and discovery, both academic and personal.
- **RESPECT** - We respect and care for ourselves, each other, and our environment.
- **DIVERSITY** - We celebrate our different learning styles, life experiences, family backgrounds, cultures, relationship choices, strengths, and challenges.
- **ACCOUNTABILITY** - We take responsibility for our safety, our actions, our education, and our future.
- **HOPE** - We recognize the potential in each of us to achieve success and happiness.

## Contact Information

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**William J. Ostiguy High School main number** (617) 348-6070

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### **William J. Ostiguy High School Teachers**

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## 2012 – 2013 School Year & Holiday Schedule

Thursday, <b>September 6</b>	First day of school: quarter 1 begins	Tues - Fri, <b>February 19-22</b>	February Recess: no school
Monday, <b>October 8</b>	Columbus Day: no school	Monday, <b>February 25</b>	February Recess Ends: Students return
Friday, <b>November 9</b>	Quarter 1 closes	Monday, <b>March 18</b>	Evacuation Day: no school
Monday, <b>November 12</b>	Veterans' Day: no school	Friday, <b>March 29</b>	Good Friday: No school
Tuesday, <b>November 13</b>	Quarter 2 begins	Friday, <b>April 12</b>	Quarter 3 closes
Wednesday, <b>November 21</b>	Thanksgiving Recess: early release	Monday, <b>April 15</b>	Patriot's Day: no school
Thurs & Fri, <b>November 22-23</b>	Thanksgiving Recess: no school	Tues - Fri, <b>April 16-19</b>	Spring Recess: no school
Monday, <b>November 26</b>	Recess ends: students return	Monday, <b>April 22</b>	Quarter 4 begins: students return
Monday, <b>December 24</b>	Winter Recess: no school	Monday, <b>May 27</b>	Memorial Day: no school
Wednesday, <b>January 2</b>	Recess ends: students return	Monday, <b>June 6</b>	Last day for seniors
Monday, <b>January 21</b>	MLK Jr. Day: no school	Monday, <b>June 17</b>	Bunker Hill Day: no school
Friday, <b>February 1</b>	Quarter 2 closes	Thursday, <b>June 20</b> (or day 179)	Students early release
Monday, <b>January 30</b>	Quarter 3 begins	Friday, <b>June 21</b> (or day 180)	Quarter 4 closes: early release
Monday, <b>February 18</b>	President's Day: no school		

MCAS Subject	Date	Test Type
Math, Sessions 1 and 2	November 1 & 2	Retest
ELA Composition/Reading Comp., Sessions A, B, 1, 2, and 3	November 7 – 9	Retest
Biology, Sessions 1 and 2	February 4 & 5	1 <sup>st</sup> -timers & Retesters
ELA Composition/Reading Comp., Sessions A, B, 1, 2, and 3	February 27 & 28 & March 1	Retest
Math, Session 1 and 2	March 4 & 5	Retest
ELA Composition, Sessions A and B	March 19	Test
ELA Composition Make-Up	March 28	Make-Up for 3/20 Test
ELA Reading Comprehension, Sessions 1, 2, and 3	March 21 & 22	Test
Math, Sessions 1 and 2	May 13 & 14	Test
STE (Science), Sessions 1-2	June 4 & 5	For 1 <sup>st</sup> -timers & Retesters

### Inclement Weather Policy:

William J. Ostiguy High School follows the Boston Public Schools schedule in regards to school closings, early dismissals and late starts due to bad weather conditions. For information on school cancellations, early dismissals, or late starts, please listen to WBZ, AM 1030 or watch the local news. Extenuating circumstances and/or inclement weather may require that changes be made to the calendar during the year. Staff will be sure to keep you informed.

# Ostiguy High School Core Requirements

Ostiguy High School is a learning environment. All students must demonstrate commitment to both their education and their sobriety.



- 1) In order to enroll in Ostiguy High School, all prospective students must be clean and sober for at least 30 days prior to their school start date and must be able to show evidence of their sobriety in the form of monitored drug test results.\*
- 2) Students are required to be clean and sober while attending Ostiguy High School.
- 3) All enrolled students must work with the OHS Recovery Counselor to develop an individualized Recovery Plan. In the event of relapse, the Recovery Plan may be revised to provide increased support for the student.
- 4) Students must participate fully in substance abuse recovery programming offered at OHS.
- 5) Students must attend a minimum of 2 self-help (e.g. AA, NA) meetings (or equivalent outside activities) each week.
- 6) In order to attend Ostiguy High School, students must be in average good health. OHS is handicap-accessible. OHS is further committed to making reasonable accommodations for anyone with a disability. Personal care attendants are required to follow all of the policies of Ostiguy High School.
- 7) Prospective students are expected to answer all questions honestly during the interview process. This will enable OHS staff to work most effectively with applicants while they await enrollment decisions and if/when they are admitted to Ostiguy High School

\*OHS may be able to provide drug testing services to prospective students who are not receiving drug testing elsewhere

# Academic Information

Students who graduate from Ostiguy receive official high school diplomas issued by their home school (the school they attended prior to enrollment at OHS). In order to earn their diploma, students must fulfill the credit requirements of their home school district.

## OHS Passing Grade Scale

A+	97 & >	B+	89.9-87	C+	79.9-77	D+	69.9-67
A	96.9-93	B	86.9-83	C	76.9-73	D	66.9-63
A-	92.9 -90	B-	82.9-80	C-	72.9-70	D-	62.9-60

## Weekly School Schedule 2012 – 2013

(Changes may be made between quarters)

	Mon	Tues	Wed	Thurs	Fri
8:00- 8:10	Home Room	Advisory	Home Room	Advisory	Home Room
8:12-9:03	Group Discussion	Math 2 Physics Study Hall 3	Math 1 English 3 Study Hall 2	Tech & Eng Group 1 US History 2	Math 3 World History English 1
9:05-9:56	Math 1 English 3 Study Hall 2	Biology US History 1 English 2	Biology US History 1 English 2	Math 1 English 3 Study Hall 2	Tech & Eng Study Hall 1 US History 2
9:56-10:07	Break	Break	Break	Break	Break
10:09-11:00	Tech & Eng Study Hall 1 US History 2	Math 1 English 3 Group 2	Math 2 Physics Group 3	Math 2 Physics Study Hall 3	Community Service / Activity
11:02-11:53	Math 2 Physics Study Hall 3	Math 3 World History English 1	Yoga / Study Hall	Biology US History 1 English 2	Student-Led Speaker Discussion
11:53-12:23	Lunch	Lunch	Lunch	Lunch	
12:24-1:15	Biology US History 1 English 2	Health & Wellness	Math 3 World History English 1	Math 3 World History English 1	
1:17-2:08	Health & Wellness	Community Meeting	Tech & Eng Study Hall 1 US History 2	Girls Group Boys Group	
2:10-2:44	Academic Support Online Lab	Academic Support Online Lab	Academic Support Online Lab	Academic Support Online Lab	
2:44	Dismissal	Dismissal	Dismissal	Dismissal	

# Program Components

## Classroom Instruction

Classroom instruction is provided by certified Boston Public School teachers in the areas of English Language Arts, Science, History, and Math. Students are assigned to courses based on their home school graduation requirements and their academic skill level as indicated by the standardized test scores they submit to OHS during the application process.

## APEX Online Learning

Coursework not covered by classroom instruction will be fulfilled through APEX Online Learning. All courses are web-based, and can be accessed offsite using the student's username and password. Tests need to be unlocked and proctored (started and completed in one sitting) onsite by staff. Students are required to print out and complete all study guides as they move through their class. Quizzes and tests are open note. 70% is the passing threshold for grading. If a student fails a quiz 3x the quiz will automatically lock. A semester of online class is estimated to be 45-47.5 hours of seat time. After 14 days of inactivity, APEX will archive the course. All Internet Acceptable Use Policies are expected to be followed during Online Learning. Lab hours for completing courses online will be offered during 7<sup>th</sup> period and Study Halls.

## APEX Part-Time Students

A part-time APEX (online course program) schedule is available for students who are at or around 2 remaining classes to meet their home school graduation requirements. Students are expected to report daily for some portion of work in our online lab, as well as participation in both our Recovery and Health & Wellness/Elective blocks. Students are encouraged to work on their online classes outside of school time as well, although all assessments must be completed onsite. Part-time students are expected to report on time, and call the school if they will be late or absent. Tardies and absences count in the same way for our part-time students as they do for our traditional students; an excess of tardies and/or absences can lead to an online student not being eligible for grades/credit. When a student has completed their required online courses, Ostiguy Guidance will alert the student's home school that the student is "diploma-ready", and await instructions for next steps.

## College and Career Planning

Ostiguy's Guidance Counselor works with students throughout the school year to develop plans for post-secondary education, training, and/or employment. Students have the opportunity to visit local colleges, universities, & the TERI College Access Center. They receive assistance & support throughout the college admissions process including: SAT preparation & registration, scholarship applications, financial aid, college essays, and understanding the enrollment process. Interested students may receive assistance in applying for services through the Massachusetts Rehab Commission, which provides support to young people in recovery who wish to pursue college, career, and training opportunities.

## Counselors

The Recovery Counselor serves as the point-person for all recovery related issues including outside recovery work, drug-testing, relapse response, & monthly recovery meetings. Students meet with the OHS Guidance counselor on a regular basis to monitor progress toward graduation and post-graduation goals. The Guidance Counselor serves as the point-person for communication with each student's home



school, as a mediator in student-student and student-staff, and is available to assist with other educational, emotional and social issues that students experience.

### Community Meetings

Monday morning group discussions will be held each week from 8:08am-8:59am. The first half of this Monday meeting focuses on upcoming school scheduling and peer-to-peer sharing. The second half of this meeting is a time for students to review their academic standing using [www.MyGradebook.com](http://www.MyGradebook.com) and to discuss questions with teachers about missing assignments or grading. Bi-weekly community building meetings involving all Ostiguy staff and students will be held on Fridays from 9:01am – 9:52am and Tuesdays from 1:13 – 2:04pm. This is an opportunity to reflect on our school culture in order to build a stronger school community.

# **Academic Requirements**

## Academic Probation

All new students who enroll at Ostiguy High School must fulfill the requirements of a probationary period during their first one to two weeks at the school (dependent on performance). These requirements will be discussed at each student's orientation and include a daily rubric that each teacher must fill out to rate the student's performance in each course.

## No Credit (NC) Grades

- A grade of No Credit (NC) may be awarded when a student has otherwise done enough work to earn a passing grade, has gone over the allowable absences/tardies for the marking period but has been present or constructively present for at least half of the marking period.
- A student will receive grades of NC only in courses where a passing grade would have been attained had attendance not been an issue. If the student has not earned a passing grade, he/she will receive a grade of F (failing) in the course.
- If a student receives an NC grade for a marking period he/she will be eligible to have the NC grades replaced, if the student stays under the maximum yearly absences allowed, by the grades he/she would have otherwise received.
- A student will receive no grades, not NC, if he/she is not present or constructively present for half of the marking period's school days.

## Students Constructively Present (CP)

A student is "constructively present" when he/she is not attending Ostiguy because he/she is in treatment, hospitalization, or is accounted for in another medical/health facility. These days are not to be counted as excused absences, they are to be considered "constructive" attendance elsewhere.

## Portfolios

Portfolios are due in each course near the end of each marking period. Students who have gone over the maximum allowable absences/tardies for the period and were in school or constructively present for more than half of the days in the period will be allowed to complete portfolio work. Students who have not been present or constructively present for at least half of the school days in a marking period (and are not present or CP during the assignment of portfolios) will not be eligible to be sent portfolio work.

## 7th Period

7th Period serves as a time for students to make progress academically. All students will be expected to report Monday-Thursday 2:06-2:40 for the first few weeks of each semester. After that period, students maintaining a C- or higher in each class may be dismissed at 2:04 if they choose not to stay to receive support. Any student carrying an online class over from a previous semester (or summer) must stay for 7<sup>th</sup> period each day until the course is complete.

# Attendance

## Attendance Policies and Procedures

- Students must notify the Intake Coordinator with any planned absences or tardies at least 24 hours in advance. The Intake Coordinator may be reached at (617) 348-6756
- A note verifying an excused absence or tardy must be handed in the following day
- If a student is sick and unable to attend school due to any unforeseen circumstance, he/she (or his/her parent or guardian) must notify the School Intake Coordinator as soon as possible

## Attendance Requirements

- Students may not exceed 3 unexcused absences or 6 absences total each quarter
- If a student exceeds allowed absences in a quarter they will be NC for the quarter (see page 8.)
- Attendance will be taken in each class. Absences and tardies in class will affect participation grades but will not be taken into consideration for NC status
- If a student arrives at school after 8:00am, they will be marked as tardy to school. If the student has a dr.'s or court note to excuse this tardy, the tardy will not be counted
- Four unexcused tardies are equal to one unexcused absence
- If a student has an extraordinary situation preventing him/her from meeting the attendance requirements, he or she may withdraw from school and may be eligible to re-apply to Ostiguy High School at a future time
- All withdrawals are subject to review by Ostiguy High staff and must be requested before the student exceeds the allowed absences
- A student that comes in later than 11:30 will be counted as absent for the day

## Excused Absences/Tardies

- The student has an emergency doctor's appointment that cannot be scheduled during non-school hours (student must present an official doctor's note to verify)
- Student has a doctor-verified illness or injury that prevents him/her from attending school (student must present an official doctor's to verify)
- Student has a court appointment that cannot be scheduled during non-school hours (student must present an official note or summons from the court to verify)
- Student is absent due to a verifiable family crisis (e.g. a death in the immediate family)

\* Please schedule all vacation plans during the regularly scheduled school breaks or at the end of academic year. School absences due to family vacations will not be excused.

## Early Dismissal

If a student needs to leave school early he or she must sign out in the office and must provide documentation (see excused absences) verifying the reason for the early departure. An early dismissal will be counted as an absence (excused or otherwise) if it occurs before 11:30. Leaving school without permission and appropriate documentation is considered truancy (skipping) and is a zero tolerance offense.

# Rules and Expectations

William J. Ostiguy High School has policies and procedures in place in order to ensure that Ostiguy High remains a safe place that fosters education, produces productive members of society, and maintains a positive recovery culture. Additionally, we are committed to being good neighbors to the other ABCD programs that share our building. Ostiguy High School is dedicated to treating its students as adults and allowing them to determine their own futures. Failure to comply with the following basic rules and expectations will be handled with the appropriate disciplinary action.

## Commitment to Sobriety

All students who enroll in Ostiguy High must be committed to and participate in an on-going recovery program. As part of this process students have to be alcohol and drug free for at least 30 days prior to admission to the school. During the orientation process students must consent to and sign the drug testing policy which requires pre-admission urine screening. As part of this policy once students are enrolled they will also be tested randomly as well as upon reasonable suspicion of relapse. Additionally, all students must be willing to participate in all recovery based activities included as part of the program model. Status of students who relapse will be review as part of the relapse policy created and signed as part of the orientation process.

## Plagiarism

Ostiguy High does not tolerate plagiarism in any form. Anyone caught submitting plagiarized work will be given a failing grade and risks suspension from school.

## Violence

Acts of violence, violent confrontations and/or threats of violence will not be tolerated by Ostiguy High students. We believe that, however difficult, only peaceful resolution to conflict can and must be utilized. Violence among students in any form in any setting will lead to termination from the program.

## Weapons

Any student with a firearm will be automatically terminated from the program in accordance with citywide public school regulations. Any other weapons or objects intended for use as weapons will be confiscated by staff and result in appropriate disciplinary action as determined on a case by case basis. In addition, any necessary court officials or guardians may be notified.

## Possession or Sale of Drugs or Illegal Substances

The possession of or sale of illegal substance at Ostiguy High is prohibited. Strong circumstantial evidence of the possession or sale of drugs is grounds for expulsion.

## Harassment/Sexual Harassment

Harassment of any kind will not be tolerated at Ostiguy High. Sexual harassment consists of unwanted and unwelcome sexual attention including but not limited to; looks, gestures, comments, jokes, physical contact and requests. If any student or staff member feels they are being harassed, they should label it

as such, demand that it stop, and discuss the incident with a counselor or staff person. Students or staff members who perpetrate harassment will be subject to disciplinary and/or legal action.

## Respect

At Ostiguy, we believe that everyone has a great deal to offer each other and the world beyond our school. Education is important in enabling students to achieve their potential. As staff, we come to school to teach, counsel and learn. This process can only take place in an atmosphere of respect. We expect students and staff to show respect for themselves and others at all times. In addition we expect students to show respect for the sober lifestyle.

## Language

Students are expected to use appropriate language that reflects respect for both our Ostiguy High community and our ABCD community. Racial, ethnic, sexist, and homophobic slurs and innuendo will not be tolerated anywhere at Ostiguy.

## Disagreements/Dissenting Opinions

Disagreement is both healthy and inevitable. Differing opinions are both encouraged and allowed at Ostiguy High. Everyone in the community should feel secure to voice their opinions appropriately without fear of scorn or retribution. Disagreements are to be handled in a respectful manner. There is a time and place for disagreements to be aired.

## Phone Policies

All cellular communication devices will be collected during homeroom and will be returned to students at the end of each day. No cell phones are allowed in class or in groups. Students may request access to their communication device during lunch and will be held responsible for returning it before the start of their next course. Emergency calls should be directed to the main office (617) 348-6070. Staff phones should not be used without permission. If a student needs to use a phone he/she should ask a staff member for permission.

## Other Electronic devices

Students may not use or handle CD players, iPods, MP3 Players, headphones, tapes, CDs or other portable music and/or gaming devices unless they are given permission to do so by a staff person. Violation of this policy will result in temporary confiscation of said items and in some cases further disciplinary consequences.

## Food

Students may eat **snack** foods during class **at the discretion of their teachers**. All meals should be consumed at breakfast and/or lunch. No meals should be eaten in class. We ask that food and drinks are eaten at classroom tables and kept away from computers. Students are responsible for cleaning up and disposing of all trash.

# Facilities

## Property

All students at Ostiguy High are expected to help maintain the upkeep and appearance of Ostiguy High and ABCD facilities. Students should remain only on the 3rd and 4th floors of 19 Temple Place unless otherwise authorized. Trash must be disposed of appropriately. Vandalism or destruction of any ABCD property will not be tolerated. Graffiti is prohibited. Violators will be responsible for repairs and removal of graffiti and will be subject to disciplinary and/or legal action.

## Smoking

Smoking is prohibited throughout the entire ABCD building. Any Ostiguy students who wish to smoke must do so off of school premises. Smoking by students will not be permitted in the front of the entrance to the building or in front of neighboring buildings. Students may not smoke during outdoor school activities unless they receive permission from a staff member to do so. Cigarettes and cigarette packs should not be visible in the building at any time.

## Gambling

Use of scratch tickets or other gambling games are prohibited throughout the entire ABCD building. Items like scratch tickets and dice should not be visible in the building at any time.

## Hats/Hoods

Hats/hoods are not to be worn on the third or fourth floors and hats should not be visible in classrooms, rather students should leave hats in lockers while in class.

## Computers

School computers may only be used with staff permission. Computers are to be used only to assist students in achieving curriculum goals and outcomes. Students are prohibited from using OHS computers to access websites with any inappropriate content including but not limited to sites that promote drug/alcohol use, those that contain sexually explicit content, social networking, or gaming sites. Students are asked to respect public files and information while using the computers. School staff reserves the right to access materials created by students on OHS computers including internet search histories in order to ensure that students are following computer policies. Violation of this policy may result in temporary or permanent loss of computer privileges and in some cases further disciplinary or legal consequences.

## Internet Acceptable Use Policy

The internet is an open system that contains material that may be inappropriate, offensive and/or objectionable. We ask for your assistance in encouraging our students to use the internet responsibly. Student use of the internet is to be conducted under faculty supervision when possible. Faculty members are not, however, able to monitor student computer use at every moment. OHS expects that its students use the internet in a responsible manner at all times.

While the benefits of the Internet access are enormous, it is important for students to realize that there is no guarantee that information they obtain is accurate. Users must use good judgment in determining the reliability of web site content. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. In using the internet, students are expected to follow the guidelines outlined below as well as all directions given orally by staff.

## USER GUIDELINES

1. Students' use of the Internet must be in support of education and research consistent with the objectives of William J. Ostiguy High School.
2. Students may not post personal information to the internet (e.g. home address, telephone number, name and location of their school) without the permission of a staff member.
3. Students are prohibited from creating online content containing any prejudicial, harassing, threatening, obscene or hateful language or images.
4. Students are prohibited from using the Internet to access or process pornographic material or web site content that promotes illegal activity
5. Students may not use the internet to access content that lacks any educational value.
6. If a student accesses any material that he/she feels is not appropriate or that makes him/her feel uncomfortable, he/she should immediately tell an OHS staff member.
7. Student Internet use is not private and is monitored by OHS staff. Suspected use of the internet for Illegal activities will be reported to appropriate authorities.
8. Plagiarism is the taking of material created by others and presenting it as if it were one's own. The use of internet content for purposes of plagiarism is prohibited.
9. Students may not use the Internet for commercial purposes, product advertisement or political lobbying. Products or services may not be purchased or offered. Students and their parents/guardians will be held responsible for any liabilities stemming from such unauthorized uses of the Internet at OHS.
10. Students may not use the Internet for illegal purposes or for the support of illegal activities.
11. Student use of the Internet must not serve to disrupt its use by other individuals or connecting networks.
12. All passwords shall be kept confidential by the user and may be not shared or displayed. Individual users shall be responsible for the proper use of accounts issued in their name.
13. Students who violate district policy or administrative procedures related to internet use will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

## Discipline

The staff is invested in your success and wants to see you make progress toward your goals and earn your diploma. It is therefore necessary that we all approach the school/community with a high level of responsibility and respect for each other.

### Expectations for a Safe School Environment

All students and staff are expected to act responsibly and respectfully and to follow these guidelines to maintain the safety of our school environment:

- Treat all individuals with respect
- Refrain from behavior that interrupts the learning process
- Complete all assignments honestly
- Participate positively in all activities

### Zero Tolerance Policy

**The following behaviors will lead to an automatic suspension from the school:**

- Using racial or ethnic slurs or obscene language

- Verbal abuse of staff or other students
- Physical fighting or attempting to provoke fighting,
- Threats of violence or intimidation of others
- Failure to leave class when asked to do so by a staff member
- Possession of a weapon

**The following behaviors will lead to an automatic expulsion from the school:**

- Possession of illegal drugs and/or paraphernalia
- Sale of drugs and/or alcohol to another OHS student (on or off school property)
- Physical or sexual assault perpetrated on another OHS student (on or off school property)
- Possession of a weapon (based on circumstance)

## Disciplinary Procedures

In an effort to promote fairness, respect, and learning in our school community, if a student exhibits an unacceptable school behavior the following process will be followed:

- A. **Verbal Redirection** – A staff member identifies the offending behavior and verbally redirects the student.
- B. **Verbal Warning** – If an identified behavior continues, a staff member clearly indicates to a student that he/she has received a “verbal warning” as a result of the offending behavior.
- C. **Written Warnings** – If the behavior continues the student is issued a written warning:
  - 1<sup>st</sup> Written Warning – Student will meet with a staff member to discuss the incident that resulted in a written warning.
  - 2<sup>nd</sup> Written Warning – Student meets with a staff member to discuss the incident that resulted in a 2<sup>nd</sup> written warning. The student’s parent/guardian is notified.
  - 3<sup>rd</sup> Written Warning – Student will meet with a staff member to discuss the incident that resulted in a 3<sup>rd</sup> written warning. The student’s parent or guardian will be notified. Student will serve a one-day suspension.
- D. **Removal from the classroom** - If a student’s behavior is considered disruptive at any point he/she may asked to leave class. When this request is made by a staff member, the student must immediately report to the 4<sup>th</sup> floor administrative offices to meet with Ostiguy counseling staff.
- E. **Suspension** - A suspended student along with his/her guardians will be required to meet with the Principal, School Counselor, and other appropriate Ostiguy High Staff before he or she can be considered for reinstatement. A decision will be made on the student’s school status following the conference Based on the seriousness of the offense and the ability of the student to accept responsibility for his/her actions. A behavioral contract may be required as a condition of reinstatement. Suspensions do not count against attendance as pursuant to BPS policy. If any student is suspended three times in one quarter, he/she may be considered for termination.



- F. **Termination** - If a student is terminated from Ostiguy High School for any reason, he/she may reapply for admittance to OHS for the following school year. Re-enrollment decisions will be made by OHS's Case Management team.

**Some examples of unacceptable behaviors are:\***

- Use of personal Stereo/Cell Phones without staff permission
- Refusal to participate – withdrawal from activities
- Repeated unexcused absences and tardiness to school or class
- Making written or verbal statements or drawings advocating substance use
- Making distracting, negative or hurtful comments or arguing with peers or staff
- Provoking negative behavior among fellow students
- Sleeping or appearing to sleep in class
- Using staff phones and/or computers without permission
- Leaving the classroom or school grounds without permission from a staff member
- Cheating / plagiarism
- Destruction or defacing of school property or the property of peers
- Lying

*\*Ostiguy High School reserves the right to include other possible violations and disciplinary actions when necessary at the discretion of program staff*

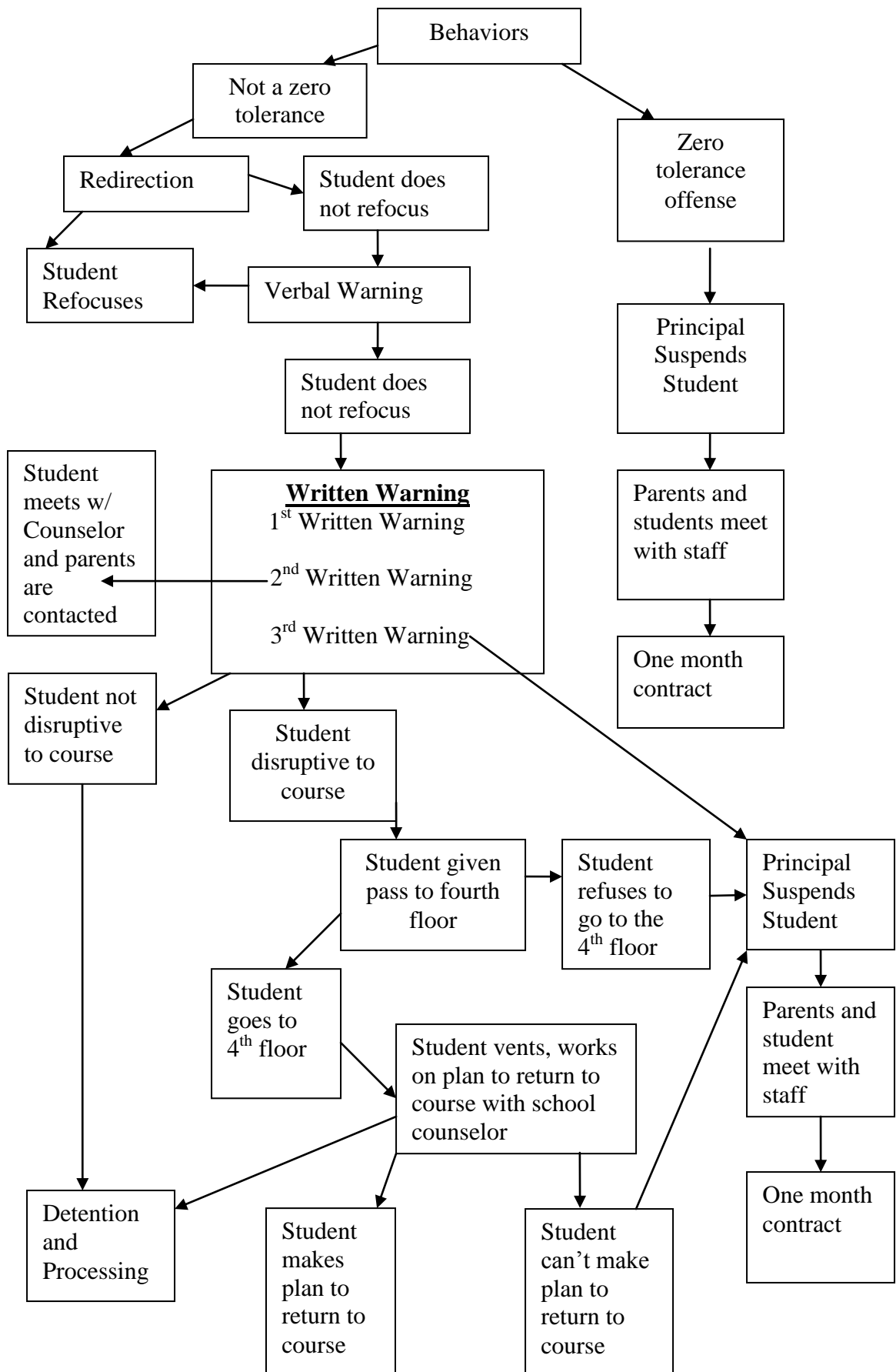
## Mediation

Conflicts between students or between students and staff are resolved at mediation meetings. These meetings are facilitated by a member of the counseling staff. During the meeting, all parties involved in the conflict have the opportunity to calmly share their perspective. In turn, both parties are asked to listen respectfully to others' points of view. A student may not return to class until a reasonable solution has been reached. Students are encouraged to request a mediation meeting before a disagreement escalates into a disciplinary matter.

## Disciplinary Committee

A committee comprised of two teachers, one counselor, and the principal will make all decision regarding a disciplinary action pursuant to the guidelines of the handbook. If a student feels that the disciplinary action is unfair, he/she may appeal the decision to the Principal in writing.

# Disciplinary Procedure Flow Chart



# Relapse Policy

Ostiguy High School recognizes that addicted persons often exhibit certain behaviors which have been understood to a) signal relapse, b) lead to relapse, and/or c) signal an unwillingness to pursue an education at Ostiguy High School. These behaviors can include lying, excessive tardiness, sleeping at school, excessive absences, not completing schoolwork, and disrespect toward school staff, peers, and school policies. These, "relapse behaviors" can be used as grounds for enactment of the relapse policy. Certain checks, including random drug screens, have been established to monitor student sobriety and will be used in conjunction with staff observance of relapse behaviors to hopefully lay the groundwork for long-term recovery. A student's family will be responsible for the cost of any requested or random test not covered by his/her insurance.

## **In All Cases of suspected or confirmed relapse:**

- The student's parent or guardian will be notified immediately and is required to attend a meeting with their child and school staff within one school day to determine how to best support the student's recovery going forward
- Recovery is considered the first priority for all Ostiguy students. Post relapse action plans will vary based on circumstances but all relapsed students will be absent from the school community for the appropriate treatment (ie. 15 days/30 days/90 days)
- Any student who is removed from the OHS community due to relapse will be subject to a relapse/re-entry contract upon their return to school as well as a revised recovery plan that may include an increase in the frequency of drug testing, verification of meeting attendance, and/or changes to outside therapy/counseling routines
- Any student who is removed from the OHS community due to relapse whom is in good academic standing will be counted as constructively present and may be provided coursework during treatment.

## **Self-reported relapse:**

- Honesty is highly valued at Ostiguy High School, and while we do recognize relapse as a need for a more intensive or varied recovery approach, we are also able to support students who self-report relapse to return to the OHS community sooner unless it is determined that to do so would jeopardize the safety of the student or the recovery community.

# Commitment to 12-Step Recovery

## All students must adhere to the following guidelines

- Maintain abstinence from drug and alcohol use
- Work a Twelve Step (A.A., N.A., or other appropriate self-help) program, which includes doing step-work with a sponsor and attending Twelve Step meetings outside of school.
- Attend at least two meetings per week
- Obtain a sponsor if he/she does not already have one and maintain regular contact with this person.
- Report his/her own relapse and/or the relapse of any fellow student to the school principal or recovery counselor immediately so that he/she/they may receive help and support.

## Additional guidelines applicable to some students

- Students come to Ostiguy High School at various stages of recovery, and some have not yet been exposed to the Twelve Step model. As such, many students are asked to attend more than two meetings per week based on their stage of recovery as determined by the student, the school, and other representatives for the student.
- Some students may also be asked to receive more frequent drug tests during their first month of attendance. This will be determined on a case-by-case basis by the school principal.

# Other Expectations for Students

## Be Prepared

- Be on-time to school, course, and returning from lunch
- Bring materials for course (have a writing utensil)
- Dress appropriately (No hats/ no hoods on)

## Be Positive

- Say hello and goodbye
- Take redirection quickly and positively
- Don't say "I can't"
- Participate to the best of your abilities in course and school activities
- Give new things a chance
- Don't whine
- Express a desire to be in the school community and course

## Be Productive

- Complete homework and course work
- Remain engaged in course until the teacher dismisses students
- Meet deadlines
- Cut out side conversations
- Make up any work you miss
- Don't sleep at school (Be awake and alert)
- Choose your battles (i.e. don't ask for a walk or a movie *every* day)
- Participate in individual and group assignments

### Be Polite

- Speak to staff and other students respectfully
- Respect each other and personal space
- Use appropriate language
- Respect our school community, property, and space
- Keep your feet on the floor
- Clean-up after self
- No put downs
- Show good sportsmanship at all times
- Express opinions politely and without judgment
- Honor each others differences (no racist/sexist/homophobic language)

### Be Personally Responsible

- Control your physical, emotional, and/or verbal self
- Take ownership of your behaviors and actions
- Be positive, if you can't --- at least don't be negative
- Follow your outside plan of recovery
- Bring group issues to group, not course
- No drug talk or war stories when it's not appropriate.

*If you are experiencing difficulty in any area of your educational or personal life, please don't keep it a secret. Talk with the counseling staff. Our goal is to help you reach your goals.*

*We hope that the information presented in this handbook will be helpful to you in the coming months. We look forward to seeing you achieve your goals as part of the William J. Ostiguy Community.*

Updated August, 2012  
Approved by the William J. Ostiguy High School Staff