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WELCOME AND INTRODUCTION

Welcome to the Grove School and thank you for taking the time to read our Student/Parent Handbook. We are proud of our program, and we hope that the information found in this book is useful to you. This Handbook presents guidelines, policies, and expectations for our students and their families as well as general programmatic information. This book is intended to be a resource for parents and is not an official legal document. The guidelines, policies, and expectations are subject to change at the discretion of the Administration and for the good of the program; however, they have been condensed into this book as a guide for students and their families and to help in understanding the overall philosophy of our program. We encourage parents to read through this handbook and to make the content of this book a part of your discussions with your child and their treatment team.

Parents who have a child enrolled at Grove School are asked to read this Handbook and to sign our form indicating that you have read and that you understand the content. If at any time you have a question, our staff is available to help you.

A LETTER FROM THE PRESIDENT AND CEO

Dear Parents:

Grove School is a unique, wholistic, Therapeutic Boarding School with an attentive milieu, individual psychotherapy, and personalized education planning, primarily for college bound adolescents. Our students are helped to look at themselves and their behaviors in a caring, positive, and creative environment which encourages students to grow and to reach their potential.

Our students either return home to complete their academics or move on to college or other post-graduate opportunities. The Grove program assists students in learning and achieving success at their own pace, within a structured framework. There is the freedom to make mistakes but also the responsibility to manage reasoned consequences. We have rules and moral expectations within a strong, reality-based infrastructure.

The arts, including drama, music, and the fine arts, along with math, science, technology, and written expression, are encouraged. Other interests and skills are also fostered, as well as the experience of safe adventure and increasing physical prowess. We offer our students a carefully charted path to a stable, positive life experience through the strength of close, caring relationships with staff in all areas of our program.

Sincerely,

Richard L. Chorney
President and CEO

HISTORICAL OVERVIEW OF SCHOOL

Grove School occupies a unique place in the history of Therapeutic Boarding Schools. Grove School is one of the oldest, private, independent programs of its kind in the United States. Founded in 1934 and originally called a Residential Treatment Center, Grove is now officially a Residential Education Center, more commonly known as a Therapeutic Boarding School. We are located on over 90 acres of beautifully wooded land in the shoreline town of Madison, Connecticut.

Our philosophy of a wholistic treatment program, embedded within a creative and individualized academic program, has evolved over the years with significant input from the varied backgrounds and experiences of its owners, as well as many important professionals who have contributed their ideas, interests, creativity, and hard work. Grove School is different from other Therapeutic Boarding Schools that fall within this general category. This difference is mainly due to the following four primary philosophical and operational concepts:

- 1) THE EDUCATEUR MODEL.... where the teachers live in a home style dormitory with the children. The wholistic nature of that lifestyle encompasses not only the caring implicit in residential life, but also involvement in a wide variety of activities, counseling, and the management of a family-like atmosphere.
- 2) THE CLINICAL MODEL.... where all the children are seen in regular, (twice) weekly psychotherapy by licensed Clinicians; Psychiatrists, PhD Psychologists, and Masters-level, Licensed Clinical Social Workers and Licensed Marriage and Family Therapists. We have stressed the importance of the child's family or guardians in the treatment process. Weekly group therapy and the thoughtful use of the milieu as a supportive treatment tool have been given an even larger voice over the last 30 years.
- 3) LEAST RESTRICTIVE ENVIRONMENT.... where the Grove youngsters are free, within reason, to move at their own pace, pursue their own interests and talents, all within an atmosphere free from physical force, locked rooms, or closed systems which inhibit growth and create anger and powerlessness. We work hard at creating normalcy and encourage the development of meaningful relationships with both peers and staff. The emphasis is on talking and trying to understand, working to encourage and resolve issues through negotiation and compromise, within a framework of personal and campus rules and regulations. We strive to respect both the individual and the greater Grove community (society) within which both children and staff live.

- 4) A REAL EDUCATION.... The Grove children are bright and curious about their inner and outer worlds. Many are talented and creative, when motivated, and able to accomplish a great deal. Most graduates go to college and, for the most part, succeed. There is a determined emphasis on academics, as well as the three other cornerstones of our program. In fact, all are inextricably connected. Each success enhances and strengthens all the arenas in which we work. We have a team of senior academicians who interact and work alongside senior residential administrators and clinicians. This helps create a protective, attentive, and knowledgeable circle around the innate abilities of the Grove students. The teaching staff is made up of Special Educators joined with Content Specialists in the Liberal Arts, Sciences, Math, Creative Arts, and Physical Education.

Madison is a small community of approximately 18,000 year-round residents. The campus is located approximately one mile from town and one and a half miles from the Long Island Sound. Grove School is about 20 miles northeast of New Haven and 50 miles southwest of Hartford. It is a safe, friendly community, where Grove students are respected. Some Grove students hold jobs in local stores and businesses when they are ready to do so.

Grove School was founded by Jess Perlman in 1934. Dr. J. Sanford Davis was the owner and Executive Director from 1955 – 1986. Richard Chorney became the Executive Director in 1986. In 2000, he became the President and CEO, and Peter Chorney became the Executive Director. Grove School is a family-run organization with continuing day-to-day involvement in all aspects of the program. Grove School is a proprietary corporation with a Board of Advisors representing many fields of expertise including medicine, education, business, and law. We are also proud to have parents of former students and former students as Board members. The school is funded in its entirety by monies generated from tuition.

Grove School is approved by the Connecticut State Department of Education and licensed by the Connecticut Department of Children and Families. We are accredited by the New England Association of Schools and Colleges (NEASC). We are members of the American Academy of Child and Adolescent Psychiatry (AACAP), the International Society of Adolescent Psychiatry (ISAP), the National Association of Treatment Schools and Programs (NATSAP), and an affiliate of the World Federation of Mental Health. We also support the Independent Educational Consultants Association (IECA).

VISION, MISSION, CORE VALUES

Vision

All Grove School Students demonstrate the social skills, academic knowledge, and self-awareness necessary to live lives of quality with family and in the community.

Mission

Grove School strives to be a therapeutic milieu for young people who are experiencing emotional and learning challenges that affect the quality of their lives. By weaving our various facets into a seamless whole, we provide an extraordinary opportunity for personal growth and the development of meaningful relationships.

Core Values

Courage

Integrity

Commitment

Accountability

Consideration

Learning

Open Mindedness

STATEMENT OF PHILOSOPHY AND PURPOSE

The Grove School program is a co-educational, therapeutic boarding school for adolescents who, because of social/emotional difficulties, have been unable to make satisfactory adjustments in their home, in their school, and/or in their social relationships. The general philosophy of Grove School is based upon our core values of courage, integrity, commitment, accountability, consideration, learning and open-mindedness.

The creation of a seamless interface between academic, clinical, residential, and administrative components is necessary for the development and implementation of a coordinated and integrated treatment plan unique for each student. This resulting therapeutic milieu simultaneously addresses each student's unique individual needs as well as their social and interpersonal responsibilities and obligations. Self-respect, accountability for one's decisions and actions, the capacity to develop trusting relationships, and the successful navigation of academic demands are the goals of our treatment program.

INTRODUCTION

The decision to enroll your child into Grove School is an extremely important one. There are many factors to consider. We strongly encourage parents to be thoughtful and thorough in researching our program, as well as other programs so that you can make a fully informed and invested decision. Becoming a member of the Grove Community will impact the family as well as the individual student and this section is intended to inform both the student and parent of the required level of commitment.

COMMITMENT TO TREATMENT STATEMENT

When you enroll your child at the Grove School, we make a pledge to help your child and your family, through the highs and lows of treatment. The staff maintains a commitment to be ethical, honest, caring, and dedicated. Likewise, by enrolling your child in the Grove School, the family needs to make the same commitment.

Parents who enroll their child at The Grove School are committing to support and engage in their child's work in an active and thoughtful way. Parents are always encouraged to share their thoughts and opinions with the Grove School staff. We ask the parent to speak openly and honestly with members of their child's treatment team and work together to create a direction that is therapeutically sound and appropriate given the needs of the child.

FAMILY'S ROLE IN SUPPORTING THE GROVE STUDENT

Family support is extremely important to a child's growth. Support takes many forms including unconditional love and caring, setting clear and realistic expectations, and actively working with the members of your child's treatment team. Parents are encouraged to seek direction on the best ways to support their child.

Support comes from being available to participate in the Grove experience. This occurs by actively communicating with the school and your child, being present for family therapy and related meetings, and by maintaining an emotional investment in the process.

RESPONSIBILITY TO COMMUNICATE

As a parent, you will continue to hear about the importance of communication. This is encouraged and expected from families.

Communication should take many forms. All families should aim for weekly communication from Advisors and/or therapists. Many of our staff use email as well as the phone for this communication. Email is encouraged for logistical information and planning with your student's advisors.

WHAT TO EXPECT AS YOUR CHILD TRANSITIONS INTO GROVE

Every student and family adjust to Grove in a unique and individual way; however, as a staff we certainly see common themes and trends. The transition is sometimes difficult or uncomfortable. In other cases, it goes exceptionally smoothly. It is important to maintain regular contact with the school so that questions and concerns can be addressed. Students can make supervised phone calls with their families for the first week to two weeks of enrollment in order to ensure communication is open from the beginning.

Initially, families and students may have ambivalence about the treatment process. Families that can recognize these feelings, as well as many others including sadness, guilt, discomfort, and/or relief, are in a position to address these issues. Parents are encouraged to share and discuss their feelings.

Many students quickly and successfully transition into Grove but take time to get to the core of their issues. We often call this a "honeymoon" period. Students are often quick to show us their strengths but are reluctant to get to the core of their issues. This is an important time for their parents and staff to help your child feel safe and comfortable in this environment. As students acclimate to the program, they can "let down their guard" and begin to look at the reasons for admission.

After some success in different realms of the program, students and their families may feel that they have been "cured" or that their issues are gone. It is very important to discuss this process with members of the treatment team as often there are other reasons for the seeming "transformation." Time, consistency, and true positive change are important factors in growth, and parents are encouraged to solicit feedback from the treatment team prior to making decisions based on their child's behavior.

WHAT DO WE ASK OF YOU AS PARENTS?

In the interest of helping parents understand their role in the treatment process, we have briefly listed the important components below:

Communication

Communication between parents and our program is essential to good treatment. Our goal is to recognize the individual uniqueness of each student and to create treatment goals and directions that maximize each student's potential. In order to effectively accomplish this goal, there is a real need for teamwork and discussion among all members of a student's team including the parents. Parents are expected to be an active part of this communication.

Grove School recognizes that there may be times when members of the team disagree or have varying approaches. In these situations, open and honest discussion is essential to best serve the child. Presenting a united front or, at the very least, a thoughtful and respectful position is crucial to this process.

Commitment to approximate guidelines and policies at home

Grove School operates under the principle that "you are who you are, wherever you go." To support this concept, students are expected to follow, in an approximate way, the same basic policies, guidelines, and expectations at home as at school. This is very important in providing a unified message to the student. For example, students are expected to adhere to the substance abuse policy both on and off campus, including home visits. Parents are asked to notify the Advisor about any violation of Grove policy at home.

Involvement in family therapy

Parents are expected to be available for Family Therapy and/or Family Meetings at least once a month. Depending on the individual family situation this may be more frequent. The expectations in this area will be discussed individually with each family.

Monthly meetings should take place in person at Grove. When necessary, therapists and advisors will provide a phone session; however, every effort should be made to meet in person.

At times, it may be appropriate to include siblings or other important family members in the Family Therapy sessions. The decision to include other people will be discussed with the student and their parents.

Frequent Phone Communication

Parents are asked to be in communication with the Advisor on a weekly basis. In the beginning of their enrollment, it may be necessary to have more frequent contact, and, as a student's time continues, it may be appropriate to do so less frequently (i.e. bi-weekly). Communication should go in both directions. Contact numbers and the best times to reach each other should be discussed from the beginning.

Grove recommends scheduling phone communication when possible to provide adequate time to talk. Additionally, Advisors access their email accounts on a regular basis and find that this is an effective and efficient method for contact between phone calls.

The Advisor is the primary contact for families as they are in frequent contact with the student and all members of the student's treatment team. The Advisor can relay information about all areas of the program. Parents can expect to speak with their child's therapist and/or psychiatrist regularly. This may be more frequent if necessary.

Attendance at Parent/Family Workshops

Grove School provides Parent/Family Workshops throughout the year. The goal of this program is to keep parents up to date on programmatic issues, educate parents on different areas of their child's treatment, present global issues that impact parents and adolescents, provide opportunities for parents to support and learn from each other, and to involve parents in the Grove Community. When appropriate, siblings will be invited to attend programs geared at them.

This is a very important part of our program, and we encourage parents to attend all workshops when possible. We provide at least six workshops throughout the year and we expect parents to attend a minimum of three. A calendar of workshops will be provided at the time of enrollment and at the beginning of each year.

Alliance with our Staff

Treatment can be difficult and challenging, and students will often attempt to split the various members of the treatment team. Parents are encouraged to communicate openly with our staff to avoid this impediment to good treatment. Staff is committed to this same goal.

Seek own treatment when necessary

Many parents find that seeking their own individual, couples, or family therapy is crucial to this process. This can be helpful in addressing their own feelings around their child's treatment and understanding the impact that their child has had on them as well as the impact that they have

had on their child. Many parents have shared that pursuing their own treatment has had a profound impact on them and on their ability to provide better support for their child's treatment process.

Parents who are looking for more information or direction on whether to pursue their own treatment are encouraged to speak with their child's therapist.

INTRODUCTION

A thoughtful and thorough admissions process is crucial to determine a successful therapeutic placement. Grove School staff make every effort to work closely with families and their school districts, educational consultants, and providers to ensure that our program is an appropriate fit. We encourage families to be forthcoming and transparent in their discussions with the admissions team so that our committee can make a fully informed decision that is in the best interest of the student.

ADMISSIONS PROCESS

Grove School offers rolling admission. September and January are the most common entry points for new students; however, our admissions team considers applicants throughout the year as spaces become available. Our team reviews psychological testing, academic records, discharge summaries, and other supplemental materials to get a clear sense of each student's therapeutic and learning needs before reaching out to clinicians. After a thorough review, if our admissions team believes the prospective student to be an appropriate fit for our program, we offer a campus tour and interview. The interview is a critical component of getting to know the student and assessing the level of appropriateness for our program. The final step in the admissions process is a formal presentation of the prospective student to our admissions committee, composed of representatives from all facets of our program.

Upon acceptance, the prospective family and referring parties are informed via email. All accepted students enter a three-month assessment period during which they will be continually evaluated by their treatment team. Grove School reserves the right to terminate a student's placement at any time if the student exhibits behavior contrary to admissions criteria as outlined in the referral materials.

ADMISSIONS CRITERIA

Grove School's admissions requirements are continually changing to meet the needs of prospective students. Our committee accepts students of all races, religions, and genders, ages 12 – 22.

Grove School accepts students with the following diagnoses*:

- Anxiety Disorders

- Depressive Disorders
- Mood Disorders
- Personality Disorders
- Gender Dysphoria
- Attention-Deficit/Hyperactivity Disorder (ADHD)
- Obsessive-Compulsive Disorder (OCD)
- Post Traumatic Stress Disorder (PTSD)
- Oppositional Defiant Disorder (ODD)
- Social (Pragmatic) Communication Disorder
- Autism Spectrum Disorder, Level 1
- Unspecified Neurodevelopmental Disorder

**Other diagnoses not listed may be considered*

Grove School **does not** accept students who struggle with:

- Elopement
- Delinquency
- Fire Setting
- Conduct Disorder
- Overly aggressive and explosive behaviors
- Active substance use
- Active psychosis
- Active suicidal ideation or self-injurious behaviors
- Active restricting and purging behaviors
- Sexual misconduct
- Severe intellectual disability

IMPORTANT ADMISSIONS PAPERWORK

Prior to admission, all paperwork must be completed and submitted to the appropriate Grove School staff. The following information, included in the student's enrollment packet, is required before or upon entry into Grove School:

- Grove School application for admission
- Letter and/or treatment summary from current therapist and psychiatrist
- Child's photo
- Recent neuro-psych testing (if applicable)
- Hospital discharge summaries (if applicable)
- Grove School Medical Information packet, including:

- Physical examination completed within 1 year
- Immunization Records with a PPD within the last 6 months
- Current IEP from home district (if applicable)
- Current academic transcript showing grades and earned credits
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Releases for information and liability
- Agreement to assume responsibility of payment

WHAT YOU CAN AND CAN'T BRING

It is our goal to have each student feel comfortable while maintaining a safe and healthy atmosphere. We have included a list of items that may be brought to Grove School as well as a list of items that are not permitted on campus. These lists are intended to be a guide and may not include every item in question. Please direct any questions about unlisted items to the Admissions Director prior to admission or to the Advisor once enrolled in the program. These guidelines are consistent with program policies and follow health and fire safety codes.

Suggested Items:

- ✓ Two sets of twin sized sheets (mattress pad is recommended)
- ✓ Pillow
- ✓ Blanket/comforter
- ✓ 2-3 sets of towels (including beach towel)
- ✓ Bed or reading lamp
- ✓ Alarm clock
- ✓ Water bottle
- ✓ Wristwatch
- ✓ Hygiene Items in a Shower Caddy – (shampoo, conditioner, soap, deodorant, toothpaste and toothbrush – no aerosol cans)
- ✓ Hangers
- ✓ Surge protector
- ✓ Clothing that is consistent with the Dress Code Policy (see Policy)
- ✓ Two-week supply of socks and underwear
- ✓ Clothing for special events (shirt and tie, polo shirt, dress pants, dresses, blouse or sweater)
- ✓ Seasonal items as needed (bathing suit, winter coat, rain gear)

NOTE: Amount of clothing may not exceed dresser and closet space. There is no storage available for off-season or infrequently used clothing items or belongings.

Recommended School Supplies:

- ✓ Graphing calculator required for 10th-12th grade
- ✓ 6 - two pocket folders
- ✓ #2 pencils and Pens
- ✓ 6 - one subject or 2 - three subject notebooks
- ✓ Backpack
- ✓ Water bottle

You may bring:

- ✓ Small stereo or speakers
- ✓ Computer/laptop/tablet/kindle/gaming console*
- ✓ Mp3 player/I-pod*
- ✓ 2-3 posters (no substance, violence or sexual themes)
- ✓ Bike (with reflectors, a lock & a helmet)
- ✓ Magazines, Books (age appropriate)
- ✓ Skateboards, Rollerblades, etc. (with helmet and appropriate pads)
- ✓ Camera*
- ✓ Sleeping Bag (for camping use only)
- ✓ Personal care items (razors, hair straightener)
- ✓ USB flash drive
- ✓ Snacks
- ✓ Décor items like small rugs, plants, photos, etc.

You may NOT bring:

- Clothing against the dress code
- Aerosol sprays
- Deactivated cell phones
- Refrigerator (provided in dorm)
- Microwave (provided in dorm)
- Cooking item (hotpot/coffee pot, etc.)
- Alcohol or other illegal substances
- Knives or weapons of any type
- Candles, incense, matches, lighters
- Medicines (not allowed in dorm)
- Mouthwash containing alcohol
- Jewelry or belongings of high value
- Novelty lights including string lights
- Tapestries or fabric wall hangings

* All electronic equipment is subject to search by administration at any point for content. It must be used responsibly and according to school guidelines. Tech devices that have internet capabilities will be held by the student's advisor for (at least) the first two weeks of enrollment.

NOTE: We suggest that you print your student's name on as many items as possible. Grove School is not responsible for the personal possessions, clothing, equipment, or money of each student. Administrative staff will make every attempt to find a missing item. Parents are well advised to keep a record of the serial numbers, descriptions, and receipts of all valuables that their children bring to school. Some homeowner's policies include coverage for these items while a dependent is away at boarding school. Please check your policy to be sure coverage is in effect.

Items with special requirements:

- ✓ Movies and Videos
Students under the age of 17 cannot have Movies and/or Videos that exceed the PG-13 and/or “T” or “E” ratings. Students 17 and older must have the approval of their Advisor. Unrated games and videos are not allowed. Any misuse of these items will result in their confiscation and disposal. If parents allow students to access streaming media accounts, they should adjust parental restrictions accordingly.
- ✓ Video Game Consoles
All video game consoles are brought at the risk of the owner.
- ✓ Cameras, digital cameras, phone cameras
We respect the privacy of all our students and staff. Any misuse of a camera will result in their immediate confiscation. Items will be sent home and disciplinary action may be necessary.
- ✓ Cell phones
Cell phones must be kept with the administration. See Cell Phone Policy.
- ✓ Pets
No pets of any kind upon admission. See Animals for further information.
- ✓ Large sporting items such as hockey or ski equipment may only be stored on campus in-season. Items should be brought home at the completion of the season.

DORM ROOM

Grove School has many possible room arrangements including doubles, triples, and some quads. Every effort is made to accommodate all students’ needs regarding rooming assignments. To keep rooms clean and organized, there is a limit to the number of personal belongings that can be brought to campus. Excess items need to be picked up or arrangements will be made to ship the items home. Storage is not available for suitcases offseason or unused items.

Room decorations are clearly a matter of individual preference. Although we require rooms to be decorated tastefully, there is a degree of latitude for individual style.

ORIENTATION PROCESS

Once a student has been admitted to the program, a date and appointment time is set for admission into the program. All appropriate paperwork must be submitted by this date. If a student is publicly funded, a PPT must be held prior to admission to review the Individualized Education Plan (IEP).

On the day of admission, a student and their parents will go through an orientation process. This will include a general overview of the program, an introduction to various members of the Grove

School staff, individual meetings with the child's Advisor, Therapist, and/or Psychiatrist, enrollment in classes, and moving into the dorm. Students will be introduced to their dorm mates, and every effort will be made to help the student and their family feel comfortable.

Students will begin on supervised phone calls and on a supervision check in status. This means that they will always be expected to be with staff, including during their phone calls. Supervision does not apply to time spent in their bedroom or bathroom. Students are eligible for the next stage of check in status and after the successful completion of two weeks.

UNDERSTANDING YOUR CHILD'S TEAM

In order to best serve the student, Grove Staff work in collaboration with each other, the student, and their family. The student's team meets both formally and informally on a regular basis to share information, discuss ideas, and present solutions. Active communication between all members of the team is essential to supporting the growth of the child.

A child's team has representatives from all areas of their life. This is in keeping with our philosophy that a seamless interface should exist between all areas of a student's life to support the whole. At times members of the team may have differing opinions on how a student's work should proceed. Every effort should be made to communicate at these times and avoid splitting among team members. This will always be in the best interest of the student.

The following section describes in more detail the role of each member of the team.

Student

The team exists to support and assist the student in recognizing and achieving their goals. This work relies on some level of cooperation and investment from the student. Students who become most successful in this program are open to experiencing change in their lives and are willing to look within themselves in an open and honest way. Every effort should be made by all members of the team to understand a student's strengths and limitations and to work on building a relationship with the student to help in doing their work.

Family

Grove School requires the active participation and communication of a child's family. This cooperation is integral to a student finding success. This process will be difficult at times, and the family should be prepared to look at their own role in a child's work. Parents, and often other family members, are expected to participate in family meetings and family therapy at least once a month. This approach focuses on the family system and recognizes that it is difficult for one

member of the family to change and grow without requiring other members of the family to change and grow as well.

Parents are especially encouraged to contact staff members if they have a differing opinion or concern about a direction of treatment. When struggling, students are most likely to try to split the school and the family and colluding with this, on either part, is extremely detrimental to the treatment process.

The team is expected to work together both on and off campus. To this end, parents are asked to support the school in maintaining the same expectations, guidelines, and policies at home. This is important in creating continuity for our students. There will often be a need for modifications at home based on the environment; however, those modifications should be made consistent with the philosophy of the school and in conjunction with team members.

Advisor

Every student is assigned an Advisor upon admission. The Advisor is the central point of communication for all members of the student's treatment team, including the student. The Advisor is the liaison between the family and all departments of the school and is the primary contact person for the family. Most of our Advisors have been dorm staff and teachers and are intricately aware of the everyday operations of the program. All questions and concerns, by the student and their family, should start with the Advisor. We visualize the Advisor as the center of the wheel with connections to all the spokes on the wheel. For many students, this is the person to whom they become the closest while they are at Grove.

Parents and Advisors should strive to be in communication with each other once a week. At times, especially in the beginning, this may be more frequent. As a student becomes more comfortable in the program, this communication may become less frequent depending on the needs of the family. Communication should go both ways between families and the Advisor, and they should discuss the best ways and times to be in contact during the week (i.e., phone, email, scheduled times, as needed, etc.).

Advisors are typically assigned eight to ten students with whom they will work closely. Additionally, they hold an administrative role in managing the campus. Many Advisors also carry a teaching load or specialty area responsibility (i.e., technology or activities coordinator). Every Advisor is available Monday through Friday during the day and will work one additional weekly evening shift and one weekend a month. It is important to note that an Advisor's evening and weekend shifts are focused on campus management. While they may be able to give brief updates during this time, they are not available for family meetings or phone calls.

We recommend scheduling phone calls and family meetings in advance. Email is the preferred method for most communication between regularly scheduled appointment times. Advisors can be contacted through the main phone number.

Therapist

Every student is assigned a therapist upon admission. Our clinical staff are from various disciplines and come with an array of experience. Our clinical staff is made up of board-certified psychiatrists, psychologists, licensed clinical social workers, licensed professional counselors and marriage and family therapists.

Students will see their therapist in twice weekly sessions. Students can expect these sessions to remain confidential, except for information that may be harmful to themselves or to others. Therapists will keep in frequent contact with the Advisor and will be updated on any behavioral or emotional information that is important to treatment. Therapists can be contacted through the school's main number. Most therapists are on campus between 3-5 days per week.

Parents should speak with the therapist at least once per month and/or in a family session. Therapists may also be available more frequently based on individual treatment needs and progress.

Prescriber

Students are each assigned a psychiatrist upon admission whether or not they are currently on medication. In some instances, the psychiatrist may also maintain the role of therapist. Students can expect to meet with their psychiatrist on an average of every 2-3 weeks. Decisions are made to meet more frequently when clinically appropriate.

Psychiatrists are in frequent contact with both the therapist and the advisor and are updated on any important information. Parents will be contacted by the psychiatrist prior to any medication change.

Health Center Staff

The Health Center is comprised of an Advanced Practice Nurse Practitioner and licensed nurses. The office is responsible for medication management and assessment of illness or injury. Health monitoring is an important part of wellness at Grove School, which includes but is not limited to scheduling necessary appointments, facilitating bloodwork and monitoring vitals. The Health Center is in regular contact with other members of the treatment team to provide the best medical care for each student.

Executive Level Representative

Every clinical team has an executive level administrator in attendance. This is to ensure overall programmatic knowledge of clinical decisions and directions. Executive level administrators also serve as the On-Call contact in the event of any incident or emergency, and their attendance at the clinical team meetings ensures their familiarity with each student and circumstance. This representative is also focused on continuing to improve the system to best meet the needs of the students and their families.

Dorm Staff

Each student will live in a dorm that is directly supervised by two dorm staff. Each dorm staff rotates coverage of the dorm throughout the week and weekends. Dorm staff are responsible to cover either Monday/Wednesday or Tuesday/Thursday during the week and rotate this responsibility every other weekend.

Dorm staff supervise the everyday actions of each student in their dorm. They ensure that students are taking care of their responsibilities (dorm job, homework, cleanliness, personal hygiene, etc.) and are there to connect and talk with the students. Many students become very close and connected with their dorm staff.

Dorm staff also maintain an important role during the school day as teachers, teacher's assistants, and/or other specialty assignments. They also plan and take the students on many of their activities. All of this contact allows our teachers to get to know the students in several different situations.

Dorm staff submit daily dorm reports, giving an overview of relevant events in the dorm. These are submitted to the Advisors and Clinical Staff for understanding of what goes on in the dorm. Dorm staff also participate in case conference meetings on students.

Teachers

Most of our teachers also live in the dorms as residential staff. Some of our senior teachers assume non-residential roles focused on the academic program. Most of these roles are filled by staff who have lived in the dorm for a period of time.

Teachers are in frequent formal and informal contact with members of each treatment team as well as your child's other teachers. This information is disseminated to all necessary people. These systems are in place to ensure that no student falls through the cracks.

Grove School Staff

Grove School operates as a community where every member of the community is responsible for the quality and cohesiveness of the whole. To this end, every staff member, including the office staff, kitchen staff, night staff etc. is trained to be in tune with how the community and individuals within the community are doing. All staff are encouraged to build relationships with the students and to conduct themselves as role models, supporters, and resources to our students. In this way, all members of the community become a part of your child's team and work in the student's best interest.

INTRODUCTION

This section provides general campus information intended to give a practical understanding of the daily operations of Grove School. This section also includes the rights and expectations that our students and their families can expect of the Grove School environment.

HOURS OF OPERATION

Grove School is staffed 24 hours a day, seven days a week, while we are in session. During our vacation times, we have an answering service which will direct calls to an On-Call Administrator, and our students and their families can expect a call back shortly.

Parents can reach an administrator at all times. From 11pm to 7am, a Night Security Staff manages the phones; however, in an emergency, they can contact the Administrator on Duty or their On-Call Supervisor.

ADMINISTRATOR ON DUTY

Management of the campus, at any given time, is the hands of the Administrator on Duty (AOD). Some of their major functions include organization of activities, transportation, support for dormitory staff, and the handling of emergencies. At the end of the evening, a report is compiled. This report includes, but is not limited to, critical incidents, medical issues and emergencies. These reports are circulated and filed as appropriate. The AOD reports to an "On-Call" Director as necessary and appropriate.

After school hours, the AOD supports residential staff with all necessary requests including, but not limited to, assisting with students, planning and implementing activities, dorm coverage, and management of campus as needed. After 4:30 pm, all phone calls on and off-campus are channeled through the Welcome Center until 7:00 am the following morning. The Night Security Staff will answer calls from 11:00 pm to 7am and contact the AOD if necessary.

SENDING AND RECEIVING MAIL

Mail is sent out from the Main Office at 4 p.m. Monday through Friday. Students may obtain stamps from the Administrative Secretary in the Main Office and drop off outgoing mail.

Mail is distributed Monday through Friday to students through the dorm staff. A student's dorm staff will distribute mail directly to the student. If there is a concern over received mail, the Advisor will be given the mail, and its delivery will be supervised. Parents/guardians will be notified.

Packages are delivered to the main office and are distributed daily by Advisors. Students are asked to open packages in the presence of an adult based on the discretion of the administration. All mail should be sent to the student/staff's attention at 175 Copse Road, Madison, CT 06443.

STUDENT RIGHTS

It is the policy of Grove School that no program is implemented which jeopardizes the student's personal rights. These rights include, but are not limited to, the right to be free from physical, mental or monetary exploitation and the right to maintain privacy and personal dignity.

In any situation where a program of Grove School might be construed as a violation of these rights, an informed written consent of parent(s) or guardian for a student's participation must be obtained and kept in the student's clinical and educational file.

If a student considers that their personal rights have been violated, that student has the right to utilize the student complaint/grievance procedure described below.

STUDENT GRIEVANCE POLICY

Grove School provides a grievance or complaint process to its students and to their families. Any student who has a serious concern or complaint regarding their treatment at Grove has recourse through the following procedures:

The student has access to speak freely to their dorm teacher/counselor, their individual therapist, their Advisor, an administrator, the Title IX coordinator, the Executive Director, or the CEO.

The student may make a formal oral or written complaint to the persons stated above. This may be done in the form of a note or letter addressing the specifics of the problem and given directly to any of the Administrators, Directors, Executive Director, or the CEO. At a student's request, a staff member may help draft the letter. Should the student feel more comfortable expressing their concerns orally, they may speak freely to other teachers/counselors or administrators. Students are also encouraged to speak of such concerns with their therapist.

The student has access to speak freely to their parent or guardian. At the request of the Grove School or the parent, a meeting may be set up to discuss the situation.

The Administrative Team will address students' oral or written complaints. Students will be made aware that they may voice complaints orally or in writing without fear of punishment or retaliation.

NON-DISCRIMINATION STATEMENT

Grove School prohibits discrimination in all its program activities on the basis of race, gender, color, national origin, age, disability, religion, and sexual orientation.

SEXUAL HARASSMENT

Grove School endeavors to provide all students with a school environment that is free from all forms of sexual harassment. Sexual harassment is based upon the perception of such behavior and is not limited to intent. Sexual harassment will not be tolerated by, among, or against students of Grove School. It is acknowledged that sexually harassing behavior can originate from a person of any gender. Examples of such behavior include unwanted touching, insulting, or degrading sexual comments, and/or the display of suggestive gestures, objects, words or practices.

A proven charge of sexual harassment against a staff member or student of Grove School shall subject that staff member or student to appropriate corrective action. Such action by a staff member may include discipline up to and including discharge. A proven charge against a student will subject that student to appropriate corrective action which may include suspension or expulsion.

Students and/or their parent/guardian should promptly report claims of sexual harassment to the Executive Director or the CEO. All complaints of sexual harassment will be treated with appropriate confidentiality. The parents of a child making a claim of, or accused of, sexual harassment will be promptly notified of the complaint, included in proceedings and apprised of the results of the investigation.

If it is determined that a complaint of sexual harassment was not made in good faith or was deliberately false, the student making the complaint will be subject to appropriate action which may include suspension or expulsion.

Grove School may, in the absence of a victim's complaint, initiate an investigation upon learning of possibly harassing sexual conduct. Any staff member who is made aware of a complaint of possible sexual harassment must immediately take action to correct the situation. The incident

and its follow up must be immediately reported to the Executive Director who will promptly process the complaint.

Training of students regarding sexual harassment will be accomplished through community meetings, dorm meetings and meetings with individual student's Advisors.

TITLE IX

It is the policy of Grove School to operate in accordance to all regulations stated under Title IX of the Education Amendment of 1972. This states that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The federal regulations for Title IX prohibit discrimination in: facilities; access to courses and other educational activities; career guidance and school guidance counselor services; student financial aid; student health and insurance benefits; scholastic (K-12), intercollegiate, club, or intramural athletics; physical education; student housing and facilities; decisions based on marital or parental status or pregnancy. In subsequent legal interpretations, it was determined that Title IX also covers employment in educational institutions and sexual harassment. The Title IX Regulations also mandate that all institutions receiving federal financial assistance designate an employee to be responsible for the organization's enforcement of Title IX. This employee, referred to as the Title IX Coordinator, processes grievance complaints and helps ensure that the recipient institution is effectively implementing Title IX.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Grove School Staff must take all reasonable steps to adhere to the Health Insurance Portability and Accountability Act (HIPAA). All Grove Staff are trained on the importance of maintaining the privacy of all health information in accordance with the standards of this Act.

PRIVACY

Grove School protects each student and family's right to privacy. Any confidential information regarding a student and/or their family shall remain confidential by any and all staff that may become aware of the facts.

CONFIDENTIALITY

Grove School will protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages. Access to this information is limited to administrators,

a student's teacher(s), and appropriate special services personnel. The Executive Director shall ensure that confidentiality of any personally identifiable information is maintained within the school. In addition, the Executive Director will annually instruct employees using or collecting information about the State's policies and procedures pertaining to the use of such information.

Grove School observes the Connecticut State Guidelines for the maintenance and/or destruction of documentation. The information on a permanent record may be maintained without limitation. This information includes a student's name, address, phone number, grades, attendance record, classes taken, grade level and year completed.

Individualized files for all students are protected within locked files accessible only to duly authorized Grove School employees. Each student shall have an overall file maintained on campus. Additionally, there may be a file set up by their therapist, teaching/school staff, and/or their dorm staff. All information is to be kept confidential. Any breach in that expectation may lead to an employee's dismissal.

At the time of hire each employee, volunteer, or intern shall receive training regarding confidentiality and sign documentation of such which is to be filed in their personnel file.

Parents/guardians of students will receive, upon request, reports concerning health, behavior, and over-all progress. The school will not disclose information pertaining to any student or family unless the parent/guardian(s) have given written permission, except in an emergency or in the case of suspected child abuse or neglect.

Grove shall retain student's records for at least seven years following termination of enrollment. Education records are kept in accordance with the Department of Education's regulations. The method of destruction of such records will be incineration or shredding. In the event the Grove School ceases operation, all students' records will be turned over to the state of Connecticut's Department of Children and Families, or upon order, to a court of competent jurisdiction. Should the school change ownership, all student/staff records shall remain with the school.

INFORMED CONSENT

It is the policy of Grove to obtain informed consent from students and their parent/guardian(s) prior to them engaging in any activity that may be perceived as putting their rights at risk, such as implementing/modifying the use of medication.

MEETING AND ASSEMBLY PROCEDURES

When attending an assembly or meeting of any kind in the gymnasium, dining room, or other smaller gathering in a classroom or dorm, students must follow these important rules:

- Go directly to the location of the meeting or assembly as directed.
- Conduct themselves with respect for self and others.
- After the assembly, follow directions for dismissal.

FIELD TRIPS

Field trips are enriching educational experiences. Classroom learning is also an important educational experience, and it is necessary to balance one against the other.

Students planning to attend a field trip are responsible for the work covered during the missed classes. If students fail to attend a field trip for which they signed up, the teacher taking the field trip will notify the education office and the AOD.

GENERAL SAFETY AWARENESS

Safety awareness at Grove is vital to providing a safe and healthy environment for students, employees and visitors. All staff are trained on General Safety Precautions, and all students are informed of the policies, guidelines, and expectations in this area. Emphasis shall be placed on locations of exits, alarm stations, fire extinguishers and related safety equipment. Grove School follows all locally mandated fire and safety codes.

EMERGENCY PREPAREDNESS

Grove School utilizes Emergency Preparedness Plans to prepare for, respond to, and recover from emergencies that may impact the safety of our students and staff. The purpose of this Emergency Preparedness Plan is to:

- Maximize survival of people, prevent and/or minimize injuries, and preserve property and resources at Grove School by making use of all available manpower, equipment, and other resources in the event of a natural, man-made, or national security emergency/disaster.
- Provide for direction and control and the continuity of Grove School in disaster situations.
- Provide for the integration of resources and capabilities of Grove School for decreasing hazards and for survival and recovery operations when any disaster threatens or occurs.

- Define the roles and responsibilities of Grove School for the preparation and conduct of emergency operations prior to, during, or after a disaster.
- Provide a basis for the preparation of detailed emergency operating procedures and training by Grove, and support organizations assigned emergency responsibilities.
- Emergency Preparedness Planning is broken down into four major areas: Natural/Environmental Emergencies, Medical Emergencies, Civil Disorder, and National Emergencies.

All Staff are trained in Emergency Preparedness Protocols and Procedures.

FIRE DRILLS

Every effort is made to keep the campus safe from fire. Students are expected to follow all guidelines and policies with regards to fire safety. This includes adhering to the list of acceptable items allowed on campus and eliminating any unapproved items. Additionally, students and staff will participate in regular fire drills.

Staff will instruct students on how to proceed during a fire drill both during and after the Academic School Day. Students are required to respond to the fire alarm in a prompt, orderly manner and to proceed directly to the designated meeting place. All belongings must be left where they are. Students and Staff must wait for the direction of an Administrator to return to their dorm or classroom at the completion of the drill. Fire Drill procedures are posted in all areas of campus.

SECURITY

The Grove School Staff make every effort to create and maintain an environment that is safe for our Students and Staff. The following protocols are in place to support this goal:

Grove School Campus is monitored at all times by the Security staff, Administrators and other support staff. During the Academic School Day, the Directors, Residential Administrators and Education Directors are responsible for overall campus management. At the completion of the Academic Day, the Administrator on Duty (AOD) office is opened and staffed by Administrators until 11pm when Night Security assumes responsibility. The AOD is contacted for any evening situation. The AOD is supervised daily by an On-Call Director.

All visitors must report to the Welcome Center to Sign-In to the Visitors Log and be directed to their meeting place. Visitors are also expected to sign out upon completion of their visit. When the visitor(s) is taking a student off-campus they must also sign the student out and then back in

upon their return. Visitors who come to campus after the school day or on the weekends must sign in at the Welcome Center.

All student residences are locked during the school day. Students needing access to these areas need approval from the Education Office.

All student residences have assigned staff daily. Dorm staff or other personnel supervise students who are in the dorm or manage their check-in status while on-campus. If no staff is covering the dorm, students are re-assigned to other dormitories and the dorm is locked.

NIGHT STAFF SECURITY

Grove School strives to provide adequate internal and external security to ensure the safety of children at all hours, daily. Throughout each day all administrators are responsible for the overall safety and security of each student and the campus as a whole. This is under the direction of the Assistant Directors, and ultimately the Executive Director and/or the CEO. Each afternoon/evening there are assigned Administrators on Duty (AODs) to serve as “campus supervisors”. Overnight during the third shift, a security group on campus monitors the status of each dorm. An administrator is on call for each overnight shift in the event they are needed.

Night security personnel patrol campus nightly and work out of the AOD office in between patrols.

All dorms are staffed by the on-duty staff who sleep in their room and are available as needed. These dorms are also assigned an awake night watch staff. This staff maintains contact with the night security personnel throughout the evening.

TRANSPORTATION

Grove School uses passenger mini-vans and SUVs to transport students. All Staff are trained in Connecticut State Law and Grove School Transportation Regulations, which are focused on safety. All Staff members who drive Grove vehicles hold a “Public Service License”.

Students in school vehicles are held to the highest possible safety standards. Those who do not meet these expectations should be removed from the vehicle as safely as possible. Permission to ride in a school vehicle can/will be denied until such time as it is granted by the Associate Executive Director or designee.

The following expectations apply to van behavior:

- Seat belts must be worn.

- Students must behave in a respectful way and obey the instructions of the driver
- All belongings and trash must be removed upon returning to campus.
- Students are expected to treat the van with respect – students will be responsible for any damage to the vehicle and failure to comply will result in losing their van privileges.

CRISIS INTERVENTION

For purposes of this policy, a crisis shall be defined as a situation which puts a student(s) at potential risk of physical harm to himself/herself or others, or of risking substantial property damage. Staff are trained in a system of Therapeutic Crisis Intervention (TCI) and follow up of any crisis that may occur.

INTRODUCTION

As a member of the Grove community, students are expected to follow all policies, guidelines, and expectations whether on or off campus, including home visits. Maintaining the notion that “you are who you are wherever you are” is fundamental to the Grove philosophy. Students are held to this standard throughout their enrollment at Grove, and parents are expected to support their efforts in maintaining these standards. The following section gives information on these expected standards of behavior. Please contact your child’s advisor and/or other administrator for any questions.

BODY PIERCING AND TATTOOS

It is the policy of the Grove School that there will be no facial or body piercings except for standard ear and single nose piercing. Standard piercing does not include the process of “gauging.” Those students admitted with existing piercings, other than standard ear or nostril piercing, must remove any objects from the holes, including “spacers,” and abstain from further use of the holes. Grove follows the American Dental Association recommendation that tongue piercing is hazardous to one’s health, and therefore there will be no tongue rings of any kind (including spacers) while a student is enrolled at Grove School. Failure to comply will result in disciplinary action.

Grove discourages tattoos, especially for students under the age of 18. Parental permission **MUST** be given, and all necessary precautions should be taken to minimize health risks in the event that a student pursues tattooing.

Additionally, it is the policy of Grove School that self-piercing of any kind (including ears) or self-tattooing are strictly prohibited and will result in disciplinary action.

BULLYING/SCHOOL CLIMATE PLAN

The policy of Grove School is to maintain a safe academic and residential environment that is free from bullying. Bullying activities of any type are inconsistent with the therapeutic goals of the program, contrary to State law and are always prohibited.

Bullying is defined as repeated written, oral, and electronic communications:

- by one or more students directed at or referring to another student
- and physical acts and gestures by one or more students that are repeatedly directed against another student and that:
 - cause the student physical or emotional harm or damage their property,
 - put the student in reasonable fear of harm or property damage,
- cause a substantially detrimental effect on the student's or students' physical or mental health;
 - create a hostile school environment for the student,
 - infringe on the student's rights at school, or
 - substantially disrupt the education process or Grove School's orderly operation.
 - substantially interferes with the student's or students' academic performance;
- substantially interferes with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided

A “Hostile Environment” is defined as one in which bullying among students is so severe or pervasive that it alters the school’s climate.

Bullying can take many forms including, but not limited to: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying

This explicitly includes conduct targeting a student’s actual or perceived possession of, or association with others possessing or perceived as possessing, any differentiating characteristic based on race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

This includes “cyberbullying” defined as: acts of bullying carried out through mobile electronic devices or electronic communications, the Internet, interactive and digital technologies, or cell phones.

A “School Employee” is defined as anyone who is employed by the Grove School as a teacher, substitute teacher, school administrator, residential staff, counselor, therapist, nurse or anyone who provides services to or on behalf of students whose duties involve regular student contact.

The principal of Grove School will serve as the School Climate Coordinator and shall:

- facilitate the School Climate Team
- ensure the implementation of the School Climate Plan
- plan and implement annual training for School Climate Team members
- ensure that all school employees receive annual training
- facilitate annual revisions to the District School Climate Plan based on feedback from School

Climate Team

- review all reports of suspected bullying and investigation reports.

The principal will designate an existing committee or create a new committee to serve as the School Climate Committee

This Team shall:

- meet regularly
- review and amend, as necessary, the School Climate Plan
- make recommendations to the Executive Director regarding necessary changes to the school policy
- perform any other duties as determined by the principal that are related to improving school climate
- receive copies of completed reports following investigations of bullying
- identify and address patterns of bullying among students in the school
- educate students, school employees and parents and guardians of students on issues relating to school climate and bullying

The assistant principal and dean of students will serve as the School Climate Specialists and shall:

- provide leadership to the school community in the prevention, intervention, and response to reports of bullying, discrimination, teen dating violence, and otherwise mean-spirited behavior in the school
- ensure implementation of School Climate Plan;
- coordinate the provision of annual training to all staff on the prevention, intervention, and response to bullying
- ensure that all students, parents, and school employees are notified annually, at the beginning of the school year of process by which they can make reports of bullying, including anonymous/discrete reports
- investigate or supervise the investigation of reported acts of bullying in accordance with the School Climate Plan
- ensure the implementation of intervention/response plans for all verified acts of bullying
- collect and maintain records of reports and investigations of bullying in the school

Training and Professional Development

Grove School shall require that all school employees receive annual training that will include information addressing the prevention of, identification of, and response to bullying. This training will be determined by the School Climate Team.

Bullying Reports

Students or Parents may file:

- oral Reports to school employees
- written reports through e-mail to the school principal; assistant principal, Dean of Students; or their child's treatment team.
- If they wish, students will remain anonymous outside of the staff member who received the report and the principal. Anonymous reports must be reviewed by the principal and Dean of Students, but no disciplinary action may be taken solely on the basis of any anonymous report.

School employees who witness acts of bullying behavior or receive reports of bullying **MUST** report it to the principal.

School employees must:

- make that report as soon as possible, but not later than one (1) school day after such school employee witnesses or receives a report of bullying
- file a written report as soon as possible, but not later than two (2) school days after making such an oral report.

Investigations

ALL reports of suspected bullying must be investigated. The Dean of Students must investigate or supervise the investigation of all incident reports including anonymous reports and ensure that such investigations are completed thoroughly and promptly after receipt of any written report and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parent or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced. If the investigation determines that the reported act is not within the scope of Grove Schools jurisdiction, Grove School will provide the individual who submitted the report resources in the community appropriate to address the reported act. Upon completion of the investigation the school climate specialist or the investigator shall complete a Bullying Determination report.

Verified Acts of Bullying

When an investigation concludes that there has been a verified act of bullying the parents of both the target and the perpetrator will be notified not later than 48 hours after the conclusion of the investigation. The notice must:

- describe the school’s response and any consequences that may result from further acts of bullying;
- invite the parents or guardians of a student who commits any verified act of bullying to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and the policies and procedures in place to prevent further acts of bullying and/or teen dating violence;
- invite the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying

Notification of Law Enforcement

The principal or their designee **MUST** notify the appropriate law enforcement agency when such principal or their designee believes that any behavior may constitute criminal activity.

School Safety and Intervention Plans

For each verified act of bullying a written plan must be developed for both the target and the perpetrator.

For the target this plan must:

- include a school safety plan that describes what school staff will do to ensure safety in the school environment.
- include an intervention strategy to teach the skills and dispositions necessary to decrease the likelihood of further victimization.
- be monitored by the Dean of Students or their designee (to be identified in the plan) to ensure implementation fidelity and adjusted as necessary to provide a safe environment
- be provided to the parent and shared with the student

For the perpetrator this plan must:

- include any disciplinary action to be taken,
- next steps should bullying occur again (repeated acts of bullying may lead to suspension and/or expulsion.
- clearly state that retaliation against the target, the reporter, or any individual participating in the investigation is prohibited
- be provided to the parent and shared with the student
- Include an intervention strategy designed to teach the skills and dispositions necessary for participation in a safe school climate

DINING ROOM

All meals take place in the dining room as a community. During each meal students are expected to sit with their dorm staff and dorm mates at an assigned table. Assigned seating in the dining hall reinforces the sense of family established in the dorms.

Community meetings are routinely held immediately following meals. Each meeting begins with a roll call to ensure that all members of the community are accounted for. Content of the community meeting will range from simple announcements of the day's activities to discussion of campus or global issues that impact the community. When appropriate, students are encouraged to actively participate in these discussions.

Dining Room Expectations:

- Students are expected to be on time
- Transportation devices, i.e., skateboards, roller blades, scooters are NOT allowed in the dining room. While these devices may be left outside the building in an orderly fashion, students are encouraged to leave them at the dorm.
- Students are expected to enter the area in an orderly fashion and wait patiently.
- Hats and headphones are NOT to be worn in the Dining Room.
- With the exception of approved dietetic purposes, no food or drinks are to be brought into the Dining Room.
- Use of technology is prohibited during mealtimes.
- Tables and surrounding floor area should be kept/left clean.
- Roaming should be minimal and limited to getting food, returning dishes and/or getting medications.

DRESS CODE

A correlation exists between good grooming, personal attire, and emotional health. The overall guideline is that student dress should be modest, neat, and clean. Appropriateness of attire is at the discretion of the administration. Students should be aware of, and responsible for, maintaining healthy personal hygiene and grooming. No apparel that the teachers or administration judge to be distracting to the environment.

To support our student's therapeutic growth, we have developed the following dress code:

- Hats, caps or head coverings are not permitted in the dining hall or in the classroom.
- Clothing should provide adequate coverage and must be appropriate for the occasion to which it is worn. Visible halter tops, tube tops, cropped tops, and spaghetti strap tops are not

appropriate for the classroom or dining room. Long crop tops, which cover $\frac{3}{4}$ of the torso, are

only permitted during the residential activity periods.

- Pants and shorts should fit at the waist or hips and totally cover undergarments. Baggy clothing should be secured with a belt.
- Skirts, dresses and shorts should provide full coverage and be appropriate for the venue in which they are worn. Distracting short shorts or clothing that expose undergarments are not permitted. Excessively torn, ripped, destroyed or altered clothing may not be permitted.
- No apparel, jewelry or accessory that contains profanity, obscenity, violence, sexual references or references of use of drugs, alcohol, or tobacco is allowed.
- No apparel, jewelry or accessory with any paraphernalia which may be dangerous, or distracting is allowed. This includes but is not limited to chains, spikes, and straps.
- Pajamas, pajama-style pants, or slippers are permitted only in the dormitory.
- Bathing suits must provide adequate coverage and should be suitable for swimming or other water sports. Suggested bathing suits are trunks, board shorts, full tank suits, “tankinis” and athletic-style two-piece. String bikinis are not permitted. Bathing suits should be covered while on campus and during transportation to and from water-based activities.
- Only conventional hair coloring is permitted. Students may NOT dye their own hair on Grove campus. Hair coloring should occur in a professional salon or when a student is at home.
- Hair should be clean and well-groomed. Students may not cut their own hair or have their hair cut by another student on the Grove campus unless parental and advisor permission is obtained.
- Facial and body piercings are limited. Lip, eyebrow, tongue piercings are not permitted. Single nose piercings are permitted at this time. Existing piercings that are not permitted must be removed prior to admission. All new piercings that align with the dress code should be approved by parents and the Advisor first.

Continued violations of the dress code policy will result in disciplinary action. Any clothing that does not fit the dress code may be confiscated or sent home, at the expense of the student’s family.

THE GROVE SCHOOL PROPERTY

All Students are expected to treat all the Grove School property with respect. Grove School provides safe/comfortable/well maintained furniture/furnishings throughout all campus areas.

Each student shall be provided with a clean, comfortable bed, a private dresser or similar storage unit, a chair, and a writing surface. Students are expected to maintain all property in the manner in which they found them, expecting routine wear and tear. Students will be responsible for damage they inflict on property.

ROMANTIC RELATIONSHIPS

Grove School believes that relationships are a cornerstone to therapeutic work and understands that healthy romantic relationships may be a positive extension of this process. However, in some circumstances, romantic relationships can be a distraction and a barrier to growth. Therefore, Grove School recognizes that romantic relationships are appropriate for some students and might not be for others. Treatment teams, administrators, and other pertinent staff will work with students and families to evaluate the appropriateness of romantic relationships based on criteria such as age and developmental stage, length of time in treatment, existing relationship dynamics, and how the romantic relationship melds with other therapeutic goals.

To have a romantic relationship formally approved, students will meet with their advisors and a Director to review expectations. Both students must be enrolled at Grove School for at least 4 months, have obtained 45-minute Check-In Status, and demonstrate the school's Core Values (Courage, Integrity, Commitment, Accountability, Consideration, Learning, Open Mindedness) as they participate in their programming.

While in an approved relationship, students may engage in mild displays of affection such as handholding, hugging, kissing, and sitting closely together, provided that it matches the context of the setting and is not disruptive or distracting for others. Students may also receive permission to attend activities on and off campus, and schedule visits during weekends and vacations at the discretion of their treatment teams and a Director.

SEXUAL RELATIONSHIPS

Grove School prohibits sexual activity between all students, including students in approved romantic relationships. Sexual activity is defined as genital and breast contact, mutual masturbation, and sexualized picture and video communication. Students are also prohibited from participating in social media dating and matching applications or platforms. Violations may require disciplinary measures including adjustment of supervision status and other privileges, suspension, and expulsion at the discretion of the treatment team and administration.

NO SMOKING/VAPING POLICY

Grove works to improve the health and wellness for everyone. Therefore, Grove School is a non-smoking campus. In addition to the health factors, the task is to teach self-discipline and to encourage emotional and physical growth in our students. For the purpose of this policy, smoking includes tobacco, e-cigarettes, vaporizers or any other smoking device.

Any student that smokes/vapes on the Grove campus, on a Grove-related activity, or at home during a vacation period or weekend will be engaged in a substance use response plan that may include being put on supervision, given community service hours, meeting with administrators, suspension and/or expulsion.

It is against Grove School policy to have cigarettes, e-cigarettes or other tobacco related products in the rooms or on the person of any student. There will be random checks of dormitories and personal space for vaporizers, cigarettes, matches and other tobacco related contraband. Students will not be allowed to buy or receive smoking devices or cigarettes.

It is the expectation that this policy applies to all Grove students both on and off campus (including home visits and vacation periods).

SUBSTANCE USE

It is the policy of the Grove School that no student is permitted to use or possess alcohol, drugs, cigarettes, tobacco products or other mood-altering substances while they are enrolled. This includes the possession of prescription or non-prescription drugs. This policy applies to students both on and off campus and while they are at home on weekends and vacations. Violation of this policy will result in will be engaged in a substance use response plan that may include being put on supervision, given community service hours, meeting with administrators, suspension and/or expulsion.

All students are subject to regular and/or random searches of their room and personal belongings. Students are also subject to regular and/or random drug and alcohol screens.

It is the value of the Grove School to assist students who are struggling with substance abuse issues in a supportive way. However, multiple incidents of use will require a family meeting and discussion of how the student's issue may be best served.

SUPERVISION AND ACCOUNTABILITY

Ensuring safety and accountability is of the utmost importance to Grove School. The School maintains specific policies and procedures regarding student supervision and accountability. Grove School is the least restrictive setting that offers opportunities for students to earn independence by demonstrating responsibility, good judgment and a commitment to their personal growth.

Grove School uses a “Check-in Status” system to supervise all students. Upon admission to Grove, all students are on “Supervision” status (see definitions below). All new students will remain on supervision for at least two weeks after admission to Grove. After the two-week period, students may discuss a change in status with their advisor and request a “Check-in Status Form.” Each student must submit this feedback form to adjust their status. The form is completed by staff and summarizes academic performance and accountability as well as residential responsibility and accountability. It is reviewed in a weekly meeting by the administration and request are either approved or denied based upon the review. Check-in status increases in fifteen-minute increments until students earn “Downtown” status. Check-in status may be lowered or changed at the discretion of the administration. At times, other supervision statuses such as Staff Eyesight or AOD Eyesight may be necessary based on a student’s ability to safely comply with school policies. These expectations are provided below:

New Student Supervision

- Students must always be with staff excluding time spent in their assigned bedrooms or the bathroom.
- Students will walk to meals with a staff member or be called over to the Dining Room.
- Students will be called to and from activities by a staff member.
- Students will use the telephone and Internet under the supervision of their advisor or other administrator.
- Students will not be permitted to use personal cell phone.

Escorted Supervision

- Students must be with Grove Staff at all times including being walked to meals, activities, and classes.
- Students may need to sleep under the direct supervision of a 24 hour overnight awake staff.

AOD Eyesight

- Students must be with the AOD at all times and remain in the Welcome Center.
- Students may not attend on or off campus activities.
- Students must sit with the AOD at meals.
- Students may need to sleep under the direct supervision of a 24 hour overnight awake staff.

TERMINATION OF ENROLLMENT

Grove School does not terminate the enrollment of any student without consulting with the student's parent(s) or guardian, sending agency and/or any other agencies which have the responsibility for the student's educational program. Prior to terminating the enrollment of a student, Grove School will inform and cooperate with the local school district (LEA) or other public agency having responsibility for the child in formulating a follow-up plan for the student's education and/or welfare.

Grove School does not terminate the enrollment of any student for behavioral problems or unacceptable progress in the academic program without exhausting other reasonable alternatives.

Such alternatives may include but are not limited to:

- In crisis situations: a suspension of the student from the program for up to (10) school days pending a multi-disciplinary meeting. This purpose of this meeting is to discuss and plan alternatives to termination and includes the Grove School, the parent(s) or guardian, the sending agency and all other agencies with a compelling interest in the student's educational and social/emotional welfare.
- In non-crisis situations: the scheduling of a multi-disciplinary meeting with concerned parties to discuss and plan alternatives to termination of enrollment. Whenever possible such conference is to take place thirty (30) calendar days prior to the projected date of enrollment termination. Grove will notify all concerned parties at least two (2) weeks prior to the date of the conference.

Follow Up Plans

Grove School cooperates with the Local Education Agency (LEA) or other public agency having responsibility for the child in formulating a follow-up plan for the student's education and/or welfare prior to termination of enrollment. It is the policy of Grove School to document

discharge and aftercare planning for each enrolled student. A discharge summary is generated for each student leaving the Grove School, within thirty days of their leaving.

Suspension/Expulsion

The Grove School makes every effort to refrain from utilizing disciplinary measures such as in-school or out of school suspension that substantially remove the student for extended periods of time from those program activities related to the child's IEP. When or if, it is necessary to use such measures, all concerned parties will be notified.

Discharge by Graduation or PPT

A Grove School student may be discharged from enrollment in the program when they have successfully met the requirements for graduation or when the sending agency concludes, in a Planning and Placement Team meeting (PPT), that there is no longer any need for the student to continue to attend the Grove program.

Transfer placements

When a student is being placed in another program, Grove School will share information concerning the student with the new program through either a meeting or a written transfer summary prepared with the written permission of the parent or guardian.

Unplanned discharge

Students will not be discharged from Grove School without prior notification of parent(s)/guardian and the LEA. Situations, which might indicate the need for termination of enrollment on an emergency basis, include the following:

- serious intimidating, bullying, threatening and/or assaultive behavior
- fire setting
- serious abuse of illegal substances, including drugs, alcohol and other prescription or non-prescription medications. (reference to substance abuse programs may be indicated)
- suicide attempts (immediate hospitalization will occur)

In situations where one of the above acts has been committed the following procedures will be implemented:

- Parent(s)/guardian will be immediately notified. The student may be placed in their custody for a period of time up to exceed ten (10) school days or (fifty (50) school days in a year).

- LEA will be immediately notified and assisted by Grove School, where possible, in seeking an alternative placement for the student while they remain in suspension.
- When and if local authorities such as police or fire personnel have been involved all appropriate follow through will be implemented.

TRADING, BARTERING, AND/OR SELLING

Trading, bartering, and/or selling of items among students is not allowed. If any students feel that an exchange of items may be appropriate, it needs to be approved by a Residential Director or the Executive Director.

SECTION SIX

VISITING AND TRAVEL

INTRODUCTION/PHILOSOPHY

Family contact and communication is an essential part of the treatment process. Grove School encourages regular contact both on and off campus for students and their families. Our goal is to support and facilitate growth and improvement within the family. The policies related to visits follow a progression. This has been established so that families can be assisted in building a more solid foundation. We work closely with families to help provide the skills and processing time to achieve that goal.

It is the Grove policy that two full weekends pass before the first visit and four full weekends pass before the first overnight visit in order to help with the acclimation process. It is our experience that allowing sufficient time to get to know staff and peers in their new community helps them to more quickly and effectively begin the treatment process. Any exceptions to this policy should be discussed prior to admission.

Fundamental to the Grove philosophy is the notion that students are who they are whether they are on campus or off campus. To support this philosophy, a student at Grove is expected to follow all policies and guidelines while they are a student at The Grove School whether they are on or off campus. For example: students are expected to adhere to the no smoking/vaping policy both on and off campus whether they are with family, friends or Grove staff.

In general, the level of supervision that a student should have when at home or on a visit should be approximate the level of supervision a student is on while at Grove. It is important for both

parents and students to understand and follow through on this concept to help avoid splitting and reinforce our understanding that the treatment process is built with an alliance between family and Grove staff.

PLANNING

Visits with family are, and should be, an extension of the treatment process. Visits are an ongoing part of the therapeutic process and should not be thought of as a reward or a holiday. Therefore, communication around visits, as in all areas of the program, is essential to success. It is important for parents to be active in the discussion process with members of their child's treatment team. It is our experience that the more active families are in the process the more successful the time together will be. We will assist in this process as much as possible.

To further support this process Grove School strongly encourages a family meeting and/or a phone call prior to and following every visit. The purpose of this discussion is to establish goals and expectations for the student prior to the visit. In some situations, these goals and expectations will be put in writing for the student and their family to have. Discussion following the weekend allows an opportunity to recognize the positive choices and interactions and to understand what areas need to be worked on prior to any future visits. Specific planning expectations will be listed in the areas that follow.

Careful planning for visits includes both treatment goals and logistical needs. In addition to the discussions with the treatment team around goals and expectations it is essential for Grove School staff to be informed of travel and medication arrangements. Grove School requires early notification of these logistics in order to best accommodate the student. (See the paragraph on travel and medication for more details).

NOTE: Parents should be mindful of sharing future family events (weddings, bar mitzvahs, religious holidays, etc.) with your child's treatment team so that it can be included in the planning.

NEW STUDENT VISITS

Grove allows the first visit between families and their child to occur after their child has spent two full weekends at Grove. Therefore, the visit would take place during or after the third week or weekend after admission. Visits can take place on or off campus in the Madison area. Students

and their families are expected to follow all Grove policies and guidelines and Students should be with family members at all times on this visit.

A phone conference will be scheduled prior to the first visit to set up the goals and expectations for the visit. Visits should have time boundaries and be pre-determined with the Advisor.

The purpose of the first visit is to interact as a family and to spend time together. We recommend that this visit be focused on family time and communication. For example, we encourage sharing a meal and or a hike together rather than going shopping and/or to the movies. If there are essential items to be purchased, it should be discussed with the Advisor and included in the plan for the visit. This helps to bring the family and the school together in the interest of creating positive family interactions.

Pick up and drop off of students for their visit must take place at the Welcome Center. Parents must sign their child in and out and inform the Welcome Center of their plans. At the end of the visit the AOD should be informed of any relevant or important information from the visit. Follow up must take place with the Advisor after the visit is completed. Future visits are contingent upon discussion and review of any previous visits. NOTE: Parents may end the visit at any time if the expectations are not followed.

Review of First Visit Expectations

- A phone conference or meeting with a member of the treatment team must take place to set a goal for the visit. The schedule for the visit will be made clear in writing during this discussion.
- Parents must drop off and pick up their child at the Welcome Center.
- If a student is on medication, it will be picked up from the Health Center and dispensed to the student as prescribed.
- The first visit should focus on family communication and interactions (sharing a meal or hiking rather than shopping and/or entertainment).
- Students must be with their families at all times during the visit.
- Students are expected to follow ALL policies and guidelines of the Grove School throughout their visit.
- At any time throughout the visit the student or the family may contact the Welcome Center at 203 245 2778 or bring their child back to campus if the expectations are not being followed.
- Parents should leave contact numbers of where they can be reached during the visit.
- Parents should inform the AOD of any relevant or important information about the visit at the time that they drop off their child.
- The student's belongings may be searched upon return to campus.

- A time should be scheduled to discuss the visit with a member of the student's treatment team.
- Future visits and the first overnight visit will be contingent upon discussion and review of the previous visit.

FIRST OVERNIGHT VISIT

Families can plan and schedule their first overnight visit after four completed weekends at Grove. This may take place either at the student's home or in the Madison area.

A family meeting will be scheduled prior to the first overnight visit to discuss, among other things, the plan and goal for the visit. Expectations will be clearly stated and agreed upon by members of the team. A family meeting or phone conference should be scheduled following the visit to discuss adherence to the goals and expectations.

Parents are responsible for picking up and dropping off their child for their first overnight visit. This is consistent with our policy on a student's check-in status and travel arrangements (See Transportation section of this chapter). Some families may decide to spend their first overnight visit in the area to avoid excess travel.

The primary purpose of this visit is to spend time with family. This is the first opportunity to focus on the goals and expectations that the student and family wish to improve upon. Therefore, it may not be appropriate to have this visit be focused around friends, extended family, and/or potentially distracting elements such as computer use, phone use, shopping, etc. All of these things should be discussed as part of the pre-visit meeting and included in the plan for the visit.

As noted earlier, parents and students are expected to follow ALL policies and guidelines of the Grove School throughout their visit including approximating a similar check in status at home as on campus. Students who are licensed to operate a motor vehicle may not do so without a parent present.

Grove School encourages both the student and/or their parents to be in contact with the school throughout the weekend if necessary, to assist with the visit. Staff are available to talk with family members if necessary, however a member of the student's treatment team may not be available. Additionally, both the parent and/or student are encouraged to request returning to campus if the visit is not going as planned. Potential problems should be discussed in the pre-visit meeting.

Review of First Overnight Visit Expectations

- A family meeting will take place to set a goal for the visit and review expectations. The schedule for the weekend will be made clear in writing during this meeting. Goals should be focused on improving family interactions and communication.
- For the first overnight visit the student must be picked up and dropped off at the Grove campus. Public transportation will not be an option for this visit.
- Parents should leave contact numbers of where to reach them during the visit.
- If a student is on medication, it will be picked up from the Health Center and dispensed to the student as prescribed.
- Students are expected to follow ALL policies and guidelines of the Grove School throughout their visit.
- Students will be expected to approximate a similar supervision status at home as they have on Grove campus.
- The first overnight visit should be spent with the family. Friend visits should be under the direct parent supervision with time boundaries. Any visit with friends should be included in the student's plan.
- Any student with a driver's license or permit may not operate a motor vehicle without a parent in the car during their first visit home.
- Phone and computer use should be discussed during the family meeting and expectations will be set consistent with a student's treatment goals.
- At any time throughout the visit the student or the family may contact the Welcome Center at 203 245 2778 or bring the child back to campus if the expectations are not being followed.
- Parents should inform the AOD of any relevant or important information about the visit at the time that they drop off their child.
- The student's belongings will be searched upon return to campus.
- Students may be tested for drug or alcohol use upon their return.
- Parents are expected to have a discussion with the student's Advisor to review the overnight visit.
- Future visits will be contingent upon discussion and review of the previous visit.

HOME VISITS

All new students, after completing the initial overnight visit, will be able to go on a home visit one time a month for the first four to six months. After that time, the maximum a student will be able to go home will be every two weeks. This may be less frequent based upon a student's interest, clinical status and the success of prior visits. There may be times for students who are transitioning to home and/or to college to have more frequent visits prior to discharge or graduation. Please see the transition section for more information.

Every student and family situation are different and unique, and Grove School is committed to making recommendations based on each family's individual needs. To continue to address each

family's individual needs a goal will be established for each home visit and clear expectations and planning will be discussed to support that goal. Follow up discussion will also take place at the end of each visit to access consistency with treatment goals. This will be at the discretion of the Advisor and the clinical team.

It is the policy of Grove School to be consistent with supervision status when planning for travel. In some situations, it will be appropriate for travel arrangements to be made for a student to go home (public transportation, car service, flight, etc.). Please see the Transportation section of this chapter for specifics. Medication arrangements will be made in conjunction with the travel planning.

It is important to continuously reinforce the notion that the guidelines and expectations of Grove School apply both on and off campus. This is especially important to restate as students gain more freedom and flexibility at home consistent with a growing check in status. Again, these include but aren't limited to, the no smoking, no substance abuse, and no sexual activity policies.

As students become integrated into our program many become friendly with other Grove students who they might want to visit during home visits. This may be appropriate for some students. Any students wishing to visit with a current OR former Grove School student or students must get approval from their Advisor and have the details included in their weekend plan. Students involved in romantic relationships are not permitted to have overnight visits with each other.

Review of Home Visit Expectations

- A phone call or family meeting will take place with a member or members of the treatment team prior to the home visit. Contact will also take place following the visit to see how it went.
- Travel arrangements may become appropriate for a student to go home (i.e. Public transportation, etc.) based on their earned check in status.
- Medication arrangements will be made as appropriate if the student is on medication.
- As in previous visits, all Grove policies and expectations should be enforced. Some examples include following the similar check in status, no smoking cigarettes, using drugs or alcohol, etc.
- Any visiting with current or former Grove School students MUST be approved by the student's Advisor and included in the weekend plan.

- Any overnight visits with current or former Grove School students MUST be approved, as well.
- The schedule of weekend visits for students is determined by length of time in program, clinical status, success of previous visits, and the recommendation of the treatment team.

VISITS WITH NON-IMMEDIATE FAMILY AND FRIENDS

If a student would like an extended family member or friend to visit them at Grove School and take them off – grounds, the student’s Advisor must be notified by the student’s parent and permission must be given. If we are unfamiliar with the visitor, they will be asked to show ID to the AOD. As with all visitors, they must check in and out at the Welcome Center.

VISITING WITH OTHER GROVE STUDENTS

On occasion a student may request that another student accompany them off-campus with their family. This requires both students’ Advisors and the Parents/Guardians to give written approval for any off-campus visits. Discussions between families and the Advisor should entail length of visit, supervision during the visit, whether the visit will be on or off campus and who will be attending the visitation. This information will be left with the on-duty administrator.

VISITING CAMPUS

Parents are encouraged to visit campus throughout their child’s enrollment. Parents are asked to notify the Advisor and ensure that the timing is appropriate and reminded to check in and out at the Welcome Center.

Throughout the year there are special events to bring families together on campus, such as sports games, performing arts productions, Family Day, and Graduation Day. All families are encouraged to participate in these opportunities.

MEDICATION AND TRAVEL

Grove School is committed to maintaining safety and quality care in all areas of our program. This is especially true of our policies regarding transporting and carrying medication. Students traveling on the weekends by bus, train or other public transportation may need to transport their medication. If a student needs to transport medication it needs to be approved by their parents and the student’s psychiatrist. Students who are not approved to transport their

medication MUST be picked up and dropped off by an adult who can take responsibility for both the student and their medication.

For Grove Vacations, all medication will be sent home by our pharmacy. To ensure the accuracy in this area, all travel MUST be submitted no later than two weeks prior to departure. Parents are also responsible for making sure that the Health Center knows where the child is going for vacation and has all updated address information.

See the Health Center section for more information on medication related issues.

TRANSPORTATION ARRANGEMENTS

Grove School is committed to maintaining safety and quality care in all areas of our program. Our goal is to support and provide safe and reasonable travel arrangements. Arranging for a visit requires both treatment and logistical planning. This occurs on several levels. The following information will describe in detail the philosophy and procedures for transportation arrangements.

For many of our students, travelling via public transportation or ride sharing options like Uber is not consistent with our goal for safety. Therefore, it is the policy of Grove School to consider a student's age and stage with regards to travel planning. Grove School will provide train travel for students with a supervision status of 45 minutes or higher. Parents assume responsibility for their child once Grove Staff have dropped them off at the train and before they are picked up by Grove staff upon their return. Parents are also expected to assume responsibility for medication transported during that time.

We discourage the use of ride sharing services such as Uber or Lyft. Should parents choose to use these services, this must be communicated to a student's advisor and parents assume responsibility for their students once they enter into this form of transportation.

Routine Travel Planning

It is consistent with our philosophy and principles to encourage students to take graduated responsibility for their lives. To this end, we expect students to actively participate in the planning process.

To schedule travel accurately and prepare medications if necessary, all routine travel arrangements must be communicated to Grove Staff by Thursday before a weekend. This should include details

for travel to and from Grove School. Arrangements should be approved by the Advisor and a phone conference or family meeting should take place to discuss expectations and goals for the time away from campus.

Students are expected to complete all responsibilities on campus prior to their visit, including but not limited to, homework assignments, dorm responsibilities, etc. Failure to fulfill these responsibilities may result in a loss of visit.

It is important to note that all students who have not completed their classroom assignments for the week are put on Weekend Study Hall. This list is generated on Thursday at the completion of the school day. Students are generally aware during the week if they will be on this list. In some circumstances, it is appropriate for this to impact their home visit.

With the exception of religious holidays, college visits, family functions, and doctor's appointments, most of our travel takes place on the weekend. To maintain the integrity of the academic school day, all travel arrangements must begin after school hours. All students are expected to return by study hall (7:30 pm) on Sunday evenings.

The majority of transportation for our students is provided by our student's family. Family members who are responsible for picking up a student should check in at the Welcome Center upon arrival to campus and sign out their child. Upon returning to campus they should report to the Welcome Center and sign their child back in.

On occasion, parents will have their child picked up by a relative, friend, and/or other Grove parent for carpooling purposes. The name of the driver should be included in the travel arrangement form submitted to the main office. Drivers may be asked to show ID if we are unfamiliar with them.

Review of Travel Planning Expectations

- Student (or Parent depending on age and stage) initiates conversation on Monday prior to the weekend
- Goals for visit are discussed
- Travel arrangements are discussed with a member of their child's treatment team.
- Travel arrangements are faxed or emailed to the Advisor and to the main office no later than 12 noon on Thursday. Information is then forwarded to the Health Center.
- Travel arrangements must take into consideration the integrity of the academic school day and the program schedule. (Travel plans should take place after school and students should return before Study Hall on Sunday evenings).
- Students on weekend study hall will not be eligible for travel unless excused by treatment team.

- All family members or their designees should report to the Welcome Center upon pick-up and drop-off to sign the student in and out.

TRAIN TRAVEL

Students with a Check-in Status of 45 minutes or higher are eligible to use public transportation. These students may be shuttled to the New Haven or Old Saybrook RR station by Grove School staff to make trains from 4:00 – 6:00 pm on Fridays and picked up at the RR station on Sundays between 5:00 – 7:00 pm so as to arrive at Grove School no later than 7:30 pm, in time for Study Hall. Parents must provide dinner arrangements prior to their pickup by Grove Staff. Parents assume travel responsibility for their child after their child boards the train and retains same until they are physically with Grove staff upon their return.

Parents must provide or arrange non-public transportation (limousine or licensed private driver) for all other weekend eligible students who have not reached the above noted supervision status. This should be coordinated with the Advisor.

Children fourteen (14) and under, or children for whom we have travel-related concerns, may require parental pick-up and return. This is an individual issue and will be discussed if necessary.

AIRPLANE TRAVEL

All weekend Air Travel must be pre-planned and arranged by Parents so as to leave Grove School on Friday afternoons, after school, with a return to Grove by 7:30 pm on Sundays, in time for study hall. All travel arrangements to the various airports must be by limousine or licensed private drivers.

Parents assume travel responsibility after their child leaves Grove School and retains same until they are physically returned to the School and checked in with the staff.

Children fourteen (14) and under, or children for whom we have travel-related concerns, may require escort, parental pick-up and return, or other individualized arrangements, which will be discussed individually if necessary.

VACATION TRAVEL

All Vacation Travel arrangements **MUST** be submitted to Grove School no later than two weeks prior to departure. This is in an effort to schedule travel accurately and prepare medications to

be sent by our pharmacy to the family. Parents are responsible for insuring that the Health Center has the correct location for all medications to be sent.

For Vacation periods, Grove School will provide transportation to New Haven and Bradley International Airport during designated travel times and days.

Review of Vacation Travel Expectations

- A phone conference or preferably a family meeting must take place prior to vacation to discuss Goals and Expectations for the Vacation. (Note: Grove recommends careful planning for vacations which more often requires several discussions leading up to vacation for successful planning)
- Travel arrangements must be submitted to the main office no later than two weeks prior to departure.
- Travel arrangements must include where the child is going for vacation and the address that medications should be sent from the pharmacy.

OTHER

It is important to note that sometimes travel arrangements must be made with little notice (family emergency, suspension, illness, etc.). In the event of such an event, Grove School will make every effort to accommodate the student and their family. A fee may be charged for transportation to the New Haven train station or to Bradley International Airport travel.

ANIMALS

It is the policy of the Grove School that there are no ambulatory pets allowed in student or staff living quarters on campus. Pets that do not have allergens (fish, reptiles) may be on campus, but only through permission of the Executive Director.

BICYCLES, SKATEBOARDING, ROLLERBLADING, ETC.

Protective helmets must be properly worn at all times by anyone riding a bicycle, skateboard, rollerblades, etc. Failure to do so will result in loss of privileges. In addition, elbow and knee pads are recommended when riding a skateboard or rollerblading.

Bikes should be locked when they are not in use and all helmets, rollerblades, skateboards, and other equipment should be stored in a safe place.

CELL PHONE POLICY

The administration at the Grove School continues to discuss our policy around cell phones. Currently, the policy is as follows:

It is the Grove School's policy that cellular data enabled (3G/4G/LTE) devices, including cell phones, some iPads/tablets, laptops, hotspots, etc. are not permitted in dorms or classrooms on campus. These devices and their usage cannot be easily managed, and the internet connections they provide cannot be filtered. Therefore, we have asked all families to purchase only wi-fi capable devices for their child's use on Grove School campus.

Students are permitted to have one cell phone. All phones are held by administrative staff. Any student who has earned a check-in status of 15 minutes or higher may use their cell phone during designated activity periods. All cell phones are kept in assigned numbered container(s) and must be returned after their use. Students with downtown privileges and/or off campus jobs may be allowed to take their cell phone when they leave campus. All students are allowed to take their cell phones with them when they travel. No other cellular enabled devices (including deactivated cell phones) are permitted, since they can be easily reactivated and repurposed as "hotspots".

Cell phone use is at the discretion of the administration and may not take precedence over engaging in the program. Students who violate the cell phone policy may lose their cell phone privilege.

CHECK IN STATUS BENCHMARKS

Supervision to 15s

- Students remain on supervision for a minimum of two weeks.
- Students become aware of and follow Grove policies.
- Students demonstrate basic adherence to academic & residential responsibilities with staff prompts.
- Demonstrate consistent observance of guidelines and supervision.

15 Minute Check-ins to 30s

- Students remain on 15s for a minimum of four weeks
- Students display continued acclimation to program including participation in on and off campus activities and other campus events.
- Maintain consistent timeliness of checking in every 15 minutes and notify staff when leaving campus.
- Remain in staff approved areas (within campus boundaries) at all times.
- Demonstrate appropriate boundaries with other students, including students of the opposite sex.
- Consistently attend school without earning detention or time in extended school day (ESD) as a result of behavior or tardiness.

30 Minute Check-ins to 45s

- Students remain on 30 minutes Check-Ins for a minimum of four weeks
- Demonstrate adherence to academic and residential responsibilities with minimal staff prompts
- Demonstrate communication with staff including Directors and AODs so that staff gain a better sense of the student and who they are.
- Demonstrate the ability to manage the dining hall and large group activities including following staff directions and behaving appropriately with minimal prompts.
- Maintain an on-campus job or other consistent commitment including community service or a sport.

45 Minute Check-ins to Hours

- Students remain on 45-minute check-ins to Hours for a minimum of four weeks
- Demonstrate adherence to academic and residential responsibilities without staff prompts.
- Demonstrate positive role-modeling to peers and the Grove community.
- Demonstrate support and mentoring to younger or newer students.
- Maintain positive relationships with directors, administrators and dorm staff and other The Grove School staff.

Hour Check-ins to Downtowns (DTs)

- Students remain on Hours for a minimum of 6 weeks
- Consistently meet all the expectations listed above.

Downtown Privileges

- Students read and sign the “Expectations for Students with Downtown Privileges”
- Students remain on DT trials for a period of two weeks, meaning that they must go downtown with another student or group of students who have been on DTs.
- Maintain an on-campus or off-campus job.
- Students need to check in with their dorm staff and then the AOD on days they would like to go downtown and ask permission based on their day and the needs of campus.

CLOTHING AND PERSONAL BELONGINGS

All students’ personal belongings including clothing should be labeled and items of value should be left home or registered upon admission (i.e. necessary electronic items). Students should not share or use other students’ clothing or belongings. Students are required to adhere to the Grove School Dress Code and the “What to Bring List” provided in this handbook and the Admissions Packet.

COMMUNITY SERVICE

Participating in community service activities is consistent with Grove School’s Mission and Core Values. We aim to provide students with the opportunity to get involved in a variety of enriching, useful and practical experiences which serve the school and greater community.

Through community service, students can learn new skills, assume responsibilities, become aware of the needs of others, and learn the importance of unselfish serving and giving. Community service links students to the wider community and exposes them to people and situations outside their previous experiences.

Students are offered a variety of opportunities within the community, such as trips to nursing homes, food shelters, and local animal shelters. Groups are also formed for students to participate in larger area projects such as Habitat for Humanity and the Special Olympics. Students may have the opportunity to schedule regular hours as a volunteer at these programs, which is facilitated by the student's Advisor.

Additionally, students may be assigned "community service" as a form of restitution for non-compliance with the program. This may be appropriate when a student's behavior impacts the overall community. Community service is therefore intended as a way to give back to this community.

COMPUTER/INTERNET USAGE

After a student has been here for two weeks and has earned Computer and Internet privileges, they are able to use a computer and the filtered internet during structured hours. Computers and the Internet are made available for academics and appropriate communication purposes.

Students may bring desktop or laptop computers to Grove School. When possible, laptop computers are preferred and recommended for space and mobility. Personal computer use is at the discretion of Advisors and may be subject to random searches for content. Cellular data enabled (3G/4G/LTE) devices, including cell phones, some iPads/tablets, laptops, hotspots, etc. are not permitted in dorms or classrooms on campus. These devices and their usage cannot be easily managed, and the internet connections they provide cannot be filtered. Therefore, we have asked all families to purchase only wi-fi capable devices for their child's use on Grove School campus.

Internet access is available in the dormitories under structured guidelines. The only internet connection that students are permitted to use is provided and monitored by Grove School. Access to computers and the Internet are to be considered privileges and students are expected to adhere to the predetermined guidelines.

DAILY SCHEDULE

Regular schedules provide the day with a framework. Grove School strives to maintain a schedule that helps students know what to expect and organize their day.

Students are expected to be up in the morning in enough time to complete their dorm job, clean their room, and take care of their personal hygiene and grooming before breakfast. After community breakfast, classes run until approximately 3:00 pm. The academic schedule is handed out to all students on the day they are admitted.

Following the Academic School day, we have an activity period until 5:00 pm Monday through Friday, with the exception of Wednesday's school day which is followed by Group Counseling.

Dinner is scheduled at 5:00 pm Monday through Sunday. Dinner is followed by a second activities period until Study Hall at 7:30 pm during the week. On Fridays and Saturdays, curfew is at 8 pm.

Study Hall is scheduled Sunday through Thursday from 7:30 – 9:00 pm. Students are expected to work quietly in their rooms or participate in approved study groups or Evening Study Hall.

Students are allowed free time in their dorm from 9:00 pm until bedtime. With the exception of organized, pre-arranged activities, this time is spent in the dorm. Bedtime is arranged by dorm based on the age and stage of the students.

DORM ACTIVITIES

In the interest of building dorm camaraderie and respectful relationships, staff will often organize dorm activities for the students to participate in. This may include special meals together, team building exercises, entertainment, or overnight trips. Students are generally encouraged rather than required to participate in an effort to foster a positive dorm environment.

DORM INSPECTIONS

The Residential Directors and Administrators will conduct ongoing dorm inspections in order to assess the state of the dorm. Dorms are evaluated on their compliance with safety standards, cleanliness, organization, and the efforts made to create a “home-like” environment.

At a minimum of once per week, a director walks through each dorm to evaluate its status. Administrative staff will report any necessary cleaning as well as report any repairs or potential hazards or vulnerabilities that need to be remedied. Dorms that do not pass inspection will return after school and fix any noted issues.

DORM INSPECTION BY OUTSIDE AGENCIES

On occasion, the dorms will be inspected by external persons or agencies. These visits may be by state licensing agents, educational consultants, prospective families, or other individuals. Dorms are expected to maintain the usual daily standard for such visits.

DORM JOBS

Maintenance of the dorm is a shared responsibility. Care of all areas, inside and out, are assigned to students, usually on a rotating weekly basis. Chore charts may be utilized to assist with monitoring and rotating of tasks. While dorms are to be comfortable, cleanliness and neatness are expected.

Failure to complete one's dorm job may impact participation in activities.

DORM LIFE

A student's dorm life experience is important to their overall treatment. Feeling comfortable in their own dorm is as important as learning to live and work together with other students. Many of our students find that learning to negotiate the different challenges in the dorm is at the core of their work. The dorm staff works collaboratively with the dorm administrator, advisors, and clinicians to support students in finding success in this area. Every effort is made to make this experience meaningful.

DORM MEETINGS

Dormitory staff and administrators meet with students in their respective dorms weekly. These meetings help coordinate general living issues (chores, phone times, etc.) as well as discuss and teach problem-solving skills around conflicts which may arise from living with others. Administrators may also utilize this forum to raise campus concerns. These meetings help facilitate a home-like environment where all members work as a team.

DORM ROOMS

Dorm Rooms are primarily assigned based upon availability. Age and developmental stage are considered based upon room availability. In the event that there is difficulty with a roommate or room situation the student should speak with their dorm staff, dorm administrator, and/or advisor. Every effort will be made to assist students in negotiating these challenges and improving

their situation. For many students this is a key component of their work. In some situations, it may be appropriate for a room change to occur. This decision will be made by the administration.

Students are responsible for the organization and ongoing cleaning of their rooms. Students are encouraged to decorate their rooms in their individual style. Students are expected to decorate in a tasteful way. Items deemed to be overly sexual, those glamorizing the use of drugs or alcohol, and/or any other item to be determined “questionable” are subject to removal. Students are not permitted to visit in other’s bedrooms.

See the “What You Can and Can’t Bring” section on what items are approved for Grove School.

DORM VISITATION

In an effort to keep our students safe and accountable Grove School has established several expectations around students visiting each other’s dorms. Student visits may only take place in the lounge, unless approved by a staff member. The dorm staff will maintain visual supervision of students’ guests. Visitors are held to the same standard of respect for other residents and their property as dorm members. Visiting privileges may be revised at the discretion of the dorm staff or administration.

DRIVER’S EDUCATION

Grove School acknowledges that learning to drive is an important part of gaining independence and demonstrating responsibility for adolescents. It is the policy of Grove School to offer an opportunity for qualified students to attend a Driving School in the community to earn their Connecticut learner’s permit and Driver’s license. In order to begin and continue attending Driver’s Education a student must: be at least 16 years of age and have advisor, parent and treatment team approval. A third party driving school driver’s education and driving lessons are utilized by the school.

For further details about the Driver’s Education program including required materials and cost, parents should contact their child’s Advisor.

DRIVING

It is the policy of Grove School that no students will keep motor vehicles on campus. Students who have earned a permit may operate motor vehicles during off campus visits while they are under parental supervision but may not have Grove School students in the vehicle. Students who have earned their driver’s license may operate motor vehicles during off campus visits (that originate from Grove) but may only drive other Grove School students with a parent in the

vehicle and with written parental permission for the passengers. Expectations around driving during weekend visits will be outlined by the student's Advisor, parent and treatment team based on their age and status at Grove School.

EVENING STUDY HALL

Sunday-Thursday all students participate in evening study hall from 7:30–9:00pm in their dorms. Students may work individually, with another student or seek staff assistance. The expectation is that homework will be assigned most nights. Dormitory atmosphere should be conducive to study. The Media Center or Study Sessions outside of the dorm may be available for students who wish to or who are expected to participate. Additionally, the Education Department offers Evening Study Hall sessions for students requiring special help or to complete a project.

HYGIENE

Maintenance and care of personal hygiene is an important part of an individual's self-care. Grove School staff will assist and support students with their development and maintenance of personal hygiene skills when necessary. Dorm/teaching staff, in addition to administrators, family members, therapists, and others work with each student to enhance their abilities regarding personal hygiene. Students are expected to develop and maintain daily personal hygiene routines.

INTERACTION BETWEEN STUDENTS

Grove School staff encourages appropriate interactions between all students. The following rules and expectations apply to interactions between students:

- Students who live in female dorms are only allowed to visit other female dorms. Students who live in male dorms are only allowed to visit other male dorms. There are many common areas on campus that are open during activity period of students of all genders to socialize and interact together.
- As discussed previously students are placed on levels of supervision upon admission. The appropriateness of their interactions with students of all genders is evaluated as part of their check in status.
- Any student who has inappropriate interaction with another student may have escorted or staff supervision extended until the administration, with feedback from staff, decides that less restriction is reasonable

If students show or express an interest in being in a romantic relationship staff actively participates in discussions about this relationship. See section on Relationships between students.

All students are required to follow the Grove School policy on Sexual relationships. See Policy on Sexual Relationships.

LAUNDRY

Grove School hires an outside service to manage laundry for our students. A schedule is followed for laundry pick up and return. The following general guidelines apply to laundry:

- Students are expected to have their laundry in their laundry bag and brought to the drop-off location on their assigned laundry day.
- Students all have a laundry bag with their name on it to put their dirty laundry in. All laundry bags are color coordinated to easily decipher the student's dorm.
- Laundry items include clothing, sheets/towels, comforters, etc. (NOTE: Laundry is charged by the pound, so students are discouraged from using their laundry bag as a way to clean their room)
- Dry Cleaning items may be submitted for dry cleaning and labeled as such.
- Any laundry issues (damage, missing items, etc.) should be reported to the Advisor.

LIBRARY CARDS

Students may obtain library cards for the Madison Public Library. Students should seek out their Advisor or dorm staff for help with acquiring a library card.

STUDENT FINANCES

The following section provides information on Student Finances. For additional information, see the Financial Section of this Handbook.

Money

Students should have limited amounts of cash on them at any time. Excess money should be given to their Advisor or arrangements should be made through our Business Office.

For some students, depending on their age and stage, a local bank account and/or debit card may be appropriate. This should be discussed with their Advisor.

Parents are encouraged to work closely with their child's Advisor around money management. We encourage all our students to hold on-campus jobs to earn an allowance. Parents are asked to support this process to teach students responsibility and commitment.

Allowance/On Campus Employment

Every student at Grove School has the opportunity to earn money through the on-campus job program. Remuneration is determined by the level of responsibility and time spent on the job. Jobs may include kitchen assistance, dining room management, campus cleaning, guiding tours, peer tutoring and other odd jobs.

Job assignments are available through a designated administrator. On Fridays each student receives the allotted cash amount relevant to their work.

Off Campus Employment

Grove School is invested in providing work experiences in the community for students as they desire and/or determined to be ready for such. Students who have earned their downtown privileges are eligible for and encouraged to pursue off-campus employment. Options for work include local stores and shops with a reasonable distance from campus (5-15 minutes).

Advisors and students discuss options, timing, and possible affects work may have on schoolwork/performance. At any point should it be determined a student's academic or therapeutic work is at risk due to employment responsibilities, suspension or termination of the employment will be considered.

Money Approvals

In the event that a student needs additional money for purchases or an event, this money may be approved by their family to be charged to their incidental account. Money approvals should go through the Advisor.

All money approvals must take place before 4:00 pm Monday through Friday. There are no additional approvals of money over the weekend.

Gifts

Parents are encouraged to recognize special occasions with gifts or gift cards rather than with money. If money is appropriate, it must be coordinated with the student's Advisor and/or Director to avoid mismanagement or misplacement.

TELEPHONE

Grove School provides telephone availability to students, staff, and visitors. Use of the telephone shall be monitored by reasonable dorm rules, specifically established in each dorm, for students and shall be consistent with Connecticut state policies in regard to “Children’s Rights”.

Each student is to work with their Advisor regarding the use of the telephone. Each dorm has a phone which students may use to make and receive personal calls. Students may also schedule specific time to make calls of a personal nature in the office of their Advisor, therapist, or other administrator. Also See Cell Phone Policy.

VIDEOS, VIDEO GAMES, AND OTHER ELECTRONIC ENTERTAINMENT

Students are allowed limited opportunities to use Videos, Video Games, and other Electronic forms of entertainment. Use of these items is always at the discretion of administration.

Students under the age of 17 cannot have Videos that exceed the PG-13 rating and cannot have Video Games that exceed the “T” or “E” ratings. Students 17 and older must have the approval of their Advisor for any items that exceed these ratings. Sharing of approved items for students 17 and older with younger students will result in their immediate confiscation. Unrated games and videos are not allowed. Any misuse of these items will result in their confiscation and disposal. Parents who allow their students access to online streaming media accounts should adjust their parental controls accordingly.

Students may use their personal computer or laptop for videos and video games; however, their use will be monitored and their computers are subject to search for content.

Isolation and excessive use of these items is of concern to the Grove Staff. Balance and limited use are encouraged. Students who struggle to achieve this balance and limited use will have restrictions placed upon them. In some situations, an Individual Activity Plan (IAP) will be implemented to address this issue.

Wake Up Policy

Students are to wake in the morning in enough time to complete their dorm job, straighten their own personal living area, gather belongings for the day, and complete personal grooming. This should take place at least one-half hour prior to breakfast. Students are encouraged to use an alarm clock to wake up in the morning, however depending on age and stage; staff will be available to assist them in this process. Staff may check in on students every 10 to 15 minutes to assure that students are moving as required.

All students should exit the dorm with staff to arrive at breakfast on time. The dorm will be locked upon leaving and all students are expected to bring their belongings for the school day. Students will not be allowed to return to the dorm until the end of the school day.

If a student is not feeling well, they are referred to the Health Center to be evaluated by the nurse. Students who have difficulty with any part of this wake-up process will be assisted as necessary and appropriate modifications or consequences will be enforced.

INTRODUCTION

The Clinical Program is a cornerstone of the Grove School. Each student participates in individual, family, and group therapy. Grove School is a therapeutic milieu in which psychotherapy treatment occurs in a comprehensive and integrated manner addressing the various contexts that contribute to a student's life while at the school.

Our clinical emphasis is multi-faceted, including psychodynamic psychotherapy based on interpersonal relationships and the employment of cognitive interventions. Our clinical services are an integral part of our program.

The Grove School is non-punitive, but we do expect each student to accept responsibility for the consequences of their behavior. Since each student has their own unique and individual issues and needs, interventions and treatment plans are developed accordingly. At the same time, we stress the development of group living skills within our milieu. In this way, both the students' individual needs and their interpersonal responsibilities are addressed.

CLINICAL STAFF

The clinical staff are from various disciplines and come with an array of clinical experience. Our clinical staff is made up of Advanced Practice Nurse Practitioners, Licensed Clinical Social workers, Licensed Professional Counselors and Licensed Marriage and Family therapists.

CLINICAL ASSESSMENT

Upon admission, students are evaluated by both their psychiatric prescriber and their therapist. Relevant past clinical histories are reviewed. This initial diagnostic interview also includes the student's parents. Where appropriate, further psychological testing may be recommended.

CLINICAL TEAMS

The student body is divided into clinical teams to coordinate an integrated approach to treatment. Each of these teams is headed by a psychiatric prescriber and is composed of the student's medication provider, therapist, and Advisor; a senior administrator and senior school representative (principal and/or senior mentor teacher) also are members of these teams. Additionally, teams may also include a consulting registered dietician and/or a licensed speech and language pathologist. The teams meet regularly at least once/week. A student's progress in therapy, their issues and conflicts, diagnosis and medication strategies are discussed and/or modified on a regular basis. The content of these meetings is recorded and summarized and,

where appropriate, communicated to other relevant staff. Because each team has representatives from each of the components of the Grove School program, information about each student is funneled back to the clinical team to be incorporated into a better understanding of the student.

INDIVIDUAL THERAPY

Each student is seen by their individual therapist in twice weekly psychotherapy sessions. These sessions are scheduled so that each student will not be seen at the same time each week so that they will not miss the same class period or activity in successive weeks. Every effort is made to avoid the same class time; however, family sessions, clinically urgent issues, and emergencies may, at times, preclude this.

FAMILY THERAPY

Since each student is both an individual and a member of a family system, treatment needs to address both individual issues as well as the family dynamics that influence and shape those issues. Because a family is composed of several subsystems, family therapy can be conceptualized as addressing any or all of these sub-systems as deemed appropriate, i.e., at times it may involve both parents and child, while at other times the focus may be on the parents in order to explore how their child has impacted them and how they have impacted their child. Therefore, family therapy at Grove School requires both the student and each of their parents be actively involved in this treatment process, i.e., be willing to address each of their issues and how they impact everyone in the family. Family therapy sessions generally occur at least once per month and are preferably done in person at the school. The frequency of meetings may change based on the student's individual needs.

GROUP THERAPY

Each student participates in weekly group therapy sessions. These groups are often co-educational and consists of up to eight to ten students along with two co-facilitators. We have various types of group themes that are run on a regular basis, e.g., DBT, adoption focused, recreational therapy, expressive arts, trauma, social skills, etc. Students are given the opportunity to provide input about their preferred group theme, as to best facilitate ownership and commitment to this aspect of a student's treatment. Final decisions around group placement are made by the clinical director in collaboration with the student's treatment team.

Students also participate in regularly scheduled dormitory meetings as well as those called on an ad hoc basis to address specific issues and themes that arise in the dorm.

Community meetings are held periodically as part of the therapeutic milieu. When community meetings occur, they involve all staff and students and are utilized to address issues and provide various educational and treatment themed content that is relevant to the entire Grove community.

POSITION REGARDING AA AND NA GROUPS

Although Grove School does not admit students whose primary diagnosis is drug and/or alcohol use or addiction, we are aware that drug and/or alcohol use is often a factor that exacerbates our students' difficulties. While we recognize that some of our students have participated in either Alcoholics or Narcotics Anonymous (AA or NA) in the past, either in an outpatient or inpatient modality, we think that these self-help programs are only valuable treatment modalities for those in which drugs or alcohol is the primary diagnosis, we do not think they are particularly appropriate for the kind of therapeutic milieu that we endeavor to create here at Grove School. Having treatment occur outside of Grove tends to split the treatment and hinder communication. Rather than focusing on the treatment of a symptom, which for our particular population drugs and alcohol usage is a symptom rather than the primary diagnosis, we believe it is more useful to integrate some of the important principles that underlay these self-help groups into our overall therapeutic milieu and address drug usage as part of a student's larger issue.

We believe AA or NA are valid interventions for some people in different situations. Our decision regarding their not being part of our treatment approach is based upon our particular therapeutic milieu, those interventions that constitute its make-up, and the students whom we treat.

MEDICATION MANAGEMENT

Each student is seen by a prescriber who is responsible for a student's psychotropic medication, if needed. It is expected that the prescriber meets with each of their students at a minimum of one session per month. Decisions are made to meet more frequently when clinically appropriate.

Any time a parent has thoughts or concerns about their child's medication, it is important and encouraged to discuss their questions with the child's prescriber.

INTRODUCTION/PHILOSOPHY

Grove School is invested in ensuring that all staff and students are in good health. To this end, Grove School Health Center operates from the following four basic principles:

1. Proper health care is an integral part of the multi-disciplinary service delivery system and is essential to the overall well-being of the students.
2. A physically healthy adolescent is better able to benefit from the therapeutic and educational programs offered at Grove School
3. Learning to be physically fit helps students maintain a more positive self-image.
4. Living daily with a clean, healthy body sets a positive pattern for future self-care

Communication is essential in maintaining these standards. Parents are asked to take an active role in communicating with their treatment team and with the Health Center with regards to your child's health.

MATERIALS REQUIRED UPON ADMISSION

It is the policy of Grove School to assure the continuity of health care for all students by requiring complete medical information at the time of admission. Acceptance to the program is contingent on full disclosure of medical information and the review of that information by the Admissions Committee, Health Center, and Pediatrician.

To fulfill all Medical requirements for admission to Grove School each student must have the following:

- Connecticut State Health Assessment Record (Physical exam) completed within previous 12 months
- Documentation of all immunizations
- Proof of PPD within the last six months
- Grove School Admissions Medication Orders
- Emergency Information
- Grove School Admissions Permission Form
- Credit Card Information
- Copy of Insurance Cards (front and back)
- Prescriptions for ALL Medications signed by the current physician
- Health History Form
- Pharmacy contract

- Pediatrician registration
- Special protocols outlined for students with special medical needs (i.e., diabetes, allergies, asthma, etc.)

Students are required to have an annual physical examination by their primary care provider. A copy of each exam should be uploaded to our Electronic Health Record (EHR) to keep medical records up to date. A reminder will be sent, however the responsibility to keep this paperwork up to date is on the parent.

The Health Center also keeps a copy of the insurance card and a credit card for medical co-pays. Please notify us when any information is changed (including your mailing address).

Any students attending the Grove School with special medical needs (i.e., diabetes, seizures, and severe allergies requiring use of Epi-Pen) must have written procedures and plan of care from their doctor prior to admission. This plan should include, but is not limited to diagnosis, treatment, daily management, emergency management and contact person, and this action plan will need to be updated annually with the child's physical examination.

HEALTH CENTER HOURS AND STAFFING

The Health Center is responsible for overseeing all medical issues related to our students. This includes, but is not limited to assessing student needs, arranging appointments, transcribing orders, ordering, stocking and distributing medication and maintaining all records. The Health Center is staffed by an Advanced Practice Registered Nurse, Licensed Practical Nurses, Registered Nurses and an office manager. Nursing Staff are available every day while the Health Center is open, from 8:00 am until 10:00 pm. If the Health Center is closed, a staff with appropriate medication certification and training will oversee medical issues and will have access to our nurses, our psychiatrists, and other medical professional resources.

The Health Center staff can assist our students with medical issues and general health concerns. In the event of a more severe or complex health need, arrangements will be made for the student to be seen by appropriate medical specialists or emergency medical providers.

MEDICAL EXCUSE (ME)

If a student is ill or injured, they are expected to go to the Health Center to be seen by the nursing staff. If staff assesses the student and decides that their illness or injury requires an intervention that precludes the student from attending regularly scheduled classes or activities, the student will be given a medical excuse or ME. Students who do not receive an ME are expected to participate in their scheduled classes or activities. The staff will contact the student's team and school

attendance coordinator with all students granted ME's so that a plan can be made for their care. In the very rare circumstance that a child is unable to travel to the Health Center the health center staff or AOD should be notified immediately to formulate an assessment and treatment plan. If a student has been given a ME or partial ME (for a portion of the day) they may not be able to participate in activities after the school day is completed.

PROFESSIONAL COMMUNITY RESOURCES/REFERRALS

It is the policy of Grove School to assure the continuity of health care for all students by maintaining an adequate list of professional community resources for specialized student referrals. Based on an assessment of a student's needs and/or doctor's orders with a parent or guardian's permission, the health center staff may make referrals to local professionals. These may include, but are not limited to, radiology, pediatrician, dental services, gynecological services, etc. If a student needs medical treatment outside of the scope of the Grove Health Center, such treatment will be coordinated by the Health Center staff and/or the student's team.

Because of the number of students we serve, families who would like their child to see someone out of our network of resources are responsible for making the appointment and arranging for transportation. If a student needs to be seen by a specialist for a more complex medical condition, the parents of the student must arrange such appointments, facilitate to and from travel, and accompany the student to the appointment.

MEDICAL APPOINTMENTS

All routine, non-acute medical appointments should be made at home during breaks or on the weekends. These include annual physical exams, dental cleanings, eye exams, allergists, orthodontist, OBGYN, and any appointment with a specialist relating to a long term or chronic issue. Certain medications require regular monitoring with bloodwork and/or vital sign checks. These appointments are managed by the Health Center staff and can be completed at the local laboratory, Quest Diagnostics.

Whenever possible, minor surgical or dental procedures (wisdom teeth, dermatology situations, etc.) should be delayed until the student's vacation time to avoid disrupting the student's academic and clinical work.

TREATMENT OF INJURIES AND ILLNESSES

The Grove School Health Center develops and maintains a medical care plan in the event of an injury or illness based on an assessment of the individual student's needs. All injuries and incidents where students feel ill are reported to the Nurse or Administrator on Duty immediately. Staff are trained in how to respond to an injury and/or illness whether on or off campus. The nurse, or AOD in the case that a nurse is not immediately available, examines the student and determines the level of care needed.

Parents are expected to make arrangements for the child if the Health Center staff, physician, and/or administrator deem it necessary for the child to be treated at home.

PHYSICIAN'S ORDERS

The Health Center Staff must follow a licensed physician's orders for all medication administration. No medication is given to a student without a written order from a physician or authorized prescriber. This includes over the counter (OTC) medications. Prescribed medications can only be given to the student for whom the order was written.

NON-PRESCRIPTION OR OVER THE COUNTER MEDICATIONS

Grove School controls the use of all non-prescription or over the counter medications. It is the policy at Grove School that students may not have in their possession any over-the-counter medication. This includes, but is not limited to aspirin, Tylenol, allergy medication, cough syrup, and vitamins. All over the counter medications are kept in the Health Center and may be given in accordance with physician approval and recommended dosages. In certain circumstances, a student may be allowed to keep certain medications in their possession, if it is deemed medically necessary and there is signed documentation to support such.

Grove School prohibits the use and possession of any mouth wash, cough syrup, cold remedies that contain alcohol or any other potentially mood-altering substance. Misuse or abuse of any of the above items may result in disciplinary action.

MEDICATION PROCUREMENT

It is the Policy of Grove School to control the distribution and use of all prescription and non-prescription medications to students through proper medication procurement. All medications are kept in the Health Center. Prescribed medications are delivered to the Grove School by our pharmacy. The medications are pre-packaged with all necessary labeling for each student. To facilitate ordered medication changes as quickly as possible, the pharmacy makes frequent deliveries.

All medications, prescription and nonprescription, that come into the Health Center must be ordered by a licensed provider and should be provided by our pharmacy, or pharmacy the student's insurance plan dictates. Medications that are not properly labeled will be returned or discarded.

Stock medications (Tylenol, Motrin, Benadryl, etc.) are ordered by the Health Center and obtained from our pharmacy. Students may not take any prescribed or over the counter medication without written orders from a licensed provider detailing administration details. All medication certified staff are clearly notified of any student with a known allergy to a medication.

MEDICATION ADMINISTRATION

The administration of medications is an important process at Grove School and abides by all regulatory guidelines. It is the Policy of Grove School to control the distribution and use of all prescription and non-prescription medications to students. The Health Center shall maintain and facilitate the administration of any necessary medications in accordance with State and Federal regulations, including The Department of Children and Families.

All medications must be either dispensed by our pharmacy or be in their original container. The label must include the Student's Name, Name of Medication, Dosage and Time of Administration, Quantity of Medication prescribed, Licensed Prescribers Name, Date prescription was filled and pharmacy contact information. The physician's order must be on record in the students EHR to be verified with every medication administered to any student.

To ensure proper Medication Administration, the follow procedures apply:

- All Staff distributing medications are trained in accordance with State and Federal guidelines and administer medications in accordance with those protocols.
- All Students' medications are packaged by the pharmacy and are checked and distributed by the Health Center, or Medication Administration Certified Staff.
- When medication is distributed, an individual dose is handed to the student and taken in the presence of the Nurse or Medication Certified Staff.
- Documentation is completed for all medications prescribed at a particular medication time whether they were taken, refused, or other result.
- Any medication given on "as needed" basis will be recorded on the medication administration record indicating the time, dose and route of administration, patient's symptoms and complaints, and the result of the medication given.

Any medications not packaged in their original container or with incomplete labeling or have passed their expiration date will not be administered to the student by Grove School Staff.

MEDICATION DISTRIBUTION TIMES

Medications ordered routinely shall be administered to students at breakfast, lunch, dinner and bedtime, in addition to other specified times determined by the prescriber. Medications given on an "as needed" basis are given in accordance with standing orders from a licensed provider.

MEDICATION COMPLIANCE

It is the responsibility of the staff administering a medication to ensure compliance. Staff must watch a student to be sure the student has swallowed the medication. If necessary, a mouth check can be done to ensure compliance. Hoarding of medication will not be allowed under any circumstance. If a student is suspected of hoarding medication, the student's team will be notified immediately. The student will be evaluated, and appropriate interventions will be determined.

WEEKEND AND VACATION MEDICATION PLANNING

The Health Center staff is responsible for coordinating the distribution of medications for weekends and vacations with our pharmacy. Parents and students are asked to assist in the efficiency and accuracy of this process by allowing the staff and the pharmacy ample time to make these preparations. To accomplish this goal, parents are asked to do the following:

- For routine weekends home, the Health Center staff needs to be notified no later than 12 noon on the Thursday prior to Friday travel.

- For vacations, the Health Center staff **MUST** be notified two weeks prior to the student's departure date.
- The travel medications will be given to the staff or guardian transporting the student at the time of departure.
- All parents or guardians need to have a signed copy of our Grove School Transportation Policy which includes information about medication distribution for weekends and vacations.

In the event that there is a problem with the medications that have been sent home, parents should contact the school immediately. During vacation times, there is an answering service that will be able to contact the appropriate staff to assist with the problem.

Any unused medication should be returned to the Health Center when the student returns to avoid any interruption or medication administration and/or extra costs for obtaining extra medication. All medications are to be turned into staff immediately upon returning to campus.

Reminder: Any medications not returned in their original container or with incomplete labeling will not be administered to the student by Grove School Staff.

SELF-ADMINISTRATION OF MEDICATION

No student of Grove School may keep and/or self-administer any medication without proper permission. If self-administration of medication is appropriate (skin creams or ointments, inhalers, insulin, etc.) a doctor's order must be on file giving permission and correct protocols for each student. The student's treatment team and the nurse must agree with the self-administration plan. If the plan is not being appropriately followed by the student permission may be rescinded.

PERSONAL HYGIENE

There is a connection between how someone is feeling and how they take care of themselves. All students are expected to maintain appropriate personal hygiene. Instruction and counseling are provided to those students identified to need help with their personal hygiene.

HEALTH EDUCATION PROGRAM

It is the policy of Grove School to maximize preventive health care, and student self-care skills through the health education program. The Grove School staff are invested in educating our students on a number of topics including, but not limited to, tick bite prevention, sun protection,

substance abuse, sex and sexuality, hygiene, nutrition, personal safety, Sexually Transmitted Infections, and other relevant health care issues.

Health Education takes place on many levels. Educational opportunities include, but are not limited to, Health Class, other academic classes when relevant, speakers and presentations, dorm meetings, group counseling, available literature, community service opportunities, individual counseling, therapy, and/or referral to special education programs.

Students are encouraged to seek out staff to discuss health concerns. Appropriate measures are taken to ensure that students use the information gained through education for their own self-care.

NUTRITIONAL NEEDS

The Grove School Staff, in connection with the Dining Room staff, work to educate students on proper nutrition. This is achieved both through education around balanced nutritional choices and by monitoring the availability of appropriate foods. Every effort is made to accommodate students with special dietary and nutritional needs.

Any specific dietary needs known upon admission should be shared with the treatment team and Health Center staff. Grove School has a Registered Dietitian (RD) on staff that parents may consent to have work with their student. There is an additional fee for the RD's services, which parents must sign an agreement with before RD sessions can begin. If student is non-compliant regarding a prescribed diet, the RD will report this information to the Student's treatment team and the Health Center to better assist in the student's dietary needs.

INFECTION CONTROL PROCEDURES

Every effort is made to maximize preventive health care and student self-care skills by assisting in the implementation of proper housekeeping, handwashing, safety and infection control procedures. The Health Center staff is trained in following all State of Connecticut Department of Health Code Regulations regarding all communicable diseases. Grove School strongly recommends that all students and staff receive a flu vaccine. Our Health Center obtains a supply of flu vaccines each year and administers them to staff and students with parental consent.

ACADEMIC PHILOSOPHY

The Grove School Academic Program is committed to a belief in the intrinsic learning potential within each student. To support this belief Grove School provides:

- A stimulating and focused learning milieu
- Professionally prepared and skilled instructors
- Opportunities for students to learn strategies that compensate for learning disabilities
- Differentiated instruction
- Experiential and community-based learning opportunities

We are committed to transitioning each student to the next step in personal development and provide them with the tools they need to be successful.

CALENDAR

The school's academic program is based upon 12 months of attendance, with four (4) vacations, each of approximately two (2) weeks duration. The summer months are part of the academic year and the third trimester continues through them. School during July and August is considered a pragmatic and logical structure for students who must deal with challenges to their learning.

The academic program follows a trimester format; each trimester is approximately 70 school days.

ACADEMIC INFORMATION

CURRICULUM

The Grove School Academic Program is based on a curriculum that is rigorous and aligned with CT State Standards. Every effort is made to offer a range of courses in each curricular area to meet individual student needs and aptitudes.

SPECIAL EDUCATION

The concepts in special education methodology are used to help the student access the academic curriculum. The objective is to enable the student to develop learning skills and strategies that will compensate for individual student learning challenges and be usable beyond the Grove School experience.

WRITING PROFICIENCY

Grove School recognizes the impact of student writing skills for success in all academic disciplines. Grove School curriculum establishes a sequential process for developing expository, narrative, and persuasive writing proficiency. High expectations for student achievement are promoted throughout all subject areas.

STUDY HALL AND POST SCHOOL DAY ACADEMICS

Homework is designed to strengthen, support, and generalize skills mastered through classroom instruction. Homework projects are often assigned for an entire grade with multi subject integration. Individualization with specific timed benchmarks for completion is tailored to individual student needs.

Extended School Day is designed to help students make up work missed during the day for unexcused reasons. Teachers may assign extended school day for students to help them make up time and effort lost.

Study Hall is assigned to the student to take place in the dormitory or in a school building with varying levels of instructional support. The student's needs are assessed by the student's academic team and the level of support needed is prescribed through a team decision.

MID-TERMS AND FINALS

Students are given mid-term and final exams in their classes. The weight of each exam on the final grade is evaluated by the teacher. The objective of this exam process is to teach test preparation skills and acclimate students to the stress of competitive assessment.

Time will be taken to prepare students for exams and any accommodations needed by students for test taking will be honored.

Parent/Teacher Conferences

A parent/teacher conference may be requested by a student's parent, teacher, therapist, advisor, or another stakeholder in the student's education. Parent conferences are scheduled through the school office. The meeting can be convened in person or via telephone conference call. The focus of the meeting may include academic progress review, behavioral issues, or other subjects relevant to the student's program. If a meeting requires other team members, a minimum of seven days

should be allowed from request to meeting implementation to allow scheduling adjustments for attending faculty and other important team members (therapist, speech therapist, advisor, etc.).

Parent/Teacher conferences are intended to increase communication, teamwork, and alignment of efforts to maximize a student's potential for success.

ACADEMIC CASE MANAGER

The Academic Case Manager is a special education teacher assigned to ensure the integrity of each student's individualized education program. The Academic Case Manager works to have all the student's content teachers know the necessary instructional accommodations and modifications and help ensure the integrity of the student's program across classes and content areas.

The Academic Case Manager is a resource to the School Administration and the student's Advisor in providing information to ensure a holistic perspective on program development and implementation.

SELECTING COURSES

It is necessary that careful thought and consideration be given to the selection of courses to minimize the need for course changes during the session. When selecting courses, academic sequence requirements, individual interest, and the relation of courses to future goals are factored in.

SCHEDULE CHANGES AND COURSE DROPS

Student schedules are finalized for the trimester after a two week add/drop period. After that two-week period, schedule changes and/or course drops will only be approved in the following circumstances:

- Placement error made by recommending teacher
- Changes necessary to equalize class sizes

Under other circumstances, drops will only be approved at the end of a trimester and only when there is ample evidence of earnest and consistent effort on the part of the student to meet all expectations of the course.

GRADING POLICY FOR DROPPED COURSES

The Grading Policy for students who drop courses is as follows:

A student who withdraws from a course with a passing grade after the course withdrawal deadline has passed will receive a “W,” which will appear on the student’s permanent record and transcript.

A student who withdraws from a course with a failing grade after the course withdrawal has passed will receive a “WF,” which will appear on the student’s permanent record and transcript.

The student will receive a final grade of “F” if the student drops the course and is failing at the end of:

1 credit course	1st trimester	
.5 credit course	Trimester	mid-
	point	

The student who drops the course before the above-mentioned deadlines will receive a grade of “W” for the mark reporting period. The course will not appear on the student’s permanent record.

MARKING SYSTEM

A+	A	A-	B+	B	B-
98-100	93-97	90-92	87-89	83-86	80-82
C+	C	C-	D+	D	D-
77-79	73-76	70-72	67-69	63-66	60-62

Minimum passing grade at Grove School is 60 (D-)

GRADUATION REQUIREMENTS

Humanities 9 credits	English	Total credits must equal 4*
	Social Studies	Total credits must equal 3, of which, one credit must be in U.S. History and one-half credit must be in Civics
	Fine Arts	Total credits must equal 1
	Elective	Total credits must equal 1
Science, Technology, Engineering & Mathematics 8 credits	Math	Total credits must equal 4, including Algebra I, Geometry and Algebra 2 or Probability & Statistics
	Science	Total credits must equal 3, of which, one credit must be in Life Science and one credit in Physical Science (Chemistry or Physics)
	Elective	Total credits must equal 1
Career & Life Skills 3.5 credits	Physical Education/ Health	Total credits must equal 1.5. P.E. must be taken each year through grade 11, even if the minimum number of credits is attained**
	Electives	Total credits must equal 2
World Language 2 credits		Total credits must equal 2
Electives		Total credits must equal 1.5
Senior Demonstration Project 0.50 credit		Total credits must equal 0.50

Total Credits Required for Graduation is 25

*Students must take 4 years of grade level English courses. Language Art electives will only be accepted as part of the 4-credit minimum requirement if a student did not receive full credit for a grade level English course from a previous school year, not as a substitute for a grade level English course offered during the current school year.

**Only valid medical excuses will be honored as an exemption from active participation in physical education classes. Any student who seeks a medical exemption must obtain a form from

the school nurse. This form must be completed by the student's physician. Excuses will be accepted for illnesses or injuries which occur throughout the school year. Requests for medical exemptions do not carry over from one year to the next and must be filed annually.

LOCAL EDUCATION AGENCY (LEA) GRADUATION REQUIREMENTS

Graduation requirements generally vary from district to district and from state to state. When students are placed at Grove School by a Local Education Agency (LEA), districts may require that the student meet the graduation requirements of the sending LEA. Some districts, however, adopt Grove School's requirements through the Individualized Education Program (IEP). It is the responsibility of the case manager to assure that all LEA requirements are met by the individual student. This can be accomplished through IEP meetings and in collaboration with the LEA's case manager for the particular student.

COLLEGE PREPARATION

Grove School offers students opportunities to take PSAT 10, PSAT and practice ACT exams and provide students/parents guidance on registering for the SAT and ACT exams. Workshops are offered to assist students with the college application process. Parents and Grove School administrators help the student to select appropriate schools, utilizing the numerous college catalogues available and their Naviance accounts. Therapists are included in the college selection process. Parent & student workshops will be offered throughout the school year for both 11th & 12th grade students.

ATTENDANCE POLICY

Grove School recognizes Connecticut State Law 10-98a that requires parents to cause their children to attend school regularly during the hours and terms the school is in session.

It is our belief that there is a correlation between student learning and consistent attendance in class. Much of what is presented in courses is sequential. Therefore, learning requires a continuity of attendance and effort. We also strongly believe that what occurs in class is vital to student learning. Lack of consistent attendance means that students will not get the full benefit of their courses. Attendance should be and will be a significant factor in the determination of a student's grade as determined by the individual teacher.

The purpose of the Grove School's attendance policy reflects our desire to have each student attend all classes. It is expected that parents will support the intent of the policy and encourage

their children to have good attendance. Learning experiences that occur in the classroom are meaningful and essential components of the learning process.

For the purposes of this policy, absent is defined as a student being outside of Grove programming and supervision. Absences that are the result of school disciplinary action are excluded from these definitions

If a student is absent from the school, a parent or guardian must send an email to the Academic Office to inform them of the reason for the absence. This e-mail is the only method that will be accepted when determining if an absence is excused; emails to treatment team members do not replace the required email to the Academic Office. If an email notification is not received, the absence will be considered unexcused. Parents should email attendance@groveschool.org to report absences; the email should include:

- the student's name,
- the date(s) of the absence(s),
- the specific reason for the absence

Excessive Absences:

A student is considered excessively absent once they accumulate a total of nine absences over the course of a school year. Grove School will notify parents/guardians when student has accumulated nine absences.

Parents/Guardians must provide written verification (i.e. doctor note, legal notice, registration confirmation) for any excused absence once student has been out of school a total of nine days.

The Grove School policy defines excused absences as follows:

- student illness
- death, critical illness or other emergency beyond the control of the student's family
- observance of a religious holiday
- medical appointment (which cannot be scheduled outside of the school day)
- college visit (3 days permitted)
- mandated court appearance
- an absence deemed "excused" by the school principal

The Grove School policy defines unexcused absences as follows:

- all absences not identified above are considered unexcused
- includes family vacations, student travel and attendance at other programs/camps.

- absences that are not explained by an email from a parent to the Academic Office within 48 hours after the student's return to school from an absence, are considered unexcused
- any absence in excess of 9 that does not have written verification
- any absence deemed "unexcused" by the school principal

Attendance will be reported monthly to a student's sending school district.

Impact of Absences

Impact of Grades/Credit –The number of unexcused absences permitted for each trimester before the student's grade is impacted or credit is lost is listed below:

- 6 unexcused absences result in a deduction of 10 points off a student's final grade average for the course
- An additional point will be deducted from the student's grade for each additional unexcused absence
- 10 unexcused absences in a trimester will result in full credit loss for most courses
- 5 unexcused absences will result in the withdrawal from AP or UConn ECE courses

Impact on activity participation – A student may not be permitted to participate in extracurricular activities, or other school-sponsored activities on the day they are absent from school.

The principal may make an exception to this policy in cases where extenuating circumstances prevail.

Early Dismissal

Parents / Guardians should only request early dismissal in cases of pressing family business and must call the school at any time to request early dismissal for their children in the event of an emergency.

Family Vacations

Grove School recommends that family vacations be taken in conjunction with scheduled school vacations; they are not excused absences.

REMOVAL FROM THE CLASSROOM

The Grove School recognizes the importance of student classroom participation and time on instructional task. A student may be asked to leave the classroom for reasons that are disruptive to the other student's opportunity to learn, at teacher discretion only when more productive behavioral interventions have been exercised and are shown to be ineffective.

If a teacher sends a student from the classroom to the Education Office for disciplinary reasons the AOD is responsible to log:

- The name of the student
- The disciplinary offense or reason for the removal
- Efforts made to return the student successfully to class
- Academic materials or social/communication skills materials provided (if student is out of class more than 15 minutes)
- The total amount of time the student is removed from classroom activities

At the end of the academic day the administrator on duty submits a copy of the day's removal log to the principal's office and informs each student's designated Advisor. All relevant parties are notified by the student's Advisor.

CONTINUITY OF INSTRUCTION

The Grove School minimizes instructional time off task by providing counseling to the student who has been removed from the classroom so they may return to the classroom. If counseling does not resolve the problem, then relevant course work is provided to the student who requires time outside of the classroom.

Academic teachers who remove students from the classroom for disciplinary reasons send the student out of class with relevant instructional assignments.

For students who are demonstrating noncompliant behavior the principal/designee will ensure that a packet of instructional materials is provided for the student when the student is ready to be productive.

The staff member managing the behavior of the student needing time outside the classroom will ensure that the student has a quiet, classroom environment in which to work to focus on the assigned tasks. This person may be the principal or instructional staff designated by the principal.

SUSPENSION REPORTING GUIDELINES

Grove School communicates and participates with the student's appropriate LEA, PPT, CSE of residence, and/or other relevant IEP team when a pattern of student suspensions and removals reflects a change in placement or whenever a suspension of more than 10 days is imposed (cumulative during an academic year).

The administrator on duty notifies the Principal at the beginning of the school day immediately following an incident if a student has been suspended during non-academic hours and it impacts an in-session school day. This notification is written.

Upon receipt of the suspension notice the principal (or designee) verbally notifies the suspended student's parents/guardians by telephone (within the school day that the principal is notified) and supports this verbal notification of suspension with a written report. This report is maintained in the student's school file.

The principal ensures that the placing school district, PPT, or CSE of residence, and/or other relevant IEP team is verbally notified by telephone or email of the student's suspension within 24 hours of the student's suspension.

The principal ensures that alternate instruction is provided to the student during the suspension/removal period. This instruction is planned in order to keep the student's instruction current with their non-disabled peers of compulsory age.

INTRODUCTION

Activities, whether planned or spontaneous, are an essential part of the therapeutic milieu. Active participation in a varying range of physical, artistic, cultural, recreational and leisure activities is a primary ingredient in every child's growth and development. Among other positive aspects of the organized use of free time is the opportunity for the formation of supportive relationships between staff and students.

RECREATION

The Grove School provides a wide array of recreation/leisure time activities to its students. Safety and supervision are the guiding principles behind our activities program as well as enhancing self-esteem. The following are examples of daily activities: intramural and competitive sports teams, sewing club, Student Council, Open Mic nights, trips to the skate park, fitness center, volunteering at a local soup kitchen or nursing home, indoor rock climbing, open art room, summer beach trips movies, plays, concerts, museums, and sporting events. The staff at Grove School makes every effort to accommodate appropriate suggestions from the students for activities both on and off campus. Special community events also occur throughout the year including formal dinners, school dances, a Junior/Senior Prom, a fall carnival, performing arts performances, art shows, and summer Funfest.

There are multiple activity periods during the week. Monday through Friday, students may participate in activities from 3:00 pm to 5:00 pm and then from 5:45 pm to 7:30 pm. On Saturdays and Sundays, activities are offered throughout the day and evening.

All students are given an opportunity to sign up for activities of their choice. On occasion Administration may need to postpone or adjust an activity based upon student interest and campus coverage. When there is more interest than space for a particular trip or activity, all efforts are made to accommodate the interest, but a lottery selection may be utilized, or the activity may be repeated. For new students or those who struggle to independently select productive activities, an Individualized Activities Plan (IAP) may be developed and implemented. The goal is to assist students with increasing their independence in structuring their own leisure time.

ALTERNATIVE SITE THERAPEUTIC AND EDUCATIONAL EXPERIENCES (ASTEET)

An "Alternative Site Therapeutic and Educational Experience" (A.S.T.E.E.) is a concept used at Grove School to provide students and staff an opportunity to utilize experiential education in the

learning process. These experiences include but are not limited to overnight camping trips, whitewater rafting trips, ski trips to local mountains, sailing trips to the Caribbean, service-learning opportunities, and other educational travel including to foreign countries.

ATHLETICS

The Grove School offers many athletic opportunities for our students. We field soccer, softball, baseball and basketball teams. We also offer many opportunities for students to participate in informal team sports such as pick-up basketball, open gym, and other physical activities. Individual sports such as tennis, martial arts, weightlifting, etc. are encouraged and opportunities are provided to pursue these interests. Emphasis is on teaching the skills necessary to participate in the sport as well as commitment, sportsmanship, and teamwork.

Grove offers Interscholastic Athletics in several sports. Students participate in team play against neighboring schools. All Grove School students are expected to treat visiting teams and fans in a courteous, respectful manner. Behavior at athletic events is a reflection upon students, their school, and their families. All school rules regarding student behavior are in effect at athletic events.

ACTIVITY COSTS

Most of the daily and weekend activities are included in the Grove School tuition. ASTEE trips, other overnight trips, and special day trips may involve an additional fee. See Financial Section.

SUMMER PROGRAM

Since Grove School is a year-round program, the summer activities are a continuation of those in place during the rest of the year. There is added emphasis, however, on individual tutoring, remediation and special projects in addition to an increased activity program. Large group outdoor activities and those which take advantage of the Northeast are promoted.

We take many beach and water activity trips over the summer. Safety is a priority on these trips.

THE STUDENT COUNCIL

The Student Council of Grove School is a voluntary organization representative of all students. Officers are elected by council members. Each member represents their class and serves as a liaison

between the students of that class and the council. The purpose of the council includes promoting the general welfare of the school, fostering school spirit, and building stronger ties between students and faculty. It also serves as a forum for student grievances and is one avenue through which student ideas are channeled.

STUDENT ORGANIZATIONS AND CLUBS

In addition to the Student Council, there are many organizations and clubs that students can join and/or create. Students are required to join at least 2 clubs. Students are encouraged to find organizations and clubs that satisfy their interests. Students who are interested in finding out what is offered at Grove School should check with their Advisor. If a student would like to create an organization or club that doesn't already exist, they should contact their dorm staff and/or an administrator that can help them access student interest.

INDIVIDUALIZED ACTIVITY PLAN

Some students may need an Individualized Activity Plan (IAP). This plan is initiated when students have difficulty balancing their activity choices or getting involved in different activities. This decision will be at the discretion of the Advisor and treatment team. Students are encouraged to balance their free time. If, for example, a student is spending too much time on their cell phone, playing video games, or isolating, an IAP will be put in place and students will be assigned to participate in selected activities while former activities are discouraged.

FORMAL EVENTS

Formal Events take place several times throughout the year. We prepare a special dinner and there is often a special presentation or entertainment. Students are encouraged to "dress up" for the event.

INTRODUCTION

Students who are graduating from Grove School or who, through the approval of their treatment team and family, are transitioning to another program are supported and assisted through the transition process.

NON-GRADUATING STUDENTS TRANSITIONING TO A NEW PROGRAM

Students who have benefitted from the Grove program and are interested in transitioning as the next positive step should engage in discussions with their treatment team. Parents are encouraged to discuss this with the treatment team prior to making arrangements for their child. Students who are being considered for discharge are presented to the Discharge Committee for discussion, suggestions, and referrals.

When a student is approved by the Discharge Committee for transition, the parents are notified of the discussion and every effort is made to prepare the student for the transition. The parents should work with the Advisor, therapist, and academic staff to make every arrangement to prepare the child for the new placement.

GRADUATING SENIORS

Grove School staff works closely with all seniors and their families as they prepare for post-Grove life. For many of our students, college is the natural and obvious next step. Every effort is made to assist these students in their college application and selection process. Many of our other students are best served by a post-Grove work program, continued treatment programs, and/or post-graduate work at Grove School. The following section gives suggestions and direction for all of these options.

EDUCATIONAL CONSULTANTS

While Grove School staff can be helpful in providing general information and direction to our students and their families, many parents choose to employ the help of an Educational Consultant

to guide them more closely through this process. At times, Grove School staff may recommend that a family pursue this option so that the needs of a particular student may be best met.

STANDARDIZED TESTING PREPARATION

Students are encouraged to make every effort to prepare for the SAT/ACT and other standardized testing. Standardized tests may be necessary for both college applications and secondary school applications. Staff are available on campus to assist with test preparation, and Grove helps in accessing off-campus preparation. Students should contact their Advisor for more information.

TIMELINE FOR SENIOR PREPARATIONS

Grove School staff have developed the following sequence for preparing for college. This is intended as a guide for parents to adequately plan for senior transition.

Stage 1

- Initial Discussion Regarding Type of College.

Factors to be discussed should include:

Size

Majors, Minors

Locations (suburban, urban, rural), transportation

Activities, Clubs, Organizations, Greek Life, Sports

Financial Aid

Distance from home

- How do the above choices compare between parents, student, and treatment team?
- Should the family hire an Educational Consultant?

Stage 2

- Learn about schools through visiting college representatives coming to Grove, trips to college from Grove School and as a family.
- Learn and use Naviance Program for College Search.
- Match vision of student with vision of parents.
- If students are not college bound, we recommend that this process takes place in some form so students may defer until the following year.
- If a student is not college bound – talk about Post-Secondary Education and living, Post Grad Year at Grove, and/or Gap Year options.

- Ask teachers and Advisors for recommendations; help student pick appropriate staff (see common application or appropriate application). Most schools need at least two recommendations.

Stage 3

- Plan to visit some colleges on weekends
- Look up Open House dates for colleges that your child may be interested in. (We suggest visiting three different types of colleges to get a feel for what you like and don't like)
- Students should start to compile all important information for filling out applications (SSN, parent's information, etc.).
- Students should be talking about and planning for the college admission essays.
- Students should be requesting transcripts using the proper form and process.
- By the end of October, students should have a general list of potential colleges, including a safety school.
- Students should be planning for interviews at the schools that they are interested in.
- Use the Naviance Program to organize college application process.
- Students should be writing their college admission essays.

Stage 4

- Students should have the final list of colleges that they are applying to.
- Students should be going with their parents on interviews and Open House trips.
- Students should be filling out applications.
- Students should be getting recommendations from the Staff they have asked.
- Students should be finishing their essays and having them proofread by their English teacher and Advisor.
- Continued discussions about Financial Aid planning.

Stage 5

- Finishing the application process and having them in the mail by winter break – true of college bound seniors and those pursuing other post-Grove options.
- There should be general follow-up with all paperwork, including Financial Aide information

Stage 6

- Some colleges have later deadlines, but it is better to get applications in as soon as possible.
- You will need to continue sending mid-year transcripts and reports

Stage 7

- Decision time

COLLEGE APPLICATIONS

There are several steps to the college exploration and application process. Students should see their Advisor to discuss timelines and suggestions. All students can ask for assistance with this process through their English 12 class and through their Advisor. Many families also employ the help of an educational consultant to most effectively navigate this process.

TRANSCRIPT POLICY

Our transcripts are prepared through the Education office. Transcripts can be requested through a student's Naviance account or by contacting the education office. Transcript requests will take 7-10 business days to be completed. The education office will send the transcripts directly to colleges if requested.

SAT/ACT SCORES

All SAT/ACT scores are sent directly from the College Board or ACT to the colleges/universities of choice. Students make these requests through their SAT or ACT student accounts. In some circumstances, a fee will apply.

TEACHER RECOMMENDATIONS

Students should begin asking teachers and Advisors for recommendations as early as September of the Senior year. Late requests may delay completion of their application.

COMMON APPLICATION

Most colleges and universities accept the Common Application. This application can be found at www.commonapp.org. Please see the website for directions on its use and a complete list of colleges that accept this application.

GAP YEAR

The Gap Year refers to the time students may choose to take between completing secondary school and matriculating into college or university. This idea is fairly new but it is often highly recommended. Opportunities for Gap Year programs include travelling, full time employment, volunteer experiences, and self-enrichment programs. There are programs that structure these opportunities for appropriate students. Please see Grove School staff or speak to an Educational Consultant about Gap Year opportunities.

TRANSITION PROGRAM

Grove School offers our students and their families a Transition Program. This option allows students to continue in the therapeutic milieu while living in a co-ed, off campus home and taking classes at a local community college. We explore work opportunities, time management, and skills for independent living. Students are supported in pursuing post-Grove plans during this time.

COLLEGE REPRESENTATIVES AND OPEN HOUSES

College representatives come to the Grove campus throughout the year to talk to our Juniors and Seniors. Additionally, students are provided opportunities to attend Open House events at local colleges. Parents are encouraged to work with Grove School and their child in planning college visits to appropriate schools.

SUPPORTING OUR TRANSITIONING STUDENTS

As a student is preparing to transition from Grove, our staff makes every effort to accommodate their needs. Students are expected to continue to follow our guidelines, policies, and expectations. In some circumstances, it may be appropriate for a student to increase their time at home, pursue employment, take extra classes, or make other special arrangements. All of these accommodations must be reviewed with their treatment team and Grove School Administration. Every effort will be made to make reasonable modifications; however, the integrity of the Grove School program will not be threatened.

CLINICAL SUPPORT POST-GROVE

Grove School strongly recommends that all students transitioning from Grove to another program, whether it is college, home, secondary school, etc. continue with some form of support services.

Continuing in therapy can help with the adjustment process. Students should work with their therapist and family to find the right situation for their post-Grove work.

LEAVING GROVE SCHOOL

Students who are a part of the Grove community remain members of the community when they leave. Grove encourages students to keep in contact with staff and other students as appropriate. We look forward to hearing about how our graduates are doing. Students are reminded to call Grove School to arrange a visit.

INTRODUCTION

Upon admission, the Business Office will discuss with parents all financial expectations. This will include the Grove School contract and any and all expenses they can expect on a monthly basis. The following information is intended as a general overview. Financial expectations are reviewed on an ongoing basis and parents and school districts will be notified of any changes as necessary. All specific questions should be directed to the Business Office.

APPLICATION

A deposit of \$1000.00 is then required to maintain the application prior to admission

CONTRACTS

The Grove School contracts will be mailed out to parents and or school districts shortly after admission. Please sign both copies and return one copy back to Grove School. This contract will provide all the necessary information about the financial obligation. Please refer to the contract for more specific information.

EXPENSES

There are two accounts at Grove School:

1. Tuition Account
2. Incidental Accounts

Details about these different accounts are provided below.

TUITION ACCOUNT

Please see your financial package for updated tuition costs.

Tuition is due by the first of each month and must be received no later than the tenth (10th) of each month. Tuition invoices are sent out about one week prior to the first of each month.

INCIDENTAL ACCOUNT

The Incidental Account covers all miscellaneous expenses that are not tuition related. The \$1000.00 deposit required to maintain the application is rolled over upon admission to the Incidental Account as a security deposit. This is a revolving account and any monies expended from this account must be replenished on a monthly basis.

Statements for this account are mailed out mid-month. Payment is due upon receipt and should be forthcoming no later than the end of the month. All accounts must be kept current on a monthly basis. A 1.5% per month interest rate will be applied to any unpaid balance.

Incidental expenses include, but are not limited to, transportation, clothing purchases, school supplies, special lessons, tutoring or remediation, laundry, hygiene items and overnight trips or other special high cost events (which require advanced parental permission). Special services as required are billed separately.

DEPOSITS

A deposit is required for all new students irrespective of the funding source. The deposit schedule is as follows:

Private Funding: The deposit required upon admission will be the first month, last month, and a security deposit.

Partial Funding: Where there is partial funding from Parents, School Districts, or Social Services or any combination of these, the deposit required upon admission will be the portion of any monthly tuition parents are responsible for, plus equal amounts for the last month's payment and security deposit. At the conclusion of the student's stay, this deposit will be refunded minus any outstanding balance. Until written approval and funding is received, parents remain responsible for full payment of all required monies.

FEDERAL INCOME TAX

Our fees may be deductible for federal income tax purposes under section 1.213-1 (3) (1) (v) (a) of the Treasury Regulations related to the Internal Revenue Code.

FUNDING CHANGES

If the funding source should change once enrolled at Grove, please be advised that parents are still responsible for tuition payments until the other source commences payments to Grove School. Once payment is received, we will refund any overlapping funds.

REFUNDS

Upon proper termination, the tuition, fees, and all other expenses incurred to date of termination shall be adjusted accordingly. All unpaid expenses owed by Parents to Grove School shall be invoiced for payment. Credit balances, if any, shall be adjusted accordingly and remitted to Parents within 90 days of termination.

AUTHORIZED EXPENSES

No student should keep large amounts of cash. Monies in excessive amounts should be arranged with the student's Advisor and/or the Business Office. When appropriate, students may open a local bank account.

Parents can authorize money from the incidental account for their children. Please ask what the money will be used for so that we can confirm the expense. Parents can call the Main Office or the student's Advisor for approval. Approvals over 20 dollars must go through the Advisor.

Grove School offers an on-campus allowance program. This is an incentive for students to work and earn some of their own money without a charge to the parents.

Please do not send money directly to your child without notice to their Advisor.

CREDIT CARD AND WIRE PAYMENTS

We currently accept Visa, MasterCard, American Express or Discover Card for payment on the tuition invoices and/or the incidental invoices. We will provide banking information for those wishing to make payment by wire transfer.

ACTIVITY COSTS

Most of the daily and weekend activities are included in the tuition. ASTEE trips, other overnight trips, and special day trips may involve an additional fee. This may be charged to the parent's incidental account.