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Series 1000 - COMMUNITY RELATIONS

The series deals with the school system's external relations with mass media of communication, with citizens' committees, with complaints concerning school personnel, with community use of school building, with other governmental and private groups concerned with education.

Series 2000 - ADMINISTRATION

This series deals with the Board's action in activating all administrative and supervisory jobs. Job descriptions approved by the School Committee will be maintained in a separate binder. In addition, an organizational chart, statement of the line of responsibility and evidence of problem-solving and communications devices like councils, cabinets, and committees for executives shall be listed.

Series 3000 - BUSINESS & NON-INSTRUCTIONAL OPERATIONS

Here you will find policies and regulations for the problems of money: getting it (taxation), planning for spending (budget), spending (purchasing), and keeping records (accounting). In addition, the non-instructional operations of operations and maintenance, fixed charges like insurance, transportation and food services appear in the latter part of this index.

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Series 4000 - PERSONNEL

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Series 6000 - INSTRUCTION

Here are the provisions for teaching and learning. The goals of the school, curricular matters, instructional arrangements to assist teachers to teach and students to learn, provisions for individual differences and exceptional children.

- 6001 School Visitation Policy**

Series 7000 – NEW CONSTRUCTION

The policies and regulations in the Series are to help in the building expansions and modernization efforts.

Series 8000 – INTERNAL POLICIES of the BOARD of DIRECTORS

Policies here are statements of Board purpose and provisions for matters like induction of Board members, inservice development of Board members, code of ethics for the Board as a group and individually and the Board's attitude toward policy development.

Series 9000 – BYLAWS of the BOARD of DIRECTORS

This Series includes the arrangements for meeting procedures, duties off officers, quorum, terms of office of members, and the like.

PARENT –STAFF ORGANIZATION

The Parent-Staff Organization of the Pilgrim Area Collaborative is viewed by the Board of Directors as sincerely interested in and staunch supporters of public education for students with special needs.

The purpose of the organization is endorsed by the Board of Directors:

1. to promote the welfare of children and youth in the home, school and community;
2. to raise the standards of home life;
3. to secure adequate laws for the care and protection of children and youth;
4. to bring into close relationship the home and the school, that parents and teachers may cooperate intelligently in the training of the child;
5. to develop between educators and the general public such united efforts, as will secure for every child, the highest advantage in physical, mental and social education.

Staff members shall be encouraged to join the organization and to participate actively in their program.

First Reading: 5 May 2011

Second Reading: 23 June 2011

Board of Directors Approval: 23 June 2011

POLICY ON HEALTH BENEFITS FOR RETIREES

1. This policy shall only be considered effective to the extent that the Board of Directors retains full and complete discretion and control to offer, to cease offering, and/or to alter the offering of any health benefits to otherwise eligible retirees of Pilgrim Area Collaborative. At the October Board Meeting each year, the Board of Directors will vote to determine funding of the health benefit plan for retirees **for the following fiscal year**. This policy does not create a contractual obligation or entitlement for any individual.
2. For the purpose of this policy, retirees shall be defined as individuals who are both eligible for and in fact receive a retirement allowance in accordance with Massachusetts General Laws Chapter 32 through either the State Retirement System or through the Massachusetts Teachers Retirement System, and who retire directly from Pilgrim Area Collaborative with a minimum of ten (10) years of consecutive service, working a minimum of twenty (20) hours per week. In addition, eligible retirees must have been enrolled in the group health insurance plan, and at the same level (individual or family), for at least two (2) contract years immediately prior to the date of retirement.
3. Notice of intent to take health insurance in retirement must be given to the Pilgrim Area business office one year prior to the retirement date. This notification requirement may be waived by the Board if due to unforeseen circumstances the employee is not able to give one years notice. The retiree will verify such continued eligibility by promptly completing and returning such notarized forms as may be required or requested by the Collaborative. Additionally, each retiree must immediately notify the Collaborative in writing of any change of address. The failure by a retiree to promptly return a requested verification form or to notify the Collaborative of a change in address shall be grounds for the termination of that individual's retiree medical insurance, which will not be reinstated.
4. Retirees, who are otherwise deemed eligible, subject to the discretion of the Board of Directors, shall be entitled to enroll in one of the health benefit plans offered by the Collaborative up to the date the individual becomes eligible for Medicare. Upon reaching the age of Medicare eligibility the retiree must enroll in Medicare immediately and will be eligible to enroll in a Medicare Supplement Plan offered by the Collaborative, provided that the Board of Directors so chooses to offer a Medicare Supplement Plan. Retirees who are not enrolled in Medicare Parts A & B in accordance with the timelines specified in this policy shall not be eligible to receive any benefit from the Collaborative.

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5. While this policy is in effect, the Collaborative will pay 50% of the monthly premium on behalf of eligible retirees who enroll in a plan offered by the Collaborative, whether or not the plan is a group plan or a Medicare Supplement Plan, and regardless of whether or not the retiree is enrolled in an individual or family plan. In the event of a retiree's death, the surviving spouse will be eligible for continued coverage in an individual plan with the surviving spouse paying 100% of the premium for the coverage. "Spouse," as used in this policy, means the current spouse at the time of the retiree's death. Additionally, coverage of this spouse will terminate if said spouse remarries.

A spouse will be responsible for promptly completing and returning to the Collaborative whatever forms regarding continued eligibility that the Collaborative may require or request.

6. In addition to offering a Medicare Supplement Plan, the Collaborative shall endeavor to offer a health benefit plan(s) for those retirees who are eligible under Section 2 of this policy but who are not Medicare-eligible employees. Interested retirees must submit evidence satisfactory to the Collaborative in a timely manner prior to age 65, which establishes that they are not Medicare-eligible.

7. Retirees shall be responsible for making full payment of their share of the premium which will be due to the Pilgrim Area Collaborative on the first day of the month of coverage. Should any enrolled retiree fail to make such a premium payment within thirty (30) days of the due date, he/she shall be considered dropped from the plan and will only be reinstated at the discretion of the Board.

8. Nothing in this policy guarantees, nor should be considered to guarantee, health benefits to any retiree. Further, the Board of Directors, by and through the adoption of this policy, retains full discretion to alter contribution levels and/or to cease the offering of any/all health benefits or plans. However, should the Board of Directors decide to cease or alter the offering of any/all health benefits or plans, coverage of those retirees who have already begun receiving health benefits through this policy shall if possible be maintained at a similar level as when the person first retired.

Board of Directors Initial Approval: March 6, 2008

Annual Renewal of Policy Approved: November 5, 2009

Amended/First Reading: January 6, 2011

Amended/Second Reading: February 3, 2011

Approved: February 3, 2011

BUDGET PREPARATION

Together with the Business Manager the Executive Director will prepare a budget annually. In April of the current fiscal year, a summary draft of the budget will be shared with the Operating Committee for review and input. In June of the current fiscal year, a preliminary budget will be presented at a Board of Directors meeting. The preliminary budget, containing estimates, will be subject to a majority vote of the Board and will be in effect July 1, the next fiscal year.

By October 31st, the final budget, containing actual data, will be presented to the Board for a majority vote. This budget is in effect until the next preliminary budget is approved.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

TUITION/BILLING STRUCTURE

Tuition rates for Pilgrim Area Collaborative programs will be set by the Board of Directors in the approved preliminary budget, and may be adjusted in the approved final budget. Any change in tuition subsequent to the approved final budget must be brought forward the Board and approved by a majority vote.

A student who is enrolled in a Collaborative program for five or more days in a given month will be charged tuition for the full month, and will continue until the student is withdrawn in writing from the Collaborative by the sending school district(s). If an enrolled student moves to a different town the monthly tuition cost will be prorated between both towns.

In accordance with 603 CMR 28.10, (2) (a), 2 if a student with an out of district placement splits time between parents who reside in different towns, the cost of tuition will be billed as a split cost between those towns.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

FEE SCHEDULES

When school districts contract with the Pilgrim Area Collaborative for staff services, the rate will be subject to a fee schedule voted by the Board of Directors.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

RESTRICTED FUNDS

The Board of Directors upon a majority vote may accept monies into a restricted fund. Monies in this fund are from outside sources, and may be expended according to the restricted purpose.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

DESIGNATED FUNDS

The Board of Directors upon a majority vote may set aside monies into a designated fund. Monies in this fund may be used solely for the intended purpose.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

FUND BALANCE

As of the close of a fiscal year, the Pilgrim Area Collaborative will maintain in its operating fund a maximum of 3.5 months of operating expenses.

If there is an excess of operating expenses at the close of a fiscal year, at the first Board of Director's meeting of the new fiscal year, the Board of Directors through a majority vote will determine how those funds will be dispersed.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

AUDIT

Each year, the Business Director of the Pilgrim Area Collaborative will arrange for an audit of the Collaborative's financial statements. The audit will be conducted by a Board approved independent auditing firm.

Results of the audit will be presented at a meeting of the Board of Directors annually and be subject to a majority Board vote.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

AUTHORIZATION TO SIGN CHECKS

The Treasurer of the Pilgrim Area Collaborative has the authority to sign checks. In the absence of the Treasurer, the Executive Director is authorized to sign checks for the Collaborative.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

FUNDRAISING

Groups formed to support the Pilgrim Area Collaborative should operate at their own initiative and responsibility in line with the mission, goals, and curriculum of the Collaborative.

All fundraising efforts must have prior approval of the Executive Director, and also must be in alignment with the mission, goals, and curriculum of the Collaborative.

Classroom teachers may not solicit funds or materials for their classroom.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

DONATIONS

The acceptance of any donation to the Pilgrim Area Collaborative made either by an individual or a group is subject to a majority vote of the Board of Directors.

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

PREPAYMENT OF TUITION and SERVICES

The Pilgrim Area Collaborative will accept prepayment of up to three months of tuition either for the current fiscal year or for the following fiscal year. *MGL, Chapter 71, Section 71D.*

First Read: 3 March 2011
Second Read: 7 April 2011
Board of Directors Approved: 7 April 2011

NO SMOKING POLICY

In the interest of promoting healthy working conditions and protecting the safety of students, faculty and visitors, the Board of Directors of the Pilgrim Area Collaborative has created a Smoke Free Environment for all of the programs. Therefore, the use of tobacco products by staff, students, and visitors is prohibited at all times in all school facilities, school grounds, at all school sponsored activities, including field trips, and on school vans.

In accordance with M.G.L, c. 71, § 2A, it is unlawful for any student enrolled in a public primary or secondary school in the Commonwealth to use tobacco products of any kind on school grounds.

Board of Directors Approved: 6 May 2010

DRUG FREE WORKPLACE POLICY

It is the intent and obligation of the Pilgrim Area Collaborative to provide a drug-free, healthful, safe and secure work environment. Employees are expected and required to report to work in appropriate mental and physical condition for work. For the purposes of this policy, alcohol will be considered a drug.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (or alcohol) is absolutely prohibited in the Pilgrim Area Collaborative programs. Employees found in violation of such prohibition will be subject to discipline up to and including termination. The Pilgrim Area Collaborative at times may have an obligation to notify federal or state agencies relative to such violations.

It is a condition of employment that each employee abides by this policy and notifies the Executive Director of any criminal violation occurring in the workplace within five (5) days of such a conviction.

The Drug Free Workplace Act (U.S.C. 702) requires the Pilgrim Area Collaborative to certify a drug free workplace as a condition of receiving federal grants and contracts.

Board of Directors Approved: 6 May 2010

SEXUAL HARASSMENT POLICY

Position

The Board of Directors of the Pilgrim Area Collaborative takes the position that all of its employees have the right to work in an environment free from sexual harassment. In addition, sexual harassment violates both state and federal law, and therefore, will not be tolerated.

The Board of Directors will take seriously all complaints of sexual harassment and will investigate, through the designated sexual harassment officer (investigator), each and every complaint thoroughly and as quickly as possible.

While this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition

Sexual harassment is defined as an unlawful act(s) including unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender, sexual advances and/or requests for sexual favors. In addition, other verbal or physical conduct of asexual nature constitutes sexual harassment when:

1. submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain or maintain employment; or
2. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or
3. such conduct or communications has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, humiliating, or offensive employment environment.

Implicit in the above definition is that sexual innuendos, jokes, comments, pictures or questions are included in the prohibited conduct.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

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- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Condoning sexual harassment, also, will not be tolerated. Condoning includes ignoring harassment, or any other act that can be perceived as approving the actions of the harasser.

Also implicit in the definition is that the policy applies equally between the sexes. Finally, implicit in the definition is the fact that the misconduct need not take place at the workplace in order to constitute sexual harassment.

If any employee believes he or she has been subjected to sexual harassment, the employee has a right to file a complaint with the Executive Director, Dr. Maureen Gaughan, either verbally or in writing.

If, after investigation, it is determined that inappropriate conduct occurred by an employee, appropriate action will be taken. Such action may range from counseling to termination of employment as well as other forms of disciplinary action deemed appropriate.

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short period for filing a claim (EEOC-300 days; MCAD – 300 days).

United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Building
475 Government Center
Boston, MA 02203
Tel. (800) 669-4000

The Massachusetts Commission against Discrimination (MCAD)

One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Tel. (617) 994-6000

Board of Directors Approved: 6 May 2010

POLICY on CRIMINAL OFFENDER RECORD INFORMATION (CORI)

The Commonwealth of Massachusetts Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work for the Pilgrim Area Collaborative. The following practices and procedures are part of the Collaborative's CORI policy that will generally be followed in accordance with M.T.L. c. 71, § 38R.

- I. CORI checks will only be conducted as authorized by the Criminal Histories Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted, and will be asked to complete a CHSB Request Form. If requested, the applicant will be provided a copy of the PAC CORI Policy.
- II. All PAC administrative personnel authorized to review CORI information in the decision-making process will be thoroughly familiar with the regulations pertaining to conducting CORI checks.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the Pilgrim Area Collaborative is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided a copy of the criminal record that makes the individual unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification provided by the applicant, Pilgrim Area Collaborative will make a determination on a comparison of the CORI record and documents provided by the applicant. The Pilgrim Area Collaborative may contact CHSB and request a detailed search consistent with CHSB policy.

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- VII. If the Pilgrim Area Collaborative reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in Section IV on this policy, then determination of suitability for employment will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not limited to the following:
- a. Relevance of the crime to the position sought;
 - b. The nature of the work to be performed;
 - c. Time since conviction;
 - d. Age of candidate at the time of conviction;
 - e. Seriousness and specific circumstances of the offense;
 - f. The number of offenses;
 - g. Whether the applicant has pending charges;
 - h. Any relevant evidence of rehabilitation or lack thereof;
 - i. Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

Board of Directors Approved: 6 May 2010

INTERNET POLICY

The Internet is a vast global network which gives people access to a wide variety of information and communication formats. The Internet has tremendous potential for educators who are now able to communicate with one another to share educational materials, strategies and ideas, as well as to access educational research and journals. The Internet's potential for education is limitless as is the potential for abuse.

The purpose of these guidelines for Internet use is to ensure that all Pilgrim Area Collaborative staff members and students use this valuable resource appropriately. Access to the Internet by staff and students is not a right but a privilege which may be revoked at any time for abusive conduct. This abusive conduct will include but will not be limited to the following:

- ♦ using the PAC Internet access for any personal use without permission;
- ♦ the placing of unlawful and/or inappropriate information on a system;
- ♦ accessing or downloading sexually explicit or other materials that may be inappropriate for educational use or the sharing of locations or addresses for this kind of material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence;
- ♦ the use of abusive or objectionable language in either public or private message;
- ♦ the sending of messages that are likely to result in the loss of the recipients' work or systems;
- ♦ the sending of "chain letters" or "broadcast" messages to lists or individuals;
- ♦ other types of use that could cause congestion of the networks or otherwise interfere with the work of others;
- ♦ use of the Internet that would violate the copyright and/or trademark laws of the United States;
- ♦ using any PAC link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network
- ♦ over riding or allowing students to override any security systems established on the Internet access network;
- ♦ sharing or disseminating passwords, codes, access phone numbers or account number;

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- ♦ any use of the Internet that would reflect negatively on the Pilgrim Area Collaborative or would in any way subject the employer or the employee to a possible criminal or civil action.

The foregoing list is not inclusive. The Pilgrim Area Collaborative reserves the right to notify any user of other impermissible action regarding the use of the Internet.

The Pilgrim Area Collaborative makes no guarantees, implied or otherwise, regarding the liability of the data connection. Nor shall PAC be liable for any loss or corruption of data while using the Internet connection.

The Pilgrim Area Collaborative reserves the right to examine all data, including e-mail, stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. Network storage areas, files and communications may be reviewed by the PAC Administration or designated technology support liaison in order to maintain system integrity and to ensure that users are using the systems responsibly. Users should not expect that files stored on the network server will always be private.

At the beginning of each academic year, staff will be presented with a copy of the "Acceptable Use of Internet Policy" and sign an acknowledgement of receipt.

Board of Directors Revised & Approved: 6 May 2010

ETHICS POLICY

The Board of Directors of the Pilgrim Area Collaborative (PAC) expects all employees to conduct themselves in a professional manner in their relationships with all students, parents, co-workers, members of the host school, and community.

In addition, all employees, contracted individuals, and volunteers who hold positions with the PAC must abide by the Conflict of Interest law, MGL 268A. This law includes but is not unlimited to the following areas.

Persons affiliated with the PAC **will not**:

- ◆ ask nor accept anything if it is offered in exchange for agreement to perform or not perform an official act;
- ◆ ask nor accept anything (such as a gift) worth \$50 or more;
- ◆ hire, promote, supervise or otherwise participate in the employment of their immediate family or their spouse's family;
- ◆ take any type of official action which will affect the financial interests of their immediate family or their spouse's immediate family;
- ◆ have more than one job with the same municipality or county, or more than one job with the state;
- ◆ disclose confidential information, data, or material which was gained or learned as a public employee;
- ◆ take any action that could create an appearance of impropriety, or could cause an impartial observer to believe their official actions are tainted with bias or favoritism;
- ◆ use their position to obtain unwarranted privileges, or any type of special treatment, for themselves or anyone else;
- ◆ use public resources for political or private purposes.

In compliance with the July 1, 2009 enacted law Chapter 28 of the Acts of 2009, the Pilgrim Area Collaborative will make available to all its employees, contracted individuals, and individuals who hold volunteer positions a summary of the *Conflict of Interest Law for Municipal Employees* by December 28, 2009, and on an annual basis thereafter. All PAC personnel must sign and return a written acknowledgement that he/she has received the summary and return it within 10 days.

In addition on or before April 2, 2010, and every two years thereafter, all PAC related individuals will complete an *Online Training Program* with the Massachusetts Ethics Commission and submit to the PAC office a copy of the *Certificate of Completion*.

Board of Directors Approved: 6 May 2010

PRIVACY POLICY

The Pilgrim Area Collaborative (PAC) complies with Regulation 210 CMR 17.00 Standards for the Protection of Personal Information of Residents of the Commonwealth (M.G.L. c. 93H).

In this regard PAC will meet or exceed the standards to be met in the safeguarding of personal information contained in both paper and electronic records to (i) ensure the security and confidentiality of such information, (ii) protect against anticipated threats or hazards to the security or integrity of such information, and (iii) protect against unauthorized access to or use of such information in a manner that creates a substantial risk of identity theft or fraud. Methods of safeguarding the privacy of PAC employees are identified in the PAC Comprehensive Information Security Program.

All PAC employees are expected to keep confidential all staff records. Employment records will be contained in a locked file cabinet, and accessed only under the direct supervision of the Executive Director or their designee. Employment records are not allowed to leave the PAC office.

Electronic records for payroll may only be accessed through a Certificate of Digital Access. The only employees at PAC who are authorized access to these electronic records include the Business Director and the Payroll clerk. In the absence of the payroll clerk the Business Director may designate another employee access to electronic records for the purposes of payroll only.

Any PAC employee in violation of the security program rules is subject to disciplinary action up to and including dismissal from employment.

Board of Directors Approved: 6 May 2010

HARASSMENT POLICY

The Pilgrim Area Collaborative is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is strictly prohibited. The Pilgrim Area Collaborative requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

DEFINITION OF HARASSMENT

In General: Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

HARASSMENT AND RETALIATION PROHIBITED

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, the Pilgrim Area Collaborative will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

INVESTIGATION

If you believe you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the Program Coordinator/Director as soon as possible. If you do not wish to discuss the issue with him/her, or if s/he does not address the problem; you should inform the Executive Director.

The Pilgrim Area Collaborative will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated.

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In certain cases, the harassment of a student may constitute child abuse under Massachusetts law. The Pilgrim Area Collaborative will comply with all legal requirements governing the reporting of suspected cases of child abuse.

CLOSURE OF A COMPLAINT

When an investigation has been completed, school personnel will file a report with the Coordinator for Title IX, Section 504 of the Rehabilitation Act Chapter 622.

POSTING

The Title IV Coordinator and building designees will be appointed yearly and listed in the student and staff handbooks.

Board of Directors Voted: 6 May 2010

NONDISCRIMINATION POLICY

The Pilgrim Area Collaborative does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, marital status, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Pilgrim Area Collaborative is committed to providing all students and employees with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect. It is the policy of the Pilgrim Area Collaborative Board of Directors to oppose and prohibit, without qualification, unlawful discrimination and harassment based on race, color, religion, national origin, marital status, sex, sexual orientation or disability. Any unlawful discrimination or harassment of any member or guest of the Pilgrim Area Collaborative is a violation of this policy. The Pilgrim Area Collaborative will act to investigate all complaints and may discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is the Executive Director and can be reached at Pilgrim Area Collaborative, 120 Center Street Pembroke, MA 02359; 781-293-6111.

Inquiries regarding the application of the Pilgrim Area Collaborative nondiscrimination policy may be referred to the PAC Coordinator as stated above or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J.W. McCormack Post Office and Courthouse, Room 222, Boston, Massachusetts 02109.)

Board of Directors Approved: 6 May 2010

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic congestion; waiting at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperatures for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies, and for servicing or repairing motor vehicles.

The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking or appurtenant to such school athletic field, facility, or playground.

Legal reference: M.G.L. c.90, § 16B and 540 CMR 27.00.

Board of Directors Approved: 6 May 2010

MASSACHUSETTS MANDATORY CHILD ABUSE and NEGLECT POLICY

The Pilgrim Area Collaborative affirms its responsibility to provide for the safety and well-being of students. This responsibility extends to complying with the Massachusetts Mandatory Child Abuse and Neglect Reporting Statute, Chapter 119, Section 51A, which mandates that certain persons in their professional capacity report child abuse and neglect when there is reasonable cause or suspicion to believe that a child under the age of eighteen (18) has been abused or neglected. It is expected then, that when any staff member in his/her professional capacity, has reasonable cause to believe that a child under the age of eighteen years is suffering from the effects of any form of child abuse and neglect, that the staff member will report his/her concerns to the Program Coordinator, appointed yearly and identified in the student and staff handbooks, so that the Pilgrim Area Collaborative's reporting procedure can be implemented.

Board of Directors Approved: 6 May 2010

PHYSICAL RESTRAINT POLICY

The Pilgrim Area Collaborative complies with the Department of Elementary and Secondary Education regulations (603 CMR 46.00) which prohibits physical restraint in the following circumstances: (1) as a means of punishment; (2) as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious or physical harm.

Methods and Conditions for Implementation

School staff may use physical restraint only:

1. When non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others.
2. Pursuant to a student's IEP or other written plan developed in accordance with the state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of the school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm. Chemical and mechanical restraints may not be used.

The Regulations do not prevent the teacher, employee, or agent of the District from using reasonable force to protect the student, other persons, or themselves from assault or imminent serious harm, or from restraining students as otherwise provided in the Regulations.

Therefore, it is the policy of the Pilgrim Area Collaborative that physical restraint be used with extreme caution and only in serious situations after other less intrusive alternatives have failed or been deemed inappropriate. Physical restraint will be used only when the student's behavior poses an imminent threat to his/her safety and/or the safety of others. Physical restraint will be temporary in nature, implemented only until such time that the student demonstrates that he/she is no longer a danger to self or others.

Staff Training

The Pilgrim Area Collaborative provides physical restraint training to staff in accordance with 603 CMR 46.03. In accordance with annual non-violent crisis intervention training PAC staff will utilize safe, therapeutic holds aimed at controlling the unsafe, acting out behavior of a student until such time that the student safely regains control of himself/herself. Nothing in this policy precludes any teacher, employee or agent of a public education program from using reasonable force to protect students or other persons or themselves from assault or imminent, serious or physical harm.

Reporting Requirements:

A designated staff member who participated in the restraint will verbally inform a PAC Administrator of the restraint as soon as possible and by written incident report no later than the next day of school. The student's parents/guardians will be informed of the restraint as soon as possible, and by written report, postmarked no later than three working school days following the use of the restraint.

When a restraint has resulted in serious injury to a student or staff member or when an extended restraint has been administered, the Collaborative Administrator will provide a copy of the written incident report to the Department of Elementary and Secondary Education within five working school days of the use of the restraint.

For students who require the frequent use of restraint because they present a high risk of dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for the restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20minutes).

Follow-up procedures for restraint include not only reporting requirements set forth above, but also reviewing the incident with the student, staff, and consideration of whether follow-up is appropriate for students who witnessed the incident.

A copy of the Regulations can be obtained at:
www.doe.mass.edu/lawsregs/603cmr46.html

Board of Directors Approved: 6 May 2010

HARASSMENT POLICY

The Pilgrim Area Collaborative is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is strictly prohibited. The Pilgrim Area Collaborative requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

DEFINITION OF HARASSMENT

In General: Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

HARASSMENT AND RETALIATION PROHIBITED

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, the Pilgrim Area Collaborative will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

INVESTIGATION

If you believe you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the Program Coordinator/Director as soon as possible. If you do not wish to discuss the issue with him/her, or if s/he does not address the problem; you should inform the Executive Director.

The Pilgrim Area Collaborative will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated.

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In certain cases, the harassment of a student may constitute child abuse under Massachusetts law. The Pilgrim Area Collaborative will comply with all legal requirements governing the reporting of suspected cases of child abuse.

CLOSURE OF A COMPLAINT

When an investigation has been completed, school personnel will file a report with the Coordinator for Title IX, Section 504 of the Rehabilitation Act Chapter 622.

POSTING

The Title IV Coordinator and building designees will be appointed yearly and listed in the student and staff handbooks.

Board of Directors Voted: 6 May 2010

SEXUAL HARASSMENT POLICY

Position

The Board of Directors of the Pilgrim Area Collaborative takes the position that all of its employees have the right to work in an environment free from sexual harassment. In addition, sexual harassment violates both state and federal law, and therefore, will not be tolerated.

The Board of Directors will take seriously all complaints of sexual harassment and will investigate, through the designated sexual harassment officer (investigator), each and every complaint thoroughly and as quickly as possible.

While this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition

Sexual harassment is defined as an unlawful act(s) including unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender, sexual advances and/or requests for sexual favors. In addition, other verbal or physical conduct of asexual nature constitutes sexual harassment when:

1. submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain or maintain employment; or
2. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or
3. such conduct or communications has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, humiliating, or offensive employment environment.

Implicit in the above definition is that sexual innuendos, jokes, comments, pictures or questions are included in the prohibited conduct.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

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- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Condoning sexual harassment, also, will not be tolerated. Condoning includes ignoring harassment, or any other act that can be perceived as approving the actions of the harasser.

Also implicit in the definition is that the policy applies equally between the sexes. Finally, implicit in the definition is the fact that the misconduct need not take place at the workplace in order to constitute sexual harassment.

If any employee believes he or she has been subjected to sexual harassment, the employee has a right to file a complaint with the Executive Director, Dr. Maureen Gaughan, either verbally or in writing.

If, after investigation, it is determined that inappropriate conduct occurred by an employee, appropriate action will be taken. Such action may range from counseling to termination of employment as well as other forms of disciplinary action deemed appropriate.

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short period for filing a claim (EEOC-300 days; MCAD – 300 days).

United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Building
475 Government Center
Boston, MA 02203
Tel. (800) 669-4000

The Massachusetts Commission against Discrimination (MCAD)

One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Tel. (617) 994-6000

Board of Directors Approved: 6 May 2010

STUDENT RECORDS

The Pilgrim Area Collaborative recognizes that the official student record is maintained by the sending district(s)/LEA responsible for the student's placement in the PAC. All requests for records should be sent to the sending district(s)/LEA. The Pilgrim Area Collaborative adheres to all of the requirements of the student records regulation, 603 CMR 22.0.

Board of Directors Approved: 6 May 2010

NONDISCRIMINATION POLICY

The Pilgrim Area Collaborative does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, marital status, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Pilgrim Area Collaborative is committed to providing all students and employees with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect. It is the policy of the Pilgrim Area Collaborative Board of Directors to oppose and prohibit, without qualification, unlawful discrimination and harassment based on race, color, religion, national origin, marital status, sex, sexual orientation or disability. Any unlawful discrimination or harassment of any member or guest of the Pilgrim Area Collaborative is a violation of this policy. The Pilgrim Area Collaborative will act to investigate all complaints and may discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is the Executive Director and can be reached at Pilgrim Area Collaborative, 120 Center Street Pembroke, MA 02359; 781-293-6111.

Inquiries regarding the application of the Pilgrim Area Collaborative nondiscrimination policy may be referred to the PAC Coordinator as stated above or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J.W. McCormack Post Office and Courthouse, Room 222, Boston, Massachusetts 02109.)

Board of Directors Approved: 6 May 2010

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic congestion; waiting at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperatures for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies, and for servicing or repairing motor vehicles.

The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking or appurtenant to such school athletic field, facility, or playground.

Legal reference: M.G.L. c.90, § 16B and 540 CMR 27.00.

Board of Directors Approved: 6 May 2010

NO SMOKING POLICY

In the interest of promoting healthy working conditions and protecting the safety of students, faculty and visitors, the Board of Directors of the Pilgrim Area Collaborative has created a Smoke Free Environment for all of the programs. Therefore, the use of tobacco products by staff, students, and visitors is prohibited at all times in all school facilities, school grounds, at all school sponsored activities, including field trips, and on school vans.

In accordance with M.G.L, c. 71, § 2A, it is unlawful for any student enrolled in a public primary or secondary school in the Commonwealth to use tobacco products of any kind on school grounds.

Board of Directors Approved: 6 May 2010

ATTENDANCE POLICY

Attendance at school is mandated in State Law and is recognized as beneficial for all students. The Board of the Pilgrim Area Collaborative recognizes that regular and punctual attendance is essential for success in school. It also believes that satisfactory attendance is a shared responsibility of the school, the parents, and the students.

ABSENCE REGULATIONS

1. When absence from school becomes necessary, parents should notify the school as soon as possible.
2. Students are required to provide a brief written explanation from their parent or guardian giving the reason for any absence from school.
3. Notes are due to the student's homeroom/classroom teacher on the day of return after an absence. Absences not adequately documented within three (3) days of returning to school will be recorded as truancies.
4. No student who has been absent from school is to participate or attend any school activity, function, or athletic event during the day or evening of his/her absence.
5. In accordance with provisions of the mandated attendance law, and IDEA, continued absence from school is subject to further actions by the Collaborative.
6. Excused absences include those related to a documented illness, important appointments, or court appearances.

For students of Pilgrim Academy:

For students attending high school programs, attendance impacts course credit. A student with more than five (5) unexcused absences during the marking term will not receive credit for that term. Upon the third unexcused absence, a letter will be sent to the student's home and to the sending school district noting the risk of loss of credit.

Secondary students will conform to guidelines in the Pilgrim Academy handbook.

DISMISSALS

It is the belief of the Board of Directors that students should maintain regular and consistent school attendance. Early dismissal from school can occur only when a note stating the reason for the dismissal, and signed by a parent/guardian, is provided. Reasons for dismissal are confined to medical, legal, or emergency matters. Dismissal due to illness will be handled by the school nurse. *It is the responsibility of the parent/guardian to inform the transportation company that their child no longer needs an afternoon pick up.* Written permission from the parent/guardian is necessary if a student is to be transported by anyone other than the parent/guardian or the regular transportation vehicle. All school work missed due to an early dismissal must be made up.

TARDINESS

A parent/guardian must call prior to the start of school if their child is going to be tardy. If a student arrives unexcused later than 1 ½ hours after the start of school, the student will be considered absent for the day. Parents/guardians must accompany their child into the school/classroom to sign them in once tardy, unless other arrangements were previously made. *It is the responsibility of the parent/guardian to inform the transportation company that the student does not need a morning pick up and to inform them that the student will still need transportation at dismissal time.* All schoolwork missed due to tardiness must be made up.

Board of Directors Approved: November 4, 2010

Discipline Policy

Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior, unless otherwise determined through the special education TEAM process. State and federal special education and civil rights laws require that additional provisions be made for students who have been found by an evaluation TEAM to be eligible for special education or Section 504 services and whose program is described in an Individualized Education Plan (IEP) or Section 504 Plan. The IEP or Section 504 Plan will indicate whether the student is able to conform his/her behavior to the regular discipline code or if a modification is required. If a modified disciplinary code is required, it will be written into the IEP or Section 504 Plan.

The *Notice of Procedural Safeguards* outlines the special education process and rights for parents and students. These provisions are very similar to those applicable to Section 504 students. The brochure is available through the Department of Elementary and Secondary Education website, and is sent home yearly from the sending District. When a special needs student violates the school's disciplinary code, the school may suspend or remove the student from the current educational placement for a period not to exceed ten (10) school days. Suspensions or removals beyond ten (10) days must be accompanied by the provision of educational services, such as tutoring, and access to special education services.

When a special needs student, possesses, uses, sells or solicits drugs or other illicit substances on school grounds or at a school-sponsored event, or carries a weapon to school or to a school function, or causes serious bodily injury to anyone at school or at a school sponsored event, the school district may place the student in an interim alternative education setting for up to forty-five (45) school days. Thereafter, the student will return to the previously agreed upon educational placement unless either a hearing officer orders another placement or the TEAM agrees to another placement.

Anytime the school district removes a special needs student from his/her current educational placement for more than ten (10) consecutive school days in any school year, or for more than ten (10) cumulative days when a pattern of removal is occurring, this constitutes a "change in placement". A change in placement invokes certain procedural protections under the IDEA (the federal special education law) and Section 504. These protections include the following:

- (a)** Prior to any removal that constitutes a change in placement, the school district must conduct a functional behavioral assessment; this assessment will be used as the basis for developing specific strategies to address the problematic behavior written into a behavioral plan. If a behavioral intervention plan has been previously developed, the TEAM shall review its implementation and modify it as necessary.

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(b) Prior to any removal that constitutes a change in placement, the school district must send the student and parent a statement of their procedural rights and inform them that the TEAM will consider whether or not the behavior that forms the basis for the removal is related to the student's disability. This consideration is called a "manifestation determination". The parent and student always have the right to participate as members of the TEAM in the manifestation determination meeting.

Consideration of whether the behavior is a manifestation of the student's disability: The law provides that the TEAM must consider evaluation data, observational information and the student's IEP and placement, and must determine whether the behavior prompting the disciplinary removal was a manifestation of the student's disability. The TEAM considers if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was a direct result of the local school district's failure to implement the IEP.

If the TEAM determines that the behavior was related to the student's disability, then the student may not be removed from the current educational placement (except in the case of weapons or drugs) until the TEAM develops a new IEP and decides upon a new placement, and the parent and student consent to that new IEP and placement.

If the TEAM determines that the behavior was not related to the student's disability then the school may suspend or otherwise discipline the student according to the school's code of student conduct, except that for any period exceeding the ten (10) days, the school district must provide the student with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for FAPE and the manner and location for providing those services.

In the case of disagreement with the TEAM's determination:

If the parent or student disagrees with the TEAM's decision on the manifestation determination or with the decision relating to the placement of the student in an interim alternative education setting or any other disciplinary action, the parent has the right to request a due process hearing from the Bureau of Special Education Appeals.

Board of Directors Approved: November 4, 2010

POLICY ON STUDENT DRESS

Students are expected to maintain appropriate dress and follows the requirements of the host school in terms of dress. Students should consider the following:

1. Any form of dress that becomes a safety hazard in the classroom, is detrimental to the learning process, or is considered obscene or harassing will not be suitable for school.
2. Clothing prohibited from the school environment includes: clothing that displays or endorses any alcohol, drug, or tobacco products; sexually suggestive or provocative clothing; or clothing that displays violence.
3. The following blouses or shirts should not be worn in the classrooms during the school day: bare midriff, see through, bare back, halter tops, low cut blouses, tube tops, muscle shirts, spaghetti strap blouses,
4. All pants should be "waist appropriate". Undergarments should not be visible.
5. All skirts and shorts should be appropriate in length. Undergarments should not be visible.
6. Shoes with wheels are not permitted at any time as they are a safety hazard.

Board of Directors Approved:

November 4, 2010

POLICY PROHIBITING BULLYING

The Pilgrim Area Collaborative is committed to providing our students equal educational opportunities, and a safe learning environment where students are free from bullying and cyber-bullying and the effects thereof.

Acts of bullying and cyber-bullying are prohibited:

- (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and;
- (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, or infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying also is prohibited.

A. Definitions

Aggressor is a student who engages in bullying, cyber-bullying, or retaliation.

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

- (i) causes physical or emotional harm to the target or damage to the target's property;
- (ii) places the target in reasonable fear of harm to himself or of damage to his property;
- (iii) creates a hostile environment at school for the target;
- (iv) infringes on the rights of the target at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school.

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Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c 71, s. 370 is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- (i) the creation of a web page or blog in which the creator assumes the identity of another person;
- (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- (iii) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment, as defined in M.G.L. c. 71, s. 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

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

B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Pilgrim Area Collaborative absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, short-term or long-term suspensions, or expulsions from school as determined by PAC administration in collaboration with host school administration as warranted, and subject to applicable procedural requirements. Nothing in this policy is intended to prevent PAC administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment.

C. Reporting Obligations

Reporting by Staff: A member of PAC or host school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.

Reporting by Students, Parents/Guardians, and Others: The Pilgrim Area Collaborative expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the program coordinator/director or designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to Parents/Guardians: The program coordinator/director or designee must promptly notify the parent/guardian of the alleged target and the alleged aggressor of a report of bullying or retaliation and of the school's procedures for investigating the report. If the alleged target and alleged aggressor attend different schools, the program coordinator/director receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the PAC program coordinator/director or designee has a reasonable basis to believe that the incident may involve criminal conduct, the PAC program coordinator/director or designee will notify the local law enforcement agency.

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In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Executive Director of the PAC or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Pilgrim Area Collaborative is the first to be informed of the bullying or retaliation, then the Executive Director of the Pilgrim Area Collaborative or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

D. Investigation

The program coordinator/director or designee in collaboration with host school administration as warranted shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, Collaborative personnel in collaboration with host school administration will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

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Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the Collaborative's obligation to investigate and address the matter.

E. Determination

Collaborative personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the Collaborative will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that maybe taken to prevent the recurrence of bullying or retaliation:

- Holding parent conferences;
- Transferring student's classroom or school;
- Limiting or denying student access to a part, or area, of a school;
- Enhancing adult supervision on school premises;
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;
- Providing relevant educational activities for individual students or groups of students. Adjustment counselors and others in the school setting who have been trained in working with students on interpersonal issues may helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately.

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It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said students.

F. Closing the Complaint and Possible Follow-Up

Collaborative staff will promptly provide notice to the parent/guardian of a target and an aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians-unless it involves a "stay away" or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the leadership staff or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

The Collaborative will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Board of Directors Approved: November 4, 2010

HAZING CONDUCT

The Pilgrim Area Collaborative (PAC) forbids hazing in any form. Should an alleged instance of hazing occur, the provision of Massachusetts General Laws, Chapter 269, Sections 17-19 shall be adhered to. In addition the Executive Director or his/her designee and the Police Department shall immediately be notified of the circumstances of the complaint and the action taken.

Any student who has engaged in hazing shall be subject to the disciplinary actions. Any employee who has engaged in hazing shall be subject to disciplinary and/or legal action.

According to Chapter 269, Section 17, the Crime of Hazing is described as follows: "Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both."

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Chapter 269, Section 18 - Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269, Section 19 - Statement of Compliance and Discipline Policy Requirement

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization a copy of the anti hazing law, and each individual receiving a copy of the anti hazing law shall sign an acknowledgment stating that such group, organization or individual has received a copy of the law.

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Each secondary school and each public or private school or college shall file at least annually, a report with the regents of high education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this sections and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the Attorney general any such institution which fails to make such a report.

Board of Directors Approved: November 4, 2010

ADMINISTERING of STUDENT MEDICATION

A certified nurse is assigned to each of the Pilgrim Area Collaborative (PAC) classrooms. The primary responsibilities of the PAC nurse is to monitor and supervise the storage and administration of prescribed drugs and medications and to provide health related services to support the well-being and safety of students and staff in PAC programs.

Unless otherwise approved, the PAC nurse shall be responsible for the management and distribution of all medications to students in the PAC in accordance with the regulations of 105 CMR 210.000 and MGL Chapter 94C. Exceptions would include the possession and self administration of any prescribed medications for asthma, related respiratory diseases, cystic fibrosis and diabetes as specified in MGL Chapt 71.Section 54B.

Under normal circumstances, students may not carry medication in school unless they have received specific approval to do so through a required written permission request from their doctor and their parents/guardians that is kept on file with the PAC nurse.

All other medications must be kept by the nurse and will only be dispensed by the PAC nurse. In order for a PAC nurse to administer any medication (prescription or over the counter), it is required that a written Physician's Medication Order and a Parental Medication Consent be presented before any medication will be administered in school. All orders and permissions for medication must be renewed each school year. Parents/guardians or responsible adult must bring medications to school and leave them with a responsible adult.

While every effort will be made to obtain a nurse or PAC staff member trained in medication administration during field trips and short term special school events, the Board of Directors recognizes that the PAC nurse may delegate the administration of prescription medication to a responsible adult. In such cases the parent/guardian must give written consent and the PAC nurse must instruct the responsible adult on how to administer the medication to the child. Additionally, approval to delegate administration and distribution of medications may only be given on a limited basis to unlicensed personnel who have been granted this authority by the Board of Directors and provided the PAC is registered with the Division of Food and Drugs of the Massachusetts Department of Public Health/School Health Unit.

First Reading: 6 Jan 2011

Second Reading: 3 Feb 2011

Board of Directors Approval: 3 Feb 2011

WEAPONS POLICY

It is the policy of the Pilgrim Area Collaborative (PAC) to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the PAC takes the position of no tolerance for weapons in our schools, except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or program coordinator/director. School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses, rented or owned; and school bus stops. Students found to be in possession of a weapon in any area defined in this policy before, during, or after school may be subject to disciplinary and/or legal action. The disciplinary action may include expulsion for possession of a dangerous weapon.

Possession

Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area or in any vehicle subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any of the school environments listed above.

Student Reporting

Students who see or become aware of a weapon must not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

Definition of Weapons

"Weapon" means any firearm whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

The following objects are included in this definition:

- a. All firearms, whether loaded or unloaded, etc., or similar devices.
- b. Other guns of all types including pellet, BB, stun, look-alike, and non-functioning guns that could be used to threaten others, or similar devices.
- c. Knives, switchblades or automatically opening blades, daggers, swords, razors, or similar devices.
- d. Artificial knuckles or other objects designed to be worn over the fist or knuckles, or any other similar devices.
- e. Blackjacks, clubs, nun-chucks, throwing stars, etc.
- f. Explosives--including fireworks or any other pyrotechnics device.

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- g. Poisons, chemicals, or substances capable of causing bodily harm.
- h. Bow and arrows, sling-shots, or any other propelling devices.
- i. Any other device or instrument used to intimidate, threaten or inflict harm.

Violation by Students

The PAC Administration and/or staff will:

- a. Confiscate the weapon (if it can be done safely) and turn it over to the police.
- b. Notify the Executive Director, host school Principal or their designees.
- c. Notify police.
- d. Notify parent/guardian.
- e. Notify district attorney.
- f. Hold an Administrative hearing with student and parent which will:
 - i. Inform the student of the policy provision that has been violated.
 - ii. Confront the student with the evidence.
 - iii. Provide an opportunity for the student to respond to the allegations.
- g. Expel or exclude student consistent with Ch. 71, Section 37H or 37H 1/2 .

Violation by Others--Including PAC Employees

The PAC Administration and/or staff will:

- a. Immediately notify police.
- b. Employees will also be subject to investigation and application of relevant policies and disciplinary procedures.

Administrative Discretion Regarding Possession

A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to a responsible staff member shall not be considered in possession of a weapon.

Authorized Instructional and Work-Related Equipment and Tools

This policy is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will automatically take effect.

Exceptions

This policy, pursuant to Massachusetts Statutes, provides for the following exceptions:

- a. Licensed peace officers, military personnel, or students participating in military training, who are performing official duties.
- b. School District-approved firearm safety courses or activities conducted on school property.

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- c. School District-approved possession and use of dangerous weapons by a ceremonial color guard.
- d. School District-approved possession and use of starter guns for high school athletic contests.

Students with Disabilities

All Chapter 766 and other State and Federal laws related to students with disabilities will be followed.

First Reading: 6 Jan 2011

Second Reading: 3 Feb 2011

Board of Directors Approval: 3 Feb 2011

SEARCHES AND INTERROGATIONS

School lockers and desks are the property of the school and may be searched at any time either with or without cause. The personal property of the student or the student's person, may be searched when there is reasonable cause to believe that a school rule or a law has been or is being violated. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the PAC to provide an atmosphere conducive to the educational process.

The PAC has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the Program Coordinator/Director or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Program Coordinator will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

First Reading: 6 Jan 2011

Second Reading: 3 Feb 2011

Board of Directors Approval: 3 Feb 2011

BICYCLES AND AUTOMOBILES

If a student rides a bicycle to school, it should be parked in the designated school area for that purpose and securely locked. Pilgrim Area Collaborative does not take responsibility for bicycles which may be lost, stolen, or damaged on school property.

High school students with driver's licenses who drive to school may park in designated student parking spaces during the school day. Furthermore, students who drive to school and park on school property are required to adhere to all guidelines and rules established by the PAC administration. These guidelines and rules are published in the student handbook.

The ability to park on school property is a privilege which may be revoked by PAC administration in the event established rules and guidelines are not followed. Additionally, administration shall have the authority to search student vehicles parked on school property if the situation arises where there is a reasonable suspicion of possession of any illegal substance or associated paraphernalia.

The PAC does not take responsibility for student vehicles which may be lost, stolen, or damaged while parked on school property.

First Reading: 6 Jan 2011

Second Reading: 3 Feb 2011

Board of Directors Approval: 3 Feb 2011

INOCULATION of STUDENTS

Public school students attending the Pilgrim Area Collaborative programs will be required to present a physician's certificate attesting to successful immunization against all diseases as stipulated in M.G.L. Ch. 76, Sect. 15 and as may be specified from time to time by the Department of Public Health. These diseases include: diphtheria, tetanus, measles, pertussis, and poliomyelitis, and such other communicable disease which may be specified by the Department of Public Health.

An exception to these requirements will be made on receipt of written statement from a doctor that he has personally examined the child and that immunization would not be in the best interest of the child; or from the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent. Additionally, in accordance with Federal law, a homeless student shall not be required to present proof of immunization as a prerequisite for attending school.

First Reading: 6 Jan 2011

Second Reading: 3 Feb 2011

Board of Directors Approval: 3 Feb 2011

COMMUNICABLE DISEASES

If a Pilgrim Area Collaborative nurse has determined that a student has a communicable disease that would impact the welfare and safety of other students, the nurse may make the decision to exclude the student from school until such time as the illness is no longer transferable to other students or staff.

When a student is absent from school as the result of contracting a communicable disease, i.e. chicken pox, measles, etc., the student is required to submit a physician's note upon returning to school specifying that danger of contagion has passed.

First Reading: 6 Jan 2011

Second Reading: 3 Feb 2011

Board of Directors Approval: 3 Feb 2011

FIELD TRIP POLICY

The Pilgrim Area Collaborative recognizes the value and importance of field trips and student travel as an extension of the classroom learning environment. Such experiences enrich student learning and provide opportunities for active engagement and broaden the perspectives of those who participate.

Teachers and other school staff are prohibited from soliciting for a privately run trip through the Collaborative. Field trips and student travel are expected to be related to the program of student and an extension of the approved district curricula.

In order to insure the safety of students involved in field trips, all chaperones are required to submit to a CORI check, and be subject to the approval of the Executive Director.

In order to insure the quality of the field trip experience, its relationship to the curriculum and student safety, the following procedures are to be followed:

1. Teachers planning the trip shall submit a field trip request form to the Executive Director thirty (30) days in advance of the anticipated trip explaining the full details of the field trip and providing a rationale for how the trips enhances and enriches the district curriculum and student learning.
2. All logistical details involving transportation shall be arranged by the teacher with approval from the Executive Director or designee in accordance with transportation provider contracts.
3. Student /Parent permission forms must be completed prior to the date of the field trip.
4. Students may be excluded from field trips by the Executive Director or designee if the student has unexcused absences or has been engaged in conduct which raises concern for the health and safety of the student or others.

First Reading: 3 Feb 2011

Second Reading: 3 March 2011

Board of Directors Approval: 3 March 2011

GRADING POLICY

Those PAC students who attend the MS/HS Pilgrim Academy program at our Plymouth location receive progress reports at midterm and subject grades on the report card four times yearly. Copies are mailed to the student's home and to the sending school district. A copy is also sent home with the students. Additional supports are available in the program for any student who is not meeting academic requirements.

Students attending classes in the remainder of the Collaborative programs are assigned grades in accordance with their Individual Educational Plan.

First Reading: 6 Jan 2011

Second Reading: 3 Feb 2011

Board of Directors Approval: 3 Feb 2011

EVACUATION POLICY

In the event of an emergency evacuation, Pilgrim Area Collaborative Programs will follow the emergency procedures/evacuation plans adopted by the host school housing the Pilgrim Area Collaborative program.

First Reading: 5 May 2011

Second Reading: 23 June 2011

Board of Directors Approval: 23 June 2011

SCHOOL VISITATION POLICY

It is the policy of the Pilgrim Area Collaborative that all visits to PAC classrooms shall be scheduled in advance, either with the classroom teacher or with the Program Coordinator. This policy applies to PAC parents, college students, consultants, advocates, or other teachers, or any other visitors. The purpose of this policy is to minimize the interruptions and distractions for students and educators while the class is in session.

- 1 The Program Coordinator or designee shall contact the parent(s) for initial scheduling conversation within five (5) days of receipt of the parents' request.
- 2 "The observation law states that districts may not condition or restrict program observations except when necessary to protect:
 - a. The safety of children in the program during the observation;
 - b. The integrity of the program during the observation; and,
 - c. Children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program." M.G.L. c. 71B, § 3.
3. The Program Coordinator will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
4. The number, frequency, and duration of observation periods will be determined on an individual student basis and typically are between one to four hours. "However, the Department of Elementary and Secondary Education recommends that district policies and practices specify that the duration and extent of observations will be determined on an individual basis. Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent or designee is a good starting point for resolving the issue."
5. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.

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8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
9. The observer will be asked to submit his/her report of the observation in advance of any follow-up TEAM meeting.
10. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
11. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to the student or other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
12. A PAC representative also will observe at the same time.

LEGAL REF.: M.G.L. 71B§ 3.

Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2, dated January 8, 2009

Board of Directors Approved: 6 May 2010

POLICY DEVELOPMENT

The Board of Directors will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the Board of Directors will exercise its leadership in providing for the successful and efficient functioning of the Collaborative.

The policies of the Board of Directors are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Department of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

First Reading: 5 May 2011

Second Reading: 23 June 2011

Board of Directors Approval: 23 June 2011

POLICY ADOPTION

POLICY ADOPTION or REVISION

Adoption of new policies or changing existing policies is the responsibility of the Pilgrim Area Collaborative Board of Directors. Policies will be adopted and/or amended only by affirmative vote of the majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

The Policy Subcommittee is charged with reviewing, researching and recommending all policies and policy revisions to be considered by the Board of Directors. Individual board members, other standing committees, the Executive Director, or other interested parties should submit policy suggestions, along with any pertinent supporting documentation to the policy sub-committee.

To permit time for study of new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Board of Directors in the following sequence:

1. First reading of proposed policy or policies: recommendation of the Executive Director; report from any advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting.
2. At a subsequent meeting, at least two weeks and no more than eight weeks after the first meeting, the policy shall be placed on the agenda for the second reading and action. Amendments to the policy at the action stage will not require repetition of the sequence. If a main motion to approve the policy is not passed at such a meeting by a majority vote of the Board of Directors, the process for that policy is ended, unless further consideration of the policy is tabled to a specified date.

The Board of Directors may dispense with the above sequence to meet emergency conditions.

Policies will be effective immediately unless a different date is set by the Board of Directors. A delay may be necessary in some instances to ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

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RESCINDING an EXISTING POLICY

The Executive Director or the Policy Subcommittee can recommend rescinding a policy for one of the following reasons:

1. A higher legal authority has deemed it illegal or unnecessary. Such a policy removal may be approved by a single action item.
2. Its content has been included in another policy. The deletion will be considered with the corresponding revision. Such policy removal may be approved by a single action item.
3. It no longer reflects the desired course of action. Such a policy deletion must follow the steps for policy adoption described above, under “Policy Adoption or Revision.”

First Reading: 5 May 2011

Second Reading: 23 June 2011

Board of Directors Approval: 23 June 2011

BOARD OF DIRECTORS REVIEW OF REGULATIONS

It is expected that the Executive Director and administrative staff will implement the policies of the PAC Board of Directors.

The Board of Directors may review the regulations developed by the Executive Director for the Collaborative whenever they appear inconsistent with policy, goals, or objectives of the Collaborative, but it will revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.

The Board will not officially approve regulations except as required by state law or in cases when strong community attitudes, or possible student or staff reaction make it necessary or advisable for a regulation to have advance Board approval.

Rules Pertaining to Staff & Student Conduct

Under Massachusetts law, the Executive Director is required to publish "rules and regulations pertaining to the conduct of students and staff which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Department of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the Board of Directors.

Legal Ref: M.G.L. 71:37H

First Reading: 5 May 2011

Second Reading: 23 June 2011

Board of Directors Approval: 23 June 2011

POLICY DISSEMINATION

The Executive Director is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the Collaborative, to members of the Board, and insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the Collaborative will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of the Board and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.

The Board of Directors policy manual will be considered a public record and will be available for inspection in print at the Executive Director's Office and in electronic form.

First Reading: 5 May 2011

Second Reading: 23 June 2011

Board of Directors Approval: 23 June 2011

ADMINISTRATION in POLICY ABSENCE

When action must be taken within the Collaborative where the Board of Directors has provided no guides for administrative action, the Executive Director will have the power to act.

His/her decisions, however, will be subject to review by the Board at its next regular meeting. It will be the duty of the Director to inform the Board promptly of such action and the need for policy.

First Reading: 5 May 2011

Second Reading: 23 June 2011

Board of Directors Approval: 23 June 2011

POLICY REVIEW AND EVALUATION

In an effort to keep its written policies up to date so that they can be used consistently as a basis for Board action and Administrative decision, the Board will review its policies on a regular basis.

The Executive Director is given the continuing commission of calling the Board's attention to all policies that are out of date or, for other reasons, appear to need revision.

First Reading: 5 May 2011

Second Reading: 23 June 2011

Board of Directors Approval: 23 June 2011