

Pilgrim Academy

Student Handbook 2011-2012



"A positive attitude causes a chain reaction of positive thoughts, events, and outcomes.

It is a catalyst... a spark that creates extraordinary results."

Adopted by the PAC Board of Directors: June 23, 2011

Important Information

If you need this, or any other document translated into a different language, please notify the Program Coordinator/Director.

Si vous avez besoin d'une traduction de ce document ou d'un autre document, veuillez le signaler au directeur du lycée.

(French)

Si necesita una traducción de este documento u otros documentos, por favor notifique Ud. A la directora de la escuela.

(Spanish)

Se necessita isto, ou qualquer outro documento traduziu numa linguagem diferente, por favor notifica o director de escola.

(Portuguese)

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WELCOME

This handbook has been prepared to assist students, families, and staff in learning and abiding by Pilgrim Academy's policies, procedures, and philosophy. This student handbook contains policies specific to Pilgrim Academy as well as those necessary to meet state and federal guidelines. It is our belief that the majority of our students will have success in following basic school rules and policies when they are clearly explained and reinforced by both school staff and parents/guardians.

It is our hope that you will benefit from the academic and therapeutic services and supports offered at Pilgrim Academy. Strong efforts, a willingness to set and meet goals, cooperation, and consistent participation will be the keys to accomplishing the successes that you desire. We are committed to accompanying you and supporting you on this journey.

Student progress is more evident when families are involved. Parents are vital to the learning process. We welcome and encourage extensive family involvement. Parent and family support is provided and designed to allow parents to actively participate in the educational and therapeutic process utilizing their unique knowledge of the problems affecting their child.

We look forward to sharing a positive, meaningful, and successful year with you.

PILGRIM AREA COLLABORATIVE GENERAL INFORMATION

Administrative & Support Staff

Main Office – George Hatch Building – Pembroke:

Dr. Maureen E. Gaughan, Executive Director	781-293-6111 Ext. 12
Ms. Deborah Booth, PACES and Referral Coordinator	781-293-6111 Ext. 21
Ms. Leslie Erikson, Program Coordinator, Elementary	781-293-6111 Ext. 15
Ms. Mary Lou Motyka, Program Coordinator, Secondary	781-293-6111 Ext. 18
Ms. Jill Poirier, Business Manager	781-293-6111 Ext. 13
Ms. Cathie Sheldon, Executive Secretary	781-293-6111 Ext. 11
Ms. Deborah Crothers, Bookkeeping Clerk	781-293-6111 Ext. 17
Ms. Tammy Huber, Accounting Clerk	781-293-6111 Ext. 14
Ms. Carol Peavey, Clerk/Receptionist	781-293-6111 Ext. 22
Mr. Dave Levy, Technology Coordinator	781-293-6111 Ext. 19

Pilgrim Academy Building – Plymouth:

Ms. Cheryl Jacques, Pilgrim Academy Program Director	508-747-6686
Ms. Mary Dunn, Academy Secretary	508-747-6686

Pilgrim Area Collaborative Board of Directors

Dr. Susan Dupuis, Chair	Marshfield Public Schools
Ms. Mildred O’Callaghan, Vice-Chair	Whitman-Hanson Regional School District
Ms. Maureen Springer, Secretary	Silver Lake Regional School District & Plympton Public Schools
Ms. Elizabeth Sorrell	Carver Public Schools
Mr. Bruce Cole	Duxbury Public Schools
Ms. Cassandra Hanson	Halifax Public Schools
Mr. Dennis Randall	Kingston Public Schools
Mr. Michael Malone	Middleborough Public Schools
Ms. Laurie Casna	Pembroke Public Schools
TBA	Plymouth Public Schools
Dr. Marguerite Rizzi	Stoughton Public Schools

PILGRIM ACADEMY GENERAL INFORMATION

SCHOOL ARRIVAL & DISMISSAL TIMES

Arrival Time: Between 7:15am and 7:30am
Starting Time: 7:30am
Dismissal Time: Monday, Tuesday, Wednesday, Friday - 1:30pm
Thursday – 12:30pm

**** Every Thursday is early dismissal at 12:30pm.**

SCHOOL CANCELLATION / DELAY / EARLY DISMISSAL

School Alert Announcements

The following radio & television stations carry announcements regarding school cancellations/delays/early dismissals both on-air and on the internet:

Radio: WATD – 95.9 FM WPLM – 99.1 FM WBZ – 1030 AM
TV: WBZ – Channel 4 WCVB – Channel 5 WHDH – Channel 7

Cancellations

Please follow the cancellation/delay announcement for the **Town of Plymouth** (where Pilgrim Academy is located).

If the hometown where the student lives cancels school, but Plymouth does not cancel, then the student will have school. *However, please note that the home transporters will not transport students to Pilgrim Academy if school is closed in the hometown. Parents will then have the option of transporting their child to and from school if they wish to do so. If unable to or if it is determined that it is not safe to do so, the student's absence will be excused.*

Delayed Openings

Should the town of Plymouth have a delayed opening, then Pilgrim Academy will also have a delayed opening. *Again, if the hometown where the student lives cancels school, but the town of Plymouth has a delayed opening, the hometown transporters will not transport students to Pilgrim Academy. Parents will have the option of transporting their own child to and from school in those instances. For the safety of all students and staff, if a school has delayed opening, please do not bring the students BEFORE the indicated delayed opening time.*

PILGRIM ACADEMY GENERAL INFO. Cont.

Transportation to and from Pilgrim Academy:

The student's sending public school district provides transportation. It is the responsibility of the parent/guardian to inform the transportation company when the student will not need transportation either to or from school for any reason. This includes absences for any reason, late arrivals, or early dismissals.

Lunches:

Students may either bring a lunch or buy a lunch. Lunches are provided by the Plymouth Public Schools for a cost of \$2.25. A student may also be eligible for free or reduced lunch.

Staff at Pilgrim Academy:

Cheryl Jacques	Director
Mary Dunn	Secretary
Gina Hill	Adjustment Counselor
Heather Nevulis	Adjustment Counselor
Geoff Anstatt	Teacher
Ed Duane	Teacher
Robert Dugan	Teacher
Jennifer Gillis	Teacher
Melissa Schortmann Sorrenti	Teacher
Karen Clough	Teacher Assistant
Jennifer Marani	Teacher Assistant
Scott Roche	Teacher Assistant
Donna Spaulding	Teacher Assistant
Brenda Smith	Nurse

Phone: (508) 747-6686 Fax: (508) 732-0055 Email: cjacques@pilgrimac.org

Address: 42 Industrial Park Rd, Plymouth, MA 02360

Contact Personnel for Federal Rights

Title VI of the Civil Rights Act of 1964

Contact: Dr. Maureen E. Gaughan, Executive Director (781)293-6111 x 12

This statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. It ensures that individuals are not excluded from participation in programs or activities receiving federal funds on account of their membership in one of these protected categories.

Title IX of the Education Amendments of 1972

Oversight: Dr. Maureen E. Gaughan, Executive Director (781)293-6111 x 12

Chief Investigators: Cheryl Jacques, Pilgrim Academy Director (508)747-6686

Leslie Erikson, PAC Program Coordinator (781)293-6111 x 15

Building Representatives: PAC RN

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against or harassed in any education program or activity receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973

Contact: Dr. Maureen E. Gaughan, Executive Director (781)293-6111 x 12

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Americans with Disabilities Act of 1990

Contact: Dr. Maureen E. Gaughan, Executive Director (781)293-6111 x 12

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to its alleging its noncompliance with this part or alleging any actions that would be prohibited by this part".

Equal Opportunities Act of 1974

Contact: Dr. Maureen E. Gaughan, Executive Director (781)293-6111 x 12

This federal statute prohibits states from denying equal education opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs.

Mass. General Laws Chapter 76 Section 55 (also known as Chapter 622 of the Acts of 1971)

Contact: Dr. Maureen E. Gaughan, Executive Director (781)293-6111 x 12

This state law provides that no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation.

Special Education Chapter 688 Transitional Planning

Contact: Mary Lou Motyka, PAC Program Coordinator (781)293-6111 x 18

School districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases.

Mandated Reporting of Child Abuse or Suspected Abuse

Contact: Cheryl Jacques, Pilgrim Academy Director (508)747-6686
Leslie Erikson, PAC Program Coordinator (781)293-6111 x 15
Mary Lou Motyka, PAC Program Coordinator (781)293-6111 x 18
Deb Booth, PACES Program Coordinator (781)293-6111 x 21

Any public school employee of the Commonwealth of Massachusetts who believes that a child is being abused or neglected can and should call to report the allegations to the Department of Children and Families.

MISSION STATEMENT

The mission of the Pilgrim Area Collaborative is, in partnership with member districts, to be a resource by providing programs and services that reflect high-quality, research-based, best practices for the ever-evolving needs of the students, families, educators, and communities that we serve.

VISION STATEMENT

Our vision is to offer a range of programs and services to strengthen and challenge children in need. Through innovation our staff creates programs and services that are current, as well as anticipatory of future needs. Our highly skilled, knowledgeable, and well-trained staff design and implement individualized services for our students that maximize opportunities for their academic, emotional and social development.

The Collaborative is regarded as an expert resource to communities offering consultation, training, human resource and creative solutions to address the ever-changing dynamics of our students and their families. To do so, means that we thrive in safe, attractive, and stable learning environments where students are integrated with peers and staff is recognized for their expertise. Collegiality, reflection, and partnership will be at the core of our daily interactions.

Collaboration with public school districts will provide customized, economical and effectual supports to children and families in need. Multi-faceted communication strategies foster highly evolved relationships committed to students' success.

As a result of these conditions, the Collaborative is the interdependent extension of the public schools and families in meeting our students' needs. Communities and colleagues engage the Collaborative in meaningful affiliations to ensure opportunities for our students' happiness and success.

GUIDING BELIEFS

We believe that the community has a responsibility to educate all of its children.

We believe in honoring and valuing the uniqueness, diversity, abilities and talents of all students.

We believe that given the appropriate instructional environment, all students can and must learn.

We believe that the community has an obligation to provide the specialized programming that each student needs.

We believe that all students have a right to safe, secure and positive learning environment.

We believe that each individual student must have a vision for the future that he/she should be able to attain.

We believe that we are accountable to the student, parents and community for assisting each student to reach his/her fullest potential.

We believe that an appropriate environment fosters positive growth and change.

We believe in mutual respect, open communication and collegiality.

PILGRIM ACADEMY STATEMENT OF PHILOSOPHY

Pilgrim Academy offers individual and small group instruction within a therapeutic setting. We offer students an opportunity for social, emotional, and academic growth and success. We believe that behavior, emotional issues, and students' goals must be actively and consistently addressed. Group and individual counseling are provided for all students on a schedule consistent with their needs. Within this framework, students are expected to maintain or re-establish normal adolescent responsibilities such as regular school attendance, appropriate behavior, and completion of schoolwork.

Pilgrim Academy provides an academic curriculum consistent with the Department of Elementary and Secondary Education state mandated curriculum frameworks. The curriculum is individualized to meet each student's needs as outlined in their Individualized Educational Plan. All classes and classroom activities occur in small groups and within the therapeutic milieu. Pilgrim Academy seeks to create an educational experience that prepares students to succeed in school and to successfully understand and navigate the world outside of school.

The Academy utilizes a structured behavior management system through which preferred and improved behavior is acknowledged, highlighted, and nurtured. Students receive ongoing behavioral and therapeutic feedback throughout every aspect of the school day. Within this model, the behavior management component serves as an instructional tool. A high staff to student ratio is provided in order to enhance academic success and to maintain clear and consistent expectations. Pilgrim Academy seeks to maintain a school environment based upon mutual trust and respect.

Counseling services are provided to assist the students in identifying and countering the problems that are disrupting their educational and personal success. These services are designed to supplement (not replace) more intensive outpatient therapy, which most of the students both need and receive.

PILGRIM ACADEMY SAFETY ASSURANCE & STUDENT EXPECTATIONS

Pilgrim Academy is committed to providing a safe, consistent, and predictable learning environment. A safe environment is necessary to promote a quality education.

The Pilgrim Academy behavior management system exists to support each student's individual academic and therapeutic goals; as well as, the program's goal to provide a safe learning environment for its students and staff. Classroom routines and expectations for appropriate and responsible behavior are clearly delineated. Incentives planned by the program staff with extensive student input are provided to reinforce pro-social and respectful behavior, while consequences to problematic behavior exist to maintain the school's notion of safety and respect for all adults and students involved. Students are expected to be **respectful** and be **prepared for learning**. Students earn points during each section of the day for being both respectful and prepared. (See "Pilgrim Academy Point Sheet", Appendix D)

Being respectful includes: Use of respectful language at all times; being respectful of the school building, property, and personal properties of others; and being respectful of the personal space of others (i.e. no verbal or physical threats, intimidation, or personal contact). **Being prepared includes:** completing homework, completing in school assignments, being on time for classes and lessons, and maintaining school materials. Points are tallied throughout the day to determine appropriate daily incentives. Points are also tallied weekly for a weekly incentive and continuously for larger incentives decided upon by the student, teacher, and director.

Students will be given every opportunity to follow the above rules within the classroom. The teacher and teacher assistants will utilize language that is supportive and that emphasizes de-escalation while verbally encouraging a student to participate in the classroom routine. In the event that a student's behavior becomes disruptive to the class or becomes aggressive in any manner, the student will be asked to leave the classroom and take a time out in a designated area. Pilgrim Academy prohibits students from being locked in or secluded from staff while in a time out area. All attempts will be made to support the student's efforts at taking a time out appropriately. In the event that a student's behavior poses a safety threat to self or others, and all other behavior management techniques have been exhausted, it may be necessary to provide physical intervention and restraint. (See the Physical Restraint Policy on the website for further information.) All staff are trained in non-violent crisis intervention methods.

An integral component of the behavior management system is to assist students in their ability to process problematic behavioral incidents. Following any incident that warrants an extended time out (longer than 10 minutes), students, along with staff assistance, will be required to complete a Therapeutic Processing Sheet (TPS) prior to returning to class. The TPS was designed to both facilitate a student's understanding of the ways in which problems have affected their success and to highlight alternative approaches to dealing with such problems. (See "Therapeutic Processing Sheet", in the Appendix.)

SCHOOL POLICIES and PROCEDURES

The full descriptions of all Pilgrim Area Collaborative policies are located on the PAC website at www.pilgrimac.org

Attendance

Students are expected to attend school on a regular, consistent basis. Excused absences include those related to a doctor documented illness, important appointments, court appearances, or family commitments previously discussed with the program director. Unexcused absences include, but are not limited to, refusal to attend, suspension, or missing the bus. Unusual circumstances that lead to an absence may be given special consideration following a conversation between the program director and the student's parent/guardian.

A student with more than five unexcused absences during the marking term will not receive credit for that term.

A parent/guardian must call in before 7:30am to report that their child is going to be absent. When returning to school, the student must bring in a note signed by a parent/guardian documenting the reason for the student's absence. **Students are required to make up all class work for any absences.** Report cards will list a grade of "Incomplete" for any course with outstanding make up work. The policy for receiving grades in classes with incompletes is as follows:

- If work is made up within one week of the term's closing, maximum grade is 90%.
- If work is made up within two weeks, maximum grade is 75%.
- If work is made up within three weeks, maximum grade is 60%.

Students with more than a total of five absences will find their grade lowered due to lack of participation in classroom discussions. It will be at the teacher's discretion to determine the importance of classroom participation for any given class or subject.

Bicycles and Automobiles

If a student rides a bicycle to school, it should be located in the designated school area for that purpose and securely locked. Pilgrim Academy 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 are required to adhere to all guidelines and rules established by the Pilgrim Academy. (See "Student Driving Guidelines and Rules" in the Appendix.)

A student's driving privileges may be revoked by Pilgrim Academy's administration in the event established rules and guidelines are not followed. Additionally, administration shall have the authority to search student vehicles driven to school if the situation arises where there is a reasonable suspicion of possession of any illegal substance or associated paraphernalia.

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

Bullying

The Pilgrim Area Collaborative (PAC) expects that all members of the PAC community treat each other in a civil manner with respect for individual differences. PAC is committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We at PAC understand that members of certain student groups such as gay/lesbian, bisexual, or transgender, homeless and our students with disabilities may be more vulnerable to becoming targets of bullying, harassment, or teasing. The PAC will take steps to create a safe, supportive environment for vulnerable populations and provide its students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The PAC will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school related activities. We will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

A sample bullying report form is located in the Appendix to this handbook and is also available on the PAC website.

Cellular Phones

Cellular phone use is not permitted in the school building or on school grounds. (See "Cell Phone Rules" in the Appendix).

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.

Discipline

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.

*See PAC discipline policy on the website for additional information.

In accordance with Chapter 71 Section 37H, the following applies:

- [a] Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine and heroine, may be subject to expulsion from the school or school district by the principal.
- [b] any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- [c] Any student who is charged with a violation of either paragraph [a] or [b] shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his, discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph [a] or [b].

- [d] Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel of a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- [e] When a student is expelled under the provision of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Dismissal

Students should maintain regular and consistent school attendance. Dismissal will occur when a note stating the reason for the dismissal, signed by a parent/guardian, is presented to the program director. Dismissal due to illness will be handled by the school nurse. The school will make every attempt to contact parents/guardians to verify early dismissal notes. A student's parent/guardian must pick their child up at the school office. **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 schoolwork missed due to an early dismissal must be made up.

Dress and Appearance

Students are expected to maintain appropriate hygiene and wear appropriate clothing when attending school. Any type of attire or hygiene issue that attracts undue attention to the student thus causing a distraction in the school will be considered inappropriate. Parents/guardians may be notified to bring in appropriate clothing and/or may be requested to accompany their child home to attend to hygiene related issues.

- Outer clothing, including, but not limited to, hats, jackets, and hooded flannels or sweatshirts worn as jackets are not permitted to be worn within the school's classrooms.
- 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.
- Clothing should adequately cover the student's body (midriff shirts, low riding pants/shorts, undergarment tank tops, and dresses/skirts which do not come to ½ an inch below the fingertips shall be considered inappropriate.)

Electronic Devices

Devices such as: Discman/ipods/MP3s/hand held video game players may be brought to school to be kept in the student's backpack or desk. These items may be used during selected periods of the day with staff's permission

English Language Learners

The PAC honors requests made by students and families who speak English as a second language for the translation of documents, notices, handbooks, and other pertinent school-related information. Requests should be directed to the Program Coordinator/Director.

Field Trips

Parent/guardian permission slips must be submitted for all field trips. Field trips are a privilege and attendance will be based on eligibility via the classroom behavior management system and based on the discretion of the staff on the day of the trip. Behavior is expected to reflect favorably on the staff, students, and school at all times. Only chaperones who have successfully completed the CORI process and have been selected by school personnel will be allowed to go on field trips.

Grading

Students attending classes in Collaborative programs are assigned grades in accordance with their Individual Educational Plan and the sending school district.

Harassment and Sexual Harassment

Harassment is the act of abusing the dignity of another person, through insulting or degrading personal remarks or conduct in a persistent manner. Harassment violates state and federal law and the policies of the Pilgrim Area Collaborative. Harassment may take many forms including, but not limited to, derogatory remarks and gestures based on a person's race, gender, religion, or disability.

Complaints of harassment should be brought to the attention of the program director immediately at which time such complaints will be investigated in a prompt and equitable manner. Harassment will be responded to with school consequences at a minimum, and possible court action if warranted. As it is not possible to list all circumstances that may constitute harassment, should a student, staff, or family member of a student have any question or concern regarding possible harassment, that individual should bring it to the attention of the program director for further discussion.

*See PAC harassment policy on the website for additional information.

Hazing

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 (see below) shall be adhered to. 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. *See PAC hazing policy on the website for additional information

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.

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.

Head Lice (Pediculosis)

Children with Pediculosis (head lice) are excluded from school until they are receiving adequate treatment. It is not necessary to isolate children who are under treatment. If a student is suspected of having head lice, the student will be referred to the school nurse. A student so identified will be isolated from other students until picked up by a parent or guardian. The school nurse will notify the parent/guardian of the infected child of his/her condition, inform them of this practice, and instruct them in the procedure for proper treatment. Following treatment and before returning to the classroom, the school nurse must recheck the child's head. Ten-day follow-up inspection is advised. The nurse will examine students who are closely associated with the infected child (e.g., seated in close proximity, siblings, or playmates). A letter will be sent to parents/guardians of the class instructing them in preventative techniques.

Health

The Pilgrim Area Collaborative assigns a Registered Nurse to each program site. The role of the professional school nurse is to facilitate the health and wellness of each student to enhance the opportunity for academic success. Responsibilities in this setting include the following:

Development of an Individualized Health Care Plan (IHCP)

Please talk with the school nurse if your student has a specialized medical need or diagnosis which must be assessed, managed and monitored during school hours such as a life threatening allergy, diabetes, or seizure disorder.

The nurse will review with the parent/guardian medical information, primary care provider's orders, and current nursing research and practice.

The IHCP is then reviewed and signed by the parent and physician (if necessary) and shared with appropriate school staff to ensure optimal integration of your child's health needs into the school setting.

Please help the school nurse care for your child by:

- updating the phone numbers on your child's emergency card so the school can always reach you;
- notifying the nurse when your child has any illness chronic or acute;
- communicating with the nurse directly if medication, health needs change or if the student was exposed to a communicable disease;
- informing the nurse if there is an event at home or in the family that may impact your child at school such as death of a beloved pet, serious illness or death of a family member.

Please keep your child home from school if he/she has:

- a temperature 100 degrees F or above; student must be fever free without the use of fever reducing medicine (i.e., Tylenol or Motrin) for 24 hours before returning to school.
- vomiting, diarrhea; student must be vomitus free for 24 hours before returning to school
- Contagious or infectious diseases including:
 - strep infections of any kind, ringworm, conjunctivitis, or impetigo. These are all contagious infections and must be treated with medication for at least 24 hours before returning to school;
 - rash of unknown origin—this may indicate many different things and should be checked by your pediatrician;
 - pain should be taken seriously, especially in young children. Earaches, toothaches, and headaches should be evaluated.

***Your child must be fever-free for 24 hours without medication prior to returning to school.**

Preparation and Distribution of Potassium Iodine in the Event of a Nuclear Emergency

Upon recommendation of the MA Department of Public Health and the MA Emergency Management Agency, certain school settings within Pilgrim Area Collaborative are encouraged to have Potassium Iodine (KI) available in the event of a nuclear emergency. Parent/guardian consent is required for the school nurse to administer KI. If the parent/guardian does not want their child to receive KI (replies “no” on the Blue Student Health Card) or does not return the KI consent form, the student will not be given KI in the event of a nuclear emergency.

Health Records

An individual health record is maintained for each student throughout his/her school career. The record contains medical information submitted to the nurse, such as physicals, immunization records, and health history completed by the parent/guardian when the student entered the school system. Screening and visits to the nurse during school hours are recorded. Parents/guardians are asked to communicate student health concerns and medical reports to the school nurse. Access to this record is restricted to school health office staff and other school staff on a need-to know basis only, as determined by the school nurse. The health record is transferred with the academic record when the student moves to another school or district.

Health Screenings

Screenings are conducted by health services staff according to Massachusetts Department of Public Health regulations. If a student does not meet the criteria of a screening, a parent/guardian is notified. The nurse will strongly encourage the parent to follow-up with the student’s primary care provider. If you do not want your child to be screened for any or all mandatory screenings, please make the request in writing and give it to your child’s school nurse.

Growth: Height and weight measurements including Body Mass Index (BMI) are calculated annually on students in grades 1, 4, 7, and in grade 10.

Vision screening: Performed annually on students in grades K to 5 and once in middle school and once in high school.

Hearing screening: Performed annually in grades K-3 and once in the middle school and once in high school.

Postural & Scoliosis: Performed annually on students in grades 5 through 9.

Homework

Homework is an important factor in achieving school success. Homework assists with organizational habits and skills and provides reinforcement and practice of newly presented material. Homework performance will be reflected in final grades. Teachers will assign homework on a regular basis and will vary in accordance with an individual student's needs and abilities.

Illness and First Aid

Assessment of student illness or injury occurring during school hours is a significant part of school health care services. Care is provided as needed by the school nurse. The school will make every effort to reach the parent/guardian or emergency contact person named on the student's emergency card to notify them of any significant injuries or signs of illness that may require further observation, intervention, or follow-up with the student's health care provider. In the event of a medical emergency, local EMS services/ambulance may be activated. If a student is taken to the hospital, a school employee will stay with the student until the parent/guardian arrives.

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, varicella, 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.

Internet Use

Internet use is restricted to educational purposes only. Students found in violation of use guidelines may be subject to disciplinary action. (See Appendix.)

Mandatory Reporting of Child Abuse and Neglect

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, and appropriate action will be taken.

Medication Procedures

In order for the Pilgrim Area Collaborative Nurses to administer any medication (prescription or over-the-counter) a doctor's prescription as well as a written statement from the doctor indicating the necessity of the medication (s) is required annually. This is a state law.

I. Occasional Medication Needs

If medication, such as an antibiotic, has to be given in school:

1. Bring the medication to school in its original bottle.
2. Doctor's order stating the reason for the medication, dosage to be given and time to be given in school must accompany the medication. No medication will be given without the doctor's order.

II. Medication

No medication will be accepted from a student; therefore the following procedure has been established:

1. Call the school nurse and inform her that your child will be taking medication in school.
2. A form will then be sent home for parental written consent.
3. Request duplicate bottles for ALL medications to be given at school from the pharmacist. Each bottle must contain:
 - a. Name and telephone number of the pharmacy.
 - b. New prescription date.
 - c. Name of student.
 - d. Name of doctor.
 - e. Name of medication, dosage amount, and time of dosage.

All medication must be renewed annually and new bottles must be obtained with the current date.

III. Transportation of Medication

- Parent must personally transport all medication to the school nurse.
- Do not send medications into school with your child.
- The nurse may have on count one month of medication at a time.

**** No medication will be accepted or administered unless this procedure is followed.**

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.

Non Discrimination Policy

It is the policy of the Pilgrim Area Collaborative and its programs not to discriminate, and not to allow discrimination, on the basis of sex, race, color, religion, national origin, sexual orientation, or disability in any of its activities. Anyone having a complaint alleging violation of anti-discrimination laws or regulations should immediately inform the administration of the Pilgrim Area Collaborative. Any behavior which violates criminal statutes, which impinges upon the civil rights of others, or which has affected, or has the potential to affect the life, person, or property of another, or that represents a significant threat to the safety and well-being of the Collaborative, will be treated very seriously and could result in suspension, expulsion, and/or court action.

No Smoking

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.

Photographing Students

Throughout the year, photographs or video may be taken by PAC staff of students participating in PAC program activities. These images are generally used to share with other PAC programs, PAC Board of Directors and/or staff from a student's member school district. If a photo of your child is chosen to be used in promotional material, you would be notified of the purpose and sent a copy of the photo used.

Physical Exams

A current physical exam must be on file with the school nurse. A physical exam is required upon entry for all students (performed within the calendar year).

Physical Restraint

It is the policy of Pilgrim Academy that physical restraint be used with extreme caution and only in emergency 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.

In accordance with annual non-violent crisis intervention training, Pilgrim Academy staff utilizes safe, therapeutic holds aimed at controlling the unsafe, acting out behavior of a student until such time that the student safely regains control of him/herself.

The Department of Elementary and Secondary Education (DESE) prohibits physical restraint in the following circumstances: (1) As a means of punishment; or (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, physical harm.

Reporting Requirements:

A designated staff member who participated in the restraint will verbally inform the Program Director of the restraint as soon as possible, and by written incident report no later than the next school working day.

The director of the program or her designee will verbally inform the student's parents/guardians of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of restraint.

When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint (lasting 20 minutes or longer) has been administered, the program will provide a copy of the written incident report to the Department of Elementary and Secondary Education (DESE) within five school working days of the use of restraint.

** 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, physical harm.

Progress Reports

In accordance with the student's IEP, progress reports will be sent to parents and school districts on a quarterly basis.

Report Cards

Report cards are issued four times per year, at the close of each marking term. Copies are mailed to the student's home and to the sending school district.

School Cancellation

Pilgrim Academy follows the Plymouth Public school weather related cancellation of schools.

If the hometown where the student lives cancels school, but Plymouth does not cancel, then the student will have school. *However, please note that the home transporters will not transport students to Pilgrim Academy if school is closed in the hometown. Parents will then have the option of transporting their child to and from school.*

School Visitation

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/Director. 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.

*See PAC school visitation policy on the website for additional information

Search and Seizure

Desks are the property of the Pilgrim Area Collaborative and may be searched at any time. Searches and/or seizures involving the student's person or personal property may also be conducted when reasonable cause exists. Circumstances which may lead to reasonable cause to conduct a student search include any suspicion that a student has violated the law or the rules of the school. Illegal items (weapons, drugs, drug paraphernalia, alcohol, stolen property, etc.) or other items reasonably determined to be a concern to the safety and security of the school and its members may be seized by the program staff. Random searches may be conducted when reasonable concern exists regarding the presence of drugs or weapons on school property or on any person within the school environment.

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.

Substance Abuse/Use

A student shall not use, possess, transmit, or be under the influence of any drugs, alcohol, intoxicant, or controlled substance within the school building, on school grounds, or during any school activity.

Possible Use in School: Should a student's behavior in school be such that there is reason to be concerned for his/her well-being, the student shall be referred to the Program Director. If after consultation with the school nurse the Program Director determines that the student should be removed from school, the student's parent/guardian will be notified and requested to take the student home and/or for treatment. This will be considered unexcused time off.

Use in School: If a student has used harmful or potentially harmful drugs, alcohol, intoxicants, or controlled substances in school, the student's parent/guardian will be immediately notified and requested to come to the school for a meeting with the Program Director. A multi-day suspension, typically in the range of three to ten days will occur, although the administrator retains the discretion to increase this penalty should the circumstances warrant. The police department may be notified. A discussion regarding the potential need for a substance abuse evaluation and/or substance abuse treatment will occur. All efforts will be made to assist the parent/guardian in navigating this process.

Possible Possession: If a staff member has reason to believe that a student may be in possession of drugs, alcohol, intoxicants, or controlled substances, the Program Director will be immediately informed. If after further investigation (which may include a search) and after speaking with the student the program director believes that the student is in possession of a harmful drug or controlled substance, the student's parent/guardian will be requested to attend a meeting at the school.

Possession: The parent/guardian of any student who is found to be in possession of drugs, alcohol, intoxicants, or controlled substances will be called to the school immediately for a meeting. The proper contact person at the police department will also be notified. The student will receive a multi-day suspension, typically in the range of three to ten days, although the administrator retains the discretion to increase this penalty should the circumstances warrant..

The Selling or Distribution of Drugs in School: The selling or distribution of drugs in school, on school grounds, or during any school activity will be determined by either the quantity of the controlled substance in the student's possession or by the direct act of selling or distributing. The parent/guardian of any student selling or distributing drugs, alcohol, intoxicants, or controlled substances will be informed immediately and requested to report to the school. The police will also be notified and requested to report to the school during the time that the parent/guardian and student are present. At a minimum, the student shall receive a five day suspension and may also face termination from the program.

Suspension

Program staff will work to ensure the success of our students. However, on occasion, a student's conduct may be subject to suspension from school. The Program Director, in consultation with program staff, will determine if any misconduct warrants suspension. The Program Director shall make an effort to inform the parent/guardian by telephone of the student's misconduct and subsequent suspension.

Within twenty-four working hours the Program Director shall provide written notice of the suspension to the parent/guardian. The notice shall contain:

- A description of the school policy that the student violated
- A statement containing the date and duration of the suspension
- For any suspension greater than three days, the parent/guardian will be requested to attend a re-entry conference to review the reason for suspension and to construct a plan to support improved behavior.

Police may be notified regarding incidents involving drugs, weapons, destruction of property, physical assaults, and persistent harassment. Students will not be allowed on school property during the period of suspension. Parents/guardians are encouraged to make arrangements to pick up academic assignments to be completed during the suspension period.

Procedure for Suspension of a Special Needs Student Beyond Ten Cumulative Days:

When it is known that the suspension (s) of a special needs student will accumulate to ten days in a school year, the TEAM will need to convene within ten days to make the following determinations:

- Whether, in relationship to the behavior subject to disciplinary action, the student's IEP and placement were appropriate and the special education services, supplementary aids and services, and behavior intervention strategies were provided consistent with the student's IEP and placement;
- Whether the student's disability did, or did not, impair the ability of the student to understand the impact and consequences of the behavior subject to disciplinary action; and
- Whether the student's disability did, or did not, impair the ability of the student to control the behavior subject to disciplinary action.

If the TEAM determines that the behavior subject to disciplinary action is related to the student's disability, is the result of an inappropriate placement, or is the result of an IEP that was not fully implemented, then the student may not be suspended for more than ten cumulative days in the school year. The IEP will be modified to reflect a new plan designed to better meet the student's needs. Following parental approval, the plan will be immediately implemented.

If the TEAM determines that the behavior subject to disciplinary action was not related to the student's disability, or the result of an inappropriate placement, and if it was determined that the IEP was fully implemented, then a student may be suspended beyond the ten cumulative days. In this case, the special education administrator must:

- Amend the IEP to provide for the delivery of special education services to the student during the period of exclusion;
- Modify the original IEP to reflect a long-term plan (including discipline code expectations) designed to assure the student's continued attendance in an educational program;
- Present the current IEP and amendment to the student's parents/guardians accompanied by the appropriate written notice.

If the student's parent/guardian disagrees with a determination that the student's behavior was not a manifestation of the student's disability, the parent may request a hearing. The State or local educational agency shall arrange for an expedited hearing. Pending the scheduling and result of any hearing procedures, the student must remain in the current educational setting unless the parent and State agency or local educational agency agree otherwise.

Tardiness

A parent/guardian must call in before 7:30am if their child is going to be tardy. If a student arrives unexcused later than 9:00am, the student will be considered absent for the day. Parents/guardians must accompany their child into the school to sign them in once tardy, unless other arrangements were previously made between the Program Director and the parent/guardian.

All efforts will be made to contact the parent/guardian if a student arrives late to school without a parent present or previous contact between the parent and the school. **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.

Termination of a Student

Pilgrim Academy will be aggressive in their attempts to assist every student in accomplishing their goals and in growing academically, socially, and emotionally. Consistent home/school communication and meetings will occur as a way to effectively problem-solve and facilitate a student's success.

Pilgrim Academy does recognize however, that despite flexibility, creative problem-solving, and a strong effort, we may not be the right program at the right time for all students. When a pervasive lack of success occurs for a student and/or when that pervasive lack of success impinges upon the needs of other students in the program, termination from the program may be warranted.

In accordance with state special education regulations, Pilgrim Academy shall not terminate the enrollment of any student, even in emergency situations, until the enrolling public school district is informed and assumes responsibility for the student.

At the request of the public school district, Pilgrim Academy shall delay termination of the student for up to two calendar weeks to allow the public school district the opportunity to convene an emergency TEAM meeting or to conduct other appropriate planning discussions prior to the student's termination. With the mutual agreement of Pilgrim Academy and the sending public school district, termination may be delayed for longer than two weeks.

Volunteers

Any individual desiring to volunteer in PAC programs must first complete a volunteer form in addition to passing a CORI screening. Volunteer and CORI forms are available by contacting your classroom teacher or the PAC main office.

Weapons

The possession of weapons on school property, during transportation to and from school, or at any school related events, is prohibited. Any student found to be in possession of a weapon will receive a minimum five day suspension and may also face termination from the program. Parents and police personnel will be notified immediately of any weapons issue.

The term "weapon" includes firearms, knives of any size, explosive devices, chains, or any object that may be considered or has the potential to be used as a weapon. Any student suspected of carrying or concealing a weapon will be asked to submit to a search. Refusing to comply may result in a five day suspension. Parents and police personnel will also be notified regarding any suspicion of weapon possession.

APPENDICES

- A. School Calendar
- B. Bullying Report Form
- C. Internet Use Form
- D. Academy Point Sheet
- E. Therapeutic Processing Sheet
- F. Student Driving Guidelines and Rules
- G. Student Cell Phone Rules
- H. Acknowledgement & Signature Page

Pilgrim Area Collaborative

2011-2012 School Year

Pilgrim Academy

rev. 6.17.11

AUGUST - SEPTEMBER						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31: School Opens
5: Labor Day

10: Columbus Day

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

11: Veteran's Day
24-25: Thanksgiving Recess

23 - 30: Holiday Break

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

2: New Years Day observed
16: M.L. King Jr. Day

20-24: Winter Break

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

14: CLOSED - Prof. Dev. Day

6: Good Friday
16-20: Spring Break

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

28: Memorial Day

13: School Ends *

* TENTATIVE END DATES - Classes must be in session for 180 days

School cancellations may affect these dates

Pilgrim Area Collaborative

Bullying Prevention & Intervention

Incident Reporting Form

1. **Name of Reporter/Person Filing the Report:** _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: **Target of the behavior** **Reporter (not the target)**

3. Check whether you are a: **Student** **Staff member (specify role)** _____
 Parent **Administrator** **Other (specify)** _____

Your contact information/telephone number: _____

4. If student, state your school: _____ **Grade:** _____

5. If staff member, state your school or work site: _____

6. **Information about the Incident:**

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. **Witnesses** (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

9. **Signature of Person Filing this Report:** _____ **Date:** _____
(Note: Reports may be filed anonymously.)

Forward this form to the appropriate PAC Program Coordinator as soon as possible.

FOR ADMINISTRATIVE USE ONLY

PAC PROGRAM COORDINATOR

Date Received: _____

Signature: _____

PILGRIM AREA COLLABORATIVE

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
- ♦ overriding 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;
- ♦ any use of the Internet that would reflect negatively on the Pilgrim Area Collaborative or would in any way subject the employer or the or the employee to a possible criminal or civil action.
- ♦ Prohibit use of other mail services for Pilgrim Area Collaborative business

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 reserves the right to discipline employees for abusive conduct involving the internet.

The Pilgrim Area Collaborative makes no guarantees, implied or otherwise, regarding the liability of the data connection. Not 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.

PILGRIM AREA COLLABORATIVE

Internet Policy Acknowledgement

I acknowledge that I have received and read the Pilgrim Area Collaborative INTERNET POLICY.

PRINT Student Name: _____

Signature: _____

Date: _____

NAME: _____

Pilgrim Academy Point Sheet

DATE: _____

SCHEDULE/POINT SHEET

	<u>Behavior</u>	<u>Academic</u>
PM Bus	_____pts (2)	
AM Bus	_____pts (2)	
Homework		_____pts (4)
7:30-8:15 English Language Arts	_____pts (2)	_____pts (2)
8:15-9:00 Math	_____pts (2)	_____pts (2)
9:00-9:45 Social Studies	_____pts (2)	_____pts (2)
9:45-10:00 Earned Break *	_____pts (2)	
10:00-10:45 Science	_____pts (2)	_____pts (2)
10:45-11:30 Gym/Health	_____pts (2)	_____pts (2)
11:30-12:00 Lunch *	_____pts (2)	
12:00-12:45 MCAS Prep	_____pts (2)	_____pts (2)
12:45-1:30 Reading/Literature	_____pts (2)	_____pts (2)

Total Number of Points Earned Out of a Possible 40 _____

- Earned Break: Minimum of 16 points.
- If any work is owed, a mandatory study is required between 9:45am and 10:00am.
- Spending lunch in the lunchroom: Minimum of 24 points.
- If any work is owed, lunch is spent in a staff designated area and a mandatory study is required between 11:30am and 12:00pm.

Earned Activity (Friday 12-1:30pm): 80% of points for the week and no therapeutic processing sheets.

THERAPEUTIC PROCESSING SHEET

Name: _____

Date: _____

Give an explanation for why this TPS was assigned:

What would you call the problem that led to this TPS?:

If this problem were to get the best of you at home or in the community, what might be the consequences?:

If necessary, write an apology to the person (s) involved:

Describe what you could have done differently so that this problem didn't effect your school success:

How could staff help you in your efforts to control this problem?:

Signatures: Student: _____

Staff: _____

STUDENT DRIVING GUIDELINES AND RULES

Students may transport themselves to school under the following conditions:

- The student has a valid Massachusetts license.
- The student has written parental permission to drive to school.
- The student and their parent/guardian have signed a copy of the student driving policy verifying that they have read and agreed to the policy.

Conditions:

All students must sign in at the front desk when arriving to school.

If a student is tardy or absent (without the required parental phone call to notify the school of the absence or tardy), the parents/guardians will be notified by telephone on the morning of such tardy or absence.

Upon the second unexcused tardy in any given month, the student will need to complete a Therapeutic Processing Sheet and will become ineligible for that week's earned activity. Upon the third unexcused tardy in any given month, the privilege to drive oneself to school will be suspended for a length of time which will be determined by the program director and the student's parents/guardians.

For any unexcused absence in which the parents/guardians were unaware of, the student will automatically receive a full day of in-school suspension. A second infraction of similar nature will result in both a full day of in-school suspension and a suspension of driving to school privileges for a length of time to be determined by the program director and the student's parents/guardians.

Students may not return to their vehicle at any point during the school day unless accompanied by a staff member.

Students may not transport other Pilgrim Academy students to or from school.

At the discretion of the program director, Pilgrim Academy may suspend temporarily or permanently the privilege to drive oneself to school for any problematic incident not listed above.

I have had an opportunity to read the above Student Driving Guidelines and Rules, and both understand and agree to its conditions.

Student

Parent/Guardian

Program Director

Date

PILGRIM ACADEMY CELL PHONE RULES

- Cell phone use (in any form) is not permitted in the school building, on school grounds, or on any school related field trips.
- If a student is noticed using a cell phone during school hours, that student will be asked to turn the cell phone over to staff to be secured in a designated location. If this is a first time occurrence, the student's parents will be notified and upon the discretion of school staff, the phone will be handed back to the student at the end of the school day. If a student fails to turn the phone over to school staff, further consequences (to be determined by the program director and/or her designee) will be warranted.
- Upon a second occurrence of using a cell phone during school hours, the student will be asked to turn the cell phone over to staff to be secured in a designated location. The student's parent/guardian will be requested to pick the phone up at any time during designated school hours. If, as a parent/guardian, you choose to allow your child to have the cell phone back, that student will be requested to turn the phone in to a designated staff member each morning upon arriving to school and will be given the cell phone back at the end of the day for a period of time determined by the program director and/or her designee. If a student fails to turn the phone over to school staff, further consequences (to be determined by the program director and/or her designee) will be warranted.

*** It is imperative that Pilgrim Academy has the support of our parent community regarding this policy. Cell phone use is disruptive to the education of your child and their classmates and is extremely distracting to both the teaching and learning process. ***

Pilgrim Area Collaborative

PILGRIM ACADEMY

STUDENT HANDBOOK ACKNOWLEDGEMENT

*** Please sign and return to your classroom teacher by the end of the first full week of school. ***

Student Name (Please PRINT): _____

This handbook contains the rules, procedures and general information that address most of the issues that may come up during the course of the year.

It is important that parent/guardian(s) and students read and discuss the items contained in the Pilgrim Area Collaborative Student Handbook. It is essential to us that everyone has a complete understanding of our policies and procedures.

Students (age 18 or over)

_____ I have received a copy of the 2011-2012 Pilgrim Area Collaborative Student Handbook. I understand that I am responsible for full knowledge of the contents of the handbook and agree to abide by the rules of the Collaborative. I agree that if necessary I will ask questions and request a Pilgrim Area Collaborative staff member explain to me any aspects that may be unclear.

Student Signature (if age 18 or over)

Date

Parent/Guardians

_____ I verify that I have received a copy of the 2011-2012 Pilgrim Area Collaborative Student Handbook, and have reviewed its contents. I agree that if necessary I will ask questions and request a Pilgrim Area Collaborative staff member explain to me any aspects that may be unclear.

Parent/Guardian Signature

PRINT Name

Date

Pilgrim Area Collaborative

**PILGRIM ACADEMY
Acknowledgement / Consent Signatures**

Student Name (Please PRINT): _____

HAZING CONDUCT ACKNOWLEDGEMENT

_____ I acknowledge that I have reviewed the Pilgrim Area Collaborative HAZING POLICY.

Parent/Guardian Signature (Student, if aged 18 or over)

PRINT Name

Date: _____

PHOTO-VIDEO CONSENT

_____ I hereby consent and authorize the Pilgrim Area Collaborative to use and reproduce photographs and video recordings of me/my child and to circulate same for classroom use, training purposes, advertising and/or publicity purposes either in print, or on the PAC website.

_____ I do not consent to the above-mentioned use of my/my child's photograph.

Parent/Guardian Signature (Student, if aged 18 or over)

PRINT Name

Date: _____

COMMUNITY TRIPS CONSENT

_____ I hereby give permission to attend community trips to enhance learning opportunities. I understand that I will be notified in advance of the dates, destinations, and any other details of these trips by my/ my child's classroom teacher.

I further understand that if I choose not to go/send my child on a particular trip, I will notify the classroom teacher in writing of my decision and understand that alternate arrangements will have to be made to accommodate me/him/her.

Parent/Guardian Signature (Student, if aged 18 or over)

PRINT Name

Date: _____