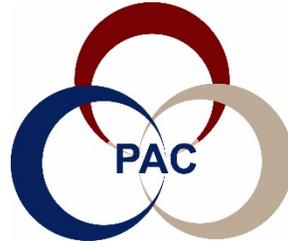


PILGRIM AREA COLLABORATIVE



Specialized Learning Community

Student Handbook

2019 – 2020



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 the Pilgrim Area Collaborative's policies, procedures, and philosophy. This handbook contains policies specific to the Pilgrim Area Collaborative as well as those necessary to meet state and federal guidelines. *(Note: Some procedures and requirements may be different based upon the philosophies of our host schools.)* 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.

Parents are vital to the learning process. Student progress is more evident when families are involved; therefore, we welcome and encourage 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 their child.

It is our hope that you will benefit from the academic, therapeutic, and home support services offered at the Pilgrim Area Collaborative. 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.

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. Dympna M. Thomas, Executive Director	781-293-6111
Ms. Missy Sorrenti, Program Coordinator, SEASIDE	781-293-6111 Ext. 1115
Ms. Collen Doyle, Program Coordinator, SLC/SEASIDE	781-293-6111 Ext. 1118
Ms. Jill Poirier, Business Manager	781-293-6111 Ext. 1113
Ms. Becky Haugh, Executive Secretary	781-293-6111 Ext. 1111
Ms. Tammy Huber, Payroll & Purchasing Clerk	781-293-6111 Ext. 1114
Ms. Carol Peavey, Office Clerk/Receptionist	781-293-6111 Ext. 1110
Ms. Heather Freedman, Accounting Clerk	781-293-6111 Ext. 1117
Ms. Ellen Pumphret, Technology Coordinator	781-293-6111 Ext. 1119

Pilgrim Academy Building – Plymouth:

Ms. Cheryl Jacques, Pilgrim Academy Program Director	508-747-6686 Ext. 2106
Ms. Diane Townsend, Academy Secretary	508-747-6686 Ext. 2104
Ms. Deborah Booth, PACES Director	508-747-6686 Ext. 2701
Ms. Debbie Crothers, PACES Admin. Assistant	508-747-6686 Ext. 2704

Pilgrim Area Collaborative Board of Directors

Ms. Kendra Campbell, Chair	Marshfield Public Schools
Ms. Michelle Badger, Vice Chair	Plymouth School Committee
Ms. Sheila Vaughn, Secretary	Kingston School Committee
Mr. Matthew Gambino	Duxbury School Committee
Ms. Alison Vance	Halifax School Committee
<i>Inactive</i>	Middleborough Public Schools
Ms. Jill Palenstijn	Plympton School Committee
Mr. Edward Desharnais	Silver Lake Regional School Committee
Ms. Anita Hill	Stoughton Public Schools
Mr. Steven Bois	Whitman-Hanson Regional School District

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

The Pilgrim Area Collaborative is dedicated to high quality programming and individualized services that are responsive to the needs of districts by educating student in their schools, homes, and communities. Expert resources provide opportunities for building the foundation of success and independence of our students.

GUIDING BELIEFS

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

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

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

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

We believe we are accountable to the student, parents and community for assisting each student to reach their fullest potential.

We believe an appropriate environment fosters positive growth and change.

We believe in mutual respect, open communication and collegiality.

Contact Personnel for Federal Rights

Title VI of the Civil Rights Act of 1964

Contact: Dr. Dympna M. Thomas, Executive Director (781) 293-6111 x 1112

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. Dympna M. Thomas, Executive Director (781) 293-6111 x 1112

Chief Investigators: Cheryl Jacques, Pilgrim Academy Director (508) 747-6686 x 2106

Cheryl DeLorey, SEASIDE Program Coordinator (781) 293-6111 x 1115

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. Dympna M. Thomas, Executive Director (781) 293-6111 x 1112

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. Dympna M. Thomas, Executive Director (781) 293-6111 x 1112

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. Dympna M. Thomas, Executive Director (781) 293-6111 x 1112

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. Dympna M. Thomas, Executive Director (781) 293-6111 x 1112

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: Dr. Dympna M. Thomas, Executive Director (781) 293-6111 x 1112

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 x 2106
Cheryl DeLorey, SEASIDE Program Coordinator (781) 293-6111 x 1115
Colleen Doyle, SLC Program Coordinator (781) 293-6111 x 1118
Deb Booth, PACES Program Director (781) 293-6111 x 2701

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.

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.

If your child is absent please contact your child's classroom prior to the start of school. Following return to school, please provide a written note to your child's teacher indicating the reason for the absence.

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, or by the host school administration.

The ability to park on school property is a privilege which may be revoked by PAC administration or by the host school 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.

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 in our own programs or in our host school environments.

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.

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.

Communicable Diseases

If a PAC 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.

Community Experience

As part of the PAC programs we offer students opportunities to utilize their skills and strategies out in the community. If your child's classroom will be participating in community outings, you will be asked to sign a release seeking permission for PAC staff to transport and accompany your child for these outings. If you do not wish your child to participate in community outings, please notify your child's teacher.

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 the most current and 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 heroin, may be subject to expulsion from the school or school district by the Program Coordinator.

- [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 Program Coordinator.

- [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 Program Coordinator.

After said hearing, a Program Coordinator 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 Executive Director. The expelled student shall have ten days from the date of the expulsion in which to notify the Executive Director of his appeal. The student has the right to counsel of a hearing before the Executive Director. 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] Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 chapter 76.

In accordance with Chapter 71 Section 37H½, the following applies:

- a) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, Program Coordinator/Director may suspend such student for a period of time determined appropriate by said Program Coordinator/Director, if said Program

Coordinator/Director determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Executive Director.

The student shall have the right to appeal the suspension to the Executive Director. The student shall notify the Executive Director in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Executive Director shall hold a hearing with the student ante the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Executive Director shall have the authority to overturn or alter the decision of the Program Coordinator/Director, including recommending an alternate educational program for the student. The Executive director shall render a decision on the appeal within five calendar days of the hearing.

- b) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Program Coordinator/Director of a school in which the student is enrolled may expel said student if such Program Coordinator/Director determines the student's continued presence in school would have a substantial detriment effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Executive Director.
- c) The student shall have the right to appeal the expulsion to the Executive Director. The student shall notify the Executive Director, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The Executive Director shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Executive Director shall have the authority to overturn or alter the decision of the Program Coordinator/Director, including recommending an alternate educational program for the students. The Executive Director shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be final.

Should the Collaborative suspend or expel a student under this section it shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 chapter 76. If the student moves to another

district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

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 classroom teacher, or to the program director for the MS/HS Academy programs. 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. *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.)

Note: All PAC classrooms are subject to adherence to the dress codes of the host school.

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 permission.

English Language Learners

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.

Evacuation Procedures

In the event of an emergency evacuation, Pilgrim Area Collaborative programs will follow the Emergency Procedures/Evacuation plans adopted by the host school.

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, sex, gender identity, sexual orientation, religion, color, national or ethnic origin or disability. Complaints of harassment should be brought to the attention of the Program Coordinator/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 Coordinator/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 shall be adhered to (see below). 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 the most current and 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 institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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)

Pilgrim Area Collaborative has adopted the position of The National Association of School Nurses and The Academy of Pediatrics that the management of pediculosis (head lice) should not disrupt the educational process as no disease is associated with head lice and in-school transmission is considered to be rare.

Students found with live head lice should remain in class, but be discouraged from close direct head contact with others. The school nurse should contact the parent/guardians to discuss treatment. Students with nits only should not be excluded from school, although further monitoring or signs of re-infestation is appropriate. It may be appropriate to screen other children who have had close head-to-head contact with a student with an active infestation, such as household family members, but classroom-wide or school-wide screening is not merited. In cases that involve head lice, as in all school health issues, it is vital that the school nurse prevent stigmatizing and maintain the student's privacy as well as the family's right to confidentiality.

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. 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. All students/parents/guardians must sign an acknowledgement of receiving and reading the internet policy in the Appendix. A complete copy of the Internet Use Policy is available on the PAC website.

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.

Nondiscrimination 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 race, color, religion, national or ethnic origin, age, sex, gender identity, sexual orientation, marital status, disability, homelessness, or past, present or future membership in the uniformed services of the United States, including the National Card in admission to, access to, employment in, or treatment in its programs and 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 marijuana, and tobacco products (including e-cigarettes) 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). An updated physical exam is required again in grades K, 3, 6 and 9.

Physical Restraint

It is the policy of the Pilgrim Area Collaborative 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, staff 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 him/herself. Staff are trained annually in safe holding procedures.

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.

Restraint Reporting Requirements:

A designated staff member who participated in the restraint will verbally inform the Program Coordinator/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 minute or longer) has been administered, the program will provide a copy of the written incident report to the Department of Elementary and Secondary Education within five school working days of the use of restraint.

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 only for those students for whom it is deemed appropriate in accordance with their IEP and sending school district.

School Cancellation

Weather related or other cancellation of schools is based upon the location of the host school. Please follow the cancellation/delay announcement for the town in which the PAC student attends school. If the town where the child attends cancels school, there will be no school for PAC students.

If the hometown where the student lives cancels school, but the town in which the student attends school does not cancel, then the student will have school. *However, please note that the home transporters will not transport students to PAC classes 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 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.

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.

*See PAC searches and interrogations policy on the website for additional information.

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 Coordinator/Director. If after consultation with the school nurse the Program

Coordinator/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 Coordinator/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 will 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 Coordinator/Director, in consultation with program staff, will determine if any misconduct warrants suspension. The Program Coordinator/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 Coordinator/Director shall provide written notice of the suspension to the parent/guardian.

Definitions:

An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive days, or no more than ten (10) school days cumulatively for multiple infractions during the school year.

A short-term suspension means removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less.

A Program Director shall exercise discretion in deciding the consequences for student behavior; consider ways to reengage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include consequences such as a loss of privileges, detention, an apology, a student contract, restitution, and probation.

Notice of Suspension:

A Program Coordinator/Director (except as provided in 603 CMR 53.07) may not impose a suspension as a consequence for a behavioral offense without first providing the student and the parent/guardian oral and written notice, and providing the student an opportunity to be heard and the parent an opportunity to participate in such hearing.

The Program Coordinator/Director shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the Program Coordinator must be able to document reasonable effort to include the parent. The Program Coordinator is presumed to have made reasonable effort if the principal has sent written notice and has documented at least two attempts to contact the parent in the manner specified by the parent for emergency notifications.

Written notice to the parent may be made by hand delivery, first-class mail, e-mail to an address provided by the parent for school communications, or by any other method of delivery agreed to by the Program Coordinator/Director and parent/guardian.

The notice shall contain:

- a) The disciplinary offense;
- b) The basis for the charge
- c) The potential length of the student's suspension;
- d) The opportunity for the student to have a hearing with the Program Director concerning the proposed suspension, and for the parent to attend the hearing;
- e) The date, time and location of the hearing;

- 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.

Any student who is serving an in-school suspension, or short-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Program Coordinator/Director shall inform the student and parent of this opportunity when the suspension is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services that will enable the student to make academic progress toward meeting state and local requirements. The Program Coordinator/Director shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension.

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 agencies agree otherwise.

Tardiness

A parent/guardian must call into their student's classroom if their child is going to be tardy. Parents/guardians must accompany their child into the school once tardy, unless arrangements were previously made between the classroom teacher or Program Coordinator/Director and the parent/guardian. **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.**

Termination

Pilgrim Area Collaborative 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 Area Collaborative 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 Area Collaborative shall not terminate the enrollment of any student, even in emergency situations, until the enrolling public school district is informed **orally and in writing** and assumes responsibility for the student. At the request of the public school district, Pilgrim Area Collaborative 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 Area Collaborative 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 will result in appropriate discipline. Parents and police personnel will also be notified regarding any suspicion of weapon possession.

See PAC Weapons Policy for a complete description and additional information.

APPENDICES

- Appendix A: Bullying Reporting Form
- Appendix B: Student Handbook Acknowledgement
- Appendix C: Student Internet Policy
- Appendix D: Alcohol, Tobacco & Drug Use Prohibited Policy
- Appendix E: Hazing Conduct Policy
- Appendix F: Physical Restraint & Behavior Support Acknowledgement
- Appendix G: Student Photo-Video Consent/Community Trips Consent
- Appendix H: 2019-20 School Year Calendar
- Appendix I: Arrival/Dismissal/School Cancellation/Delays

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

2019-2020

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.

Parent/Guardians

_____ The Student Handbook has been made available to me and my child electronically through the Pilgrim Area Collaborative website. I understand a hard copy will be made available at my request.

I further understand that I am responsible for full knowledge of the contents of the handbook and agree to assist my child to abide by the rules of the Collaborative. I also agree, 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

Date

Students (age 18 or over)

_____ The Student Handbook has been made available to me electronically through the Pilgrim Area Collaborative website. I understand a hard copy will be made available to me at my request.

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

PILGRIM AREA COLLABORATIVE

Student 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 students use this valuable resource appropriately. Access to the Internet by 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:

- ◆ 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 and or harmful to minors, 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 PAC Computers and networks or host schools' computers;
- ◆ sharing or disseminating passwords, codes, access phone numbers, account numbers, or other information that would compromise the privacy or security of another person, system, or network;
- ◆ any use of the Internet that would reflect negatively on the Pilgrim Area Collaborative or would in any way subject the PAC or the individual to a possible criminal or civil action.

The foregoing list is not exhaustive. The Pilgrim Area Collaborative reserves the right to notify any user of other impermissible action regarding the use of the internet, host schools' networks, or computers. The Pilgrim Area Collaborative reserves the right to discipline students and/or employees for abusive conduct involving the Internet, host schools' networks, or computers. The Pilgrim Area Collaborative reserves the right to restrict student access to the Internet, host schools' networks, or computers for abusive conduct. The Pilgrim Area Collaborative makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Nor shall PAC be liable for any loss or corruption of data while using the Internet connection, host schools' network, or PAC-owned computers. The Pilgrim Area Collaborative reserves the right to examine all data, including, but not limited to, e-mail, stored in the machines and/or servers used to conduct PAC business 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 designee in order to maintain system integrity and to ensure that users are operating the systems responsibly. PAC makes no guarantee concerning files or information stored on any PAC-owned or operated computer system or network. At the beginning of each academic year, students will be presented with a copy of the "Acceptable Use of Internet Policy" and sign acknowledgement of receipt.

Board of Directors Revised & Approved: 8 June 2016

PILGRIM AREA COLLABORATIVE STUDENT Internet Policy Acknowledgement 2019-2020

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

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

PRINT Student's Name

Date: _____

PILGRIM AREA COLLABORATIVE

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED POLICY

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The Pilgrim Area Collaborative Board of Directors prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function. Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The PAC will utilize, in accordance with law, a verbal screening tool approved by DESE to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9, and parents/guardians shall be notified about the verbal screening prior to the beginning of these years. Parents/guardians shall have the right to opt out of the screening by providing written notice at any time prior to, or during, the screening.

All statements made by a student during a screening are confidential and shall not be disclosed without parent/guardian consent, unless disclosure is otherwise required by state law or an immediate medical emergency. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with D.E.S.E. in accordance with law in a manner requested by D.E.S.E.

M.G.L.71:2A; 71:96; 272:40A

Board of Directors Revised: June 7, 2018

Board of Directors Approval: June 8, 2016

PILGRIM AREA COLLABORATIVE

2019-2020

Alcohol, Tobacco & Drug Use by Students Prohibited Policy Acknowledgement

I acknowledge that I have received and reviewed the Pilgrim Area Collaborative Policy #5025 which prohibits students from using alcohol, drugs or tobacco prior to or during any school-sponsored activity.

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

PRINT Student's Name

Date: _____

PILGRIM AREA COLLABORATIVE

HAZING CONDUCT POLICY

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.

Notwithstanding any other provisions to the contrary, consent shall not be available as a defense to any prosecution under this action.

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 institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, 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 report.

Revised and Approved: February 1, 2018
Board of Directors Approved: November 4, 2010

Pilgrim Area Collaborative

2019-2020

HAZING CONDUCT POLICY ACKNOWLEDGEMENT

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

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

PRINT Student's Name

Date: _____

Pilgrim Area Collaborative

2019-2020 School Year

CONSENT

Student Name (Please PRINT): _____

STUDENT PHOTO-VIDEO CONSENT

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

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

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

Date

COMMUNITY TRIPS CONSENT

_____ I hereby give permission for me/my child 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 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)

Date

PILGRIM AREA COLLABORATIVE

Physical Restraint & Behavior Support Policy

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student’s freedom of movement.

Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

Physical restraint shall only be used when needed to protect a student and/or a member of the Pilgrim Area Collaborative school community from assault or imminent, serious, physical harm. Furthermore, any such physical restraint shall be administered so as to prevent or minimize any harm to the student.

Nothing in the policy precludes any teacher, employee, or agent of the Pilgrim Area Collaborative from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm.

The COMPLETE POLICY (#5002) is available on the PAC website (www.pilgrimac.org) and can be made available in print by request.

Included in the full policy are: methods of physical restraints used, alternatives to physical restraint, prohibited methods of physical restraint, annual staff training, and restraint reporting procedures and follow-up.

This policy complies with the revised physical restraint regulations at 603 CMR 46.01 et seq., effective on January 1, 2016.

Pilgrim Area Collaborative

Physical Restraint & Behavior Support Policy

_____ I acknowledge receipt of the abridged Physical Restraint Policy above and that that the full Physical Restraint Policy has been made available to me electronically through the Pilgrim Area Collaborative website. I understand a hard copy will be made available to me at my request.

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

PRINT Name

Date: _____



PILGRIM AREA COLLABORATIVE

Connecting *SCHOOL - HOME - COMMUNITY*

2019-20 Calendar - All Programs

Locations:
 Duxbury Middle/High School (DUX)
 Silver Lake Middle School (SL)
 Bridgewater NJC (BNJC)
 Plymouth South Middle School (PSMS)
 Pilgrim Academy (PA)

Administrative Office
 120 Center Street
 Pembroke, MA 02359

Telephone: 781-293-6111
 Fax: 781-293-9258
 www.pilgrimac.org

July 2019

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			

9: All ESY Programs Start

August 2019

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

8: PA ESY Program Ends
 15: ESY Program Ends
 26: Prof. Staff PD
 27: All Staff - Classroom Set Up
 28: All Programs Start
 30: PSMS Closed

September 2019

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					

2: Labor Day - ALL CLOSED

October 2019

S	M	T	W	T	F	S
				1	2	3
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		

14: Columbus Day - ALL CLOSED

November 2019

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

5: All Staff PD - ALL CLOSED
 11: Veteran's Day - ALL CLOSED
 27: BNJC, DUX, PA, SL - Half Day
 27: PSMS Closed
 28-29: Thanksgiving Recess

December 2019

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				

23-31: Holiday Recess

January 2020

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	

1: New Year's Day - ALL CLOSED
 2-3: PSMS Closed
 20: ML King Jr Day - ALL CLOSED

February 2020

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

17-21: Winter Recess

March 2020

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 2020

S	M	T	W	T	F	S
				1	2	3
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		

10: Good Friday
 20-24: Spring Recess

May 2020

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

25: Memorial Day - ALL CLOSED
 29: PA Graduation

June 2020

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

11: BNJC, DUX, PA, SLMS End (half day)
 17: PSMS Ends (half day)

EVERY Thursday follows a 1-hour EARLY RELEASE Schedule

* Tentative End Dates - May be adjusted for school cancellations.
 Classes must be in session 180 days



PILGRIM AREA COLLABORATIVE

Connecting SCHOOL – HOME – COMMUNITY

Web: www.pilgrimac.org

2019-20 School Year

ARRIVAL / DISMISSAL SCHEDULE

School Cancellation / Delays / Early Dismissals

All parents are encouraged to check with their child's Special Education Office or Transporter for exact pick up & drop off times to and from home.

School Location	Arrival	Dismissal	Early Release	Phone
Duxbury Middle & High	8:00 a.m.	2:30 p.m.	1:30 p.m.	781-934-7650
Silver Lake Middle	7:30 a.m.	2:00 p.m.	1:00 p.m.	781-582-3555
Pilgrim Academy	7:45 a.m.	2:15 p.m.	1:15 p.m.	508-747-6686
Plymouth South Middle	7:30 a.m.	2:00 p.m.	1:00 p.m.	508-224-2725
PAC @ Bridgewater	8:00 a.m.	2:30 p.m.	1:30 p.m.	617-548-9561
SEASIDE @ PSMS	7:50 a.m.	2:20 p.m.	1:20 p.m.	508-224-2725
GAP @ Pilgrim Academy	8:00 a.m.	2:00 p.m.	N/A	508-747-6686

WEATHER EVENTS – SCHOOL CANCELLATION / DELAYED OPENINGS / EARLY DISMISSALS

SCHOOL CANCELLATIONS: If a town that houses a PAC program closes, the PAC program will also be closed. If the town where a PAC student LIVES cancels school but the town where s/he goes to school is open, then the student will have school. However, please note that transporters will not transport students if school is closed in the home town. Parents would have the option of driving them to school in that event.

DELAYED OPENINGS: PAC programs located in a town which has delayed an opening will also have a delayed opening.

EARLY DISMISSALS: PAC programs located in a town which calls for an early dismissal for weather or other emergent event will also have an early dismissal. The following schedule has been established for PAC early dismissals:

- DUXBURY:** Duxbury Middle & High – 11:20 a.m.
- SILVER LAKE REGIONAL:** Silver Lake Middle – 11:35 a.m.
- PLYMOUTH:** Plymouth South Middle – 10:50 a.m.
Pilgrim Academy – 11:05 a.m.
SEASIDE Program – 11:10 a.m.
GAP – 11:05 a.m.

BRIDGEWATER STATE UNIVERSITY: New Jerusalem Church – 11:20 a.m.

Please Note: *If a town in which a student lives decides to dismiss early, the student will most likely be picked up early by his/her transporter to be brought home safely. We ask that parents be prepared for the possibility of early closings on predicted bad weather days and be attentive to weather alert announcements for PAC towns as well as their home town, and plan accordingly for someone to be available at home for your child's arrival.*