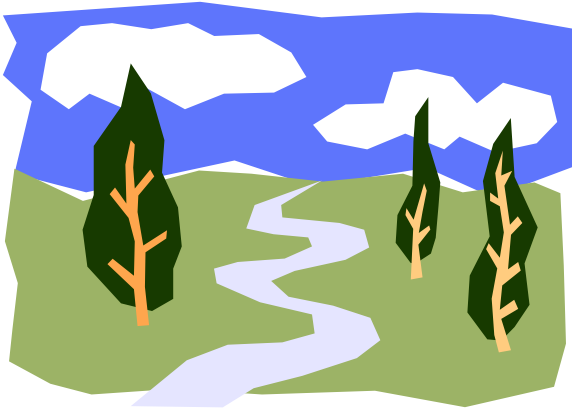


Pathway To Change



**Chisago Lakes School District
13750 Lake Blvd
Lindstrom, MN 55045
651-213-2071**

Welcome

Mission Statement

Pathway to Change will provide strong academic programming with continuous social skill training in a safe environment.

Boys and Girls Town Social Skills Model

Social skills are important life skills. A variety of social skills will be introduced and practiced at Pathway to Change on a daily basis.

Some examples are:

- Following instructions
- Accepting “no” for an answer
- Greeting Others
- Accepting Criticism
- Getting attention appropriately
- Making a request
- Making an apology
- Giving compliments

and many others...

Students will be instructed in the appropriate skill steps and be given time to practice each step throughout the school day when needed.

Example:

Getting the Teacher’s Attention



1. Look at the teacher
2. Raise your hand and stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

If the student has difficulty with a needed social skill, they may use the Options Room to process the concerns and practice the appropriate skill.



Pathway to Change Program Guidelines

Telephone Use

Students may use the telephones in emergency situations **ONLY!** Messages may be taken by PTC staff and delivered to students when not in class. Cell phone use will not be permitted during the school day!

Medications

Medications needed to be taken during the school day **must**:



- Be checked into the office
- Be in original container labeled with dosage instruction
- Be accompanied by a note from parent/guardian and doctor
- Have a district medication form signed by parent and doctor

Immunizations

State law requires that every student admitted to public schools must have proof of a completed vaccination for:

- Diphtheria, tetanus, whooping cough, polio, red measles (Rubella), German measles (Rubella) and mumps.

Present proof of vaccinations to PTC staff at enrollment.



Food

- Food will be delivered to PTC by District #2144. Lunches **must** be ordered by 10:00 am and sign up sheets are available in places throughout the program. *Due to the nature of our lunch program, if your student is going to be arriving late to school AND you would like them to eat a school lunch, you must call PTC at 213-2071 before 8:30 a.m. to place an order.*
- Food is discouraged from any and all classrooms.
- Students are not permitted to use vending machines in the building at any time.
- Snacks are allowed during breaks in designated areas.

Respectful behaviors (that do not cause a problem for others) and good social skills are expected in the lunch area!

Campus

Upon arrival, students are required to report directly to the office and OR. Areas not designated for PTC school use are out of place and could result in trespassing charges.

Anything not related to or requested by PTC staff should ever be brought to class. All electronics **must be turned in to staff in OR** until the end of day. For example: cell phones, stereos, walkmans, cameras, toys, games, CD's, etc. *Absolutely no illegal substances will be allowed!*

Tobacco Policy

Absolutely NO smoking or tobacco products allowed at anytime within the sight of building housing PTC school! *Appropriate authorities will be notified!*

Internet Use

Parents may notify the PTC staff in writing if internet use is to be denied.



Dress and Appearance

Students are expected to dress respectfully and responsibly.

- Coats, hats, hoods or bandanas are not to be worn inside the building,
- Undergarments, bare backs, and/or midriffs are **not** to be exposed.
- Chains are not allowed

Students must NOT wear clothing that:

- Creates a disruption in the classroom
- Creates a health or safety concern
- Causes building or maintenance issues
- Contains sexually offensive messages
- Suggests gang *colors* or symbols
- Display names or logos of tobacco or other illegal chemicals on them

Emergency Drills

All classrooms and other areas have posted procedures for fire and tornado emergencies. Several emergency drills will be conducted during the school year to ensure each student knows what to do in each situation.

Guest Policy

Student visitors are not allowed during the school year.

School Cancellations

School cancellations and closing announcements will be made on WCCO- Radio (830 AM) or KSTP- TV Channel 5.

Non-Custodial Parent Access to Students

School must have written evidence that a parent or other adult is prohibited access to a child through a legal document as in the case of divorce, separation or custody. Such information should be presented to and discussed with the Program Director at PTC.

Transportation

Student Driving: Careful and cautious driving practices are necessary at all times. Reckless driving will be reported to the proper authorities. *Students under the age of 16 MUST have a written statement from a parent or guardian giving permission to ride with a student on each occasion.*

School Transportation: Appropriate behavior will be demonstrated in all school vehicles. Any and all inappropriate behaviors will follow PTC and Chisago Lakes School District guidelines.



Homework

Homework is available to all students upon request. All classroom work *must* be current. Students may also complete a “great brain” project which may be worth up to one quarter credit.

Attendance and Promptness...

Are both significant life skills and are necessary for employment success! All tardies and absences are recorded and placed in your permanent record. Build an attendance record that will represent you in a positive manner. Absences will be recorded in two (2) categories:

1. Excused Absences

and

2. Unexcused Absences

1. Excused Absence –

- Illness verified (note) by parent /guardian
- More than two (2) days require a note from a medical doctor
- Funeral of immediate family member
- Written confirmation of judicial appointment
- Medical Appointment

2. Unexcused Absence – (Examples)

- Missed bus or ride
- Car trouble
- Shopping
- Haircut (or appointments made for the school day)
- Work not related to school vocational seminar
- Babysitting
- Unexplained personal business

Options Available For Attendance Matters

- All Absences will need time and assignments “made up” during unstructured free time or Rec and Leisure/study hall.
- Conference with parent/guardian and other interested agencies (if necessary) will be called if student has 3 or more unexcused absences. District truancy officials will be notified to start process with court services if determined necessary.

Tardy to School or Class

Any three (3) unexcused tardies equals one (1) day absence, as per district policy.

Background Checks

Criminal background checks are required of all individuals offered school employment, including those who provide athletic coaching services or other extracurricular academic coaching services regardless of whether compensation is paid.

All participants in the Pathway to Change program will consistently demonstrate respect for themselves, others and property”

Inappropriate behaviors are described as:

NOISE (N)

- Any sound created by a student distracts either the student or the teacher from the business at hand. (The **Noise** may be generated verbally or non-verbally)

OUT OF PLACE (OP)

- Any movement beyond either explicitly defined boundaries in which the student is allowed movement of any sort.

PHYSICAL CONTACT (PC)

-Any contact with another person or another person’s property which is unacceptable to that person or others. Kicking, hitting, pushing, breaking and taking are all categorized as physical contact or destruction, as well as verbally threatening or making a fist or gesture in pretense of “*just kidding!*”

OFF TASK (OT)

-Any movement off a prescribed activity which does not fall into the 3 previous categories. *Example: Looking around, staring into space, sleeping, doodling or any other observable movement off the task at hand may be included.*

Options Room

The Options Room (OR) is a designated area to assist students with appropriate decision making. This room may serve as a place to “chill” quietly for a short period of time. It may also be used for assistance in appropriate decision making and skill practice after an inappropriate behavior is demonstrated.

Options Room Uses

- High personal frustration (“Take Ten”)
- Inappropriate behavior in any school environment
- Work completion
- Academic one-on-one assistance
- Tardies or unexcused absences

Length of stay in OR will be contingent upon behaviors and the ability to solve the issue.

Desired OR Behaviors

- In place
- On Task
- Without Noise
- Following Instructions
- Respect of Self and Others
- Apologize when appropriate

Students demonstrating “out of control” behavior will earn additional time in OR and/or other consequences.

Students may also reduce their time by meeting the appropriate expectations.

District wide policies can be found on the district website

www.chisagolakes.k12.mn.us

Correspondence
Pathway to Change
Chisago Lakes Schools ISD#2144
13750 Lake Blvd
Lindstrom, MN. 55045
Telephone: 651-213-2071
Fax: 651-213-1271

		<u>2010-2011</u>
<u>August</u>	30-31	Staff Development
<u>September</u>	1-2	Staff Development
	6	Labor Day
	7	First Day of School
<u>October</u>	5	PTC Conferences 4-6 pm
	21-22	MEA NO SCHOOL
<u>November</u>	8	Staff Development NO SCHOOL
	24-26	Thanksgiving Break NO SCHOOL
<u>December</u>	23-31	Winter Holiday NO SCHOOL
<u>January</u>	17	Martin Luther King NO SCHOOL
	24	Staff Development NO SCHOOL
<u>February</u>	18	Staff Development NO SCHOOL
	21	President's Day NO SCHOOL
	24	PTC conferences 4-6 pm
<u>March</u>	7-11	Spring Break NO SCHOOL
<u>April</u>	4	Staff Development NO SCHOOL
	22	Good Friday NO SCHOOL
<u>May</u>	30	Memorial Day
<u>June</u>	9	Last Day of School
	10	Staff Development