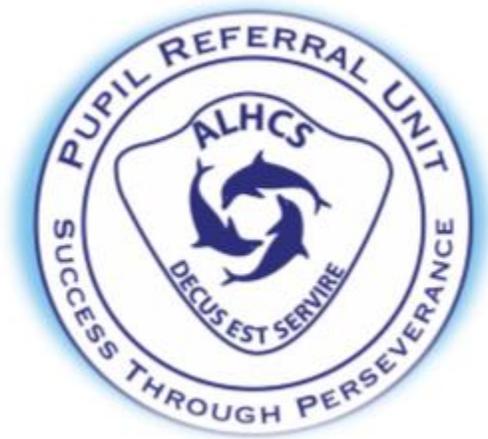


ALBENA LAKE HODGE COMPREHENSIVE SCHOOL

PUPIL REFERRAL UNIT (PRU)



STUDENT HANDBOOK

ANGUILLA

2018 - 2019

Dear Parent/Guardian,

Welcome to the Pupil Referral Unit of the Alben Lake-Hodge Comprehensive School! We are pleased to offer you a safe alternative learning environment. Our aim is to provide the best academic and social instruction that assists all students in reaching their academic and behavioural goals. Working together collaboratively is the best method of creating and implementing successful strategies to meet the individual needs of our students. This handbook is provided as a guide for parents and students. It outlines expectations and policies for all our students as well as other pertinent information about key functions of some of our support providers.

The Coordinator and staff at the Pupil Referral Unit are committed to building strong relationships with our students, parents, and all other stakeholders. In addition to teaching academic content, our ultimate goal is to teach students behaviour self-regulation strategies that will be achieved through increased counselling in various forms. The focus will be more on developing social skills and other abilities that would enrich their lives. This would pave the way for reintegration into the mainstream school at a much quicker rate.

We also hope to reflect an educational path that focuses on academic instruction in core content and other subject areas during the first four sessions of the day. Periods five and six will offer co-curricular activities that supplement the curriculum with a focus on life skills training as well as several performing, creative, and practical arts. Concentrating on less academically rigorous but engaging activities in the last two sessions provides an avenue for staff, coaches, and mentors to engage students and for them to enjoy their learning experience. It will also give them a sense of freedom with an opportunity for self-expression and self-reflection.

Finally, we will be highlighting six focus areas that will be the guiding principles for all instruction at the Unit. These include behaviour modification through increased counselling opportunities, conflict resolution, optimal development of students, curriculum expansion, holistic teaching approaches, and improved school climate and culture.

We wish you a fun learning experience at the Pupil Referral Unit and look forward to serving you.

Sherry M. Hodge (M.Ed.)

Coordinator, PRU

The Pupil Referral Unit

The Pupil Referral Unit (PRU), formerly referred to as Campus C, was established in 2005. This unit was birthed out of the growing demand for alternative placement for students with behavioural challenges. It was housed at the Forest until it was relocated to its current location at the Quarter in 2010.

Vision Statement

The Albenia Lake-Hodge Comprehensive Schools seeks to exist as a positive, warm, predictable and safe school environment where educators and students are respectful, responsible and resilient and where learning is truly valued and creativity and innovation are the norm.

Mission Statement

The Albenia Lake-Hodge Comprehensive School is committed to providing a safe and healthy learning environment conducive to the delivery of, first, a wide-ranging curriculum that will allow all students the opportunity to excel and, second, a personal development program that will prepare all students to take their place as responsible individuals with the skills and attributes to contribute positively toward Anguillian society and an increasingly globalized world.

Albenia Lake-Hodge Comprehensive School Motto

“Decus Est Servire”

Pupil Referral Unit Motto

“Success Through Perseverance and Self-Discipline”

Perseverance: the ability and self-control that pushes you to work through challenges. You commit to your goals and overcome obstacles no matter how long it takes. Having perseverance means that you are able to wait and work through difficulties, whether they have to do with your mind, your body, or your emotions.



Self-discipline: doing what you really want to do, rather than being tossed about by your feelings like a leaf in the wind. You act instead of react. You get things done in an orderly and efficient way. With self-discipline, you take charge of yourself.

Introduction

The Albenia Lake-Hodge Comprehensive School (ALHCS) caters to the educational needs of all secondary aged students. The Pupil Referral Unit (PRU) is the behavioural division which caters **primarily** to students from 1st - 3rd Form. It offers a program for “at risk” students with varying emotional and/or behavioural challenges who have not responded to other established interventions and programs in the mainstream school.

The Pupil Referral Unit provides students with an opportunity to continue their education, and to change and improve their inappropriate behaviours. It is the most restrictive and supportive placement in the education system which offers support through counseling (drug, group, and family, where appropriate) and anger management strategies with a focus on conflict management and conflict resolution.

All persons associated with this Unit are assured of support and understanding from the staff. The success of the Pupil Referral Unit will depend on the level of support given by the students, their parents, teachers, and support agencies.

Aim and Objectives

The aim of the Pupil Referral Unit is to develop students’ abilities/interest to value learning, be innovative, responsible, respectful, and resilient individuals. The ultimate goal of the unit is the reintegration of students into the main campus in the shortest possible time. However, for some students, reintegration may not be an option.

At the Pupil Referral Unit, we

1. Instill positive character traits and moral values in students through academic, social, emotional, health, and career guidance and counselling services.
2. Cultivate habits of self-awareness, self-discipline, and lifelong positive attitudes toward learning.
3. Promote the highest academic and behavioural standards through consistently enforced policies.
4. Develop a positive, supportive educational atmosphere by building strong relationships among parents, staff, and community partners.
5. Engage students in extracurricular and community service activities to foster good citizenship and leadership skills.
6. Expose students to a variety of culturally enriching activities through the creative and performing arts and life skills training.
7. Mold students to become responsible individuals who reflect the ideal Caribbean person and who are able to function in a global society.
8. Build confidence and resilience as students participate in the development of our nation.
9. Increase students’ capability as digital natives by increasing the use of ICT across the curriculum.
10. Protect the rights of students by implementing effective child safeguarding practices.

Support Services

1. Teacher/academic support
2. Counselling and social inclusion
3. Small group and individual instruction
4. Supported re-integration to the mainstream school
5. Positive Behaviour Interventions (e.g. social skills training; anger management)

The success of the Unit depends greatly on the sharing of information and the services and support of the following stakeholders:

1. Social Welfare Department (SWD)
2. Royal Anguilla Police Force (RAPF)
3. Education Welfare Officers (EWO)
4. Department of Probation (DOP)
5. Parents
6. Department of Education (DOE)
7. Albena Lake-Hodge Comprehensive School (Campuses A, B, WISE)
8. PRU staff
9. Community Partners

Curriculum

All students follow a curriculum based on the program of study as set out in the curriculum documents used in the mainstream school. Work is adapted in some cases to suit individual needs and ability levels. The program of study includes:

- | | |
|--|---|
|  Basic skills in Numeracy and Literacy |  Design Technology |
|  Mathematics |  Woodwork and Wood Craft |
|  English |  Visual and Creative Arts |
|  Humanities/Social Studies |  Practical and Performing Arts |
|  Sciences |  Physical Education |
|  Life Skills |  Culinary Skills |
|  Information and Communication Technology |  Hospitality |
| |  Fashion Design |

Based on the interests of the students other subjects may be added.

Parental Information

Students who are referred to the Unit will be required to attend an interview along with their parents/guardians and other involved agencies prior to attending the Unit. At this point, a behaviour contract will be shared outlining what is expected at the Unit.

Once enrolled, parents will be informed on an ongoing basis of their child's progress toward re-entry into the mainstream school. Parents will receive termly progress and attendance records. These will be followed by further review meetings when necessary.

Parents are free to contact the unit at any time if they have concerns or comments. It is important that all staff, students and parents work together to ensure that the students' experience at the Pupil Referral Unit is successful.

National Code of Discipline and Dress Code

Dress Code

1. Students must wear the correct school uniform as set out in the school's guidelines while on the premises and while travelling to and from school on any official school day. The uniform is a symbol of the school and as such should be worn with pride and kept clean and tidy.
2. All students must comply with the dress code. Exceptions will be made on religious grounds with written support from clergy and health grounds with written signed support of a medical certificate.
3. Shirts and blouses must be worn neatly tucked inside the skirt or pants at all times.
4. Pants must be worn at the waist and must be neither tight, sagging, baggy, nor excessively long and only an underwear garment must be worn underneath.
5. Undergarments should not be conspicuous in colour neither should they be revealing. **Undershirts should be plain white.**
6. Shoes must be neat and clean and be one solid colour. Shoe laces, buckles, straps or velcro must be fastened at all times.
7. Socks must be one solid colour and must be worn right up or folded neatly around the ankle.
8. Girls' hairstyles must be simple, tidy, and neat. Elaborate hairstyles or those that distract or obstruct the normal view of others will not be permitted. Hair colour should be one solid colour - natural hair colours. Eyebrow designs are not allowed.
9. Boys' hairstyles must be simple, tidy, and neat. Hair must be kept low (1" to 1¼") and not fall below the nape of the neck. Clean shaven; **eyebrow designs are not allowed.**
10. A wrist watch may be worn to school; however, no other jewelry is permitted to be worn with the uniform.
11. Nail polish, acrylic nails, or make up of any kind is not to be worn with the uniform.
12. Where ties, epaulettes, crests or badges are required, they must be worn for the duration of the school day including while travelling to and from school.

The Uniform

The uniform is a mark of the school and should be worn with pride. How students wear the uniform displays their attitude towards the school. Students failing to wear the school's uniform correctly will NOT be allowed to enter the school premises. They will be sent home to change into the correct uniform.

The management of the Alben Lake-Hodge Comprehensive School is appealing to ALL parents/guardians of students attending the ALHCS to ensure that their children come to school appropriately dressed in the correct uniform on a daily basis.

Forms 1 & 2

BOYS		GIRLS	
Shoes	Completely black (boots or high tops not allowed). No coloured soles.	Completely black (boots or high tops not allowed). No coloured soles.	
Socks	Navy blue (anklets or no shows not allowed).	White (anklets or no shows not allowed).	
Pants	Navy blue (oversized, baggy pants, jeans not allowed).	Pleated plaid skirts; knee length or below the knee (allow for growth).	
Shirts	White with school logo.	White with school logo	
Belt	Black		
PE UNIFORM			
Shoes	Plain white (boots or high tops not allowed).	Plain white (boots or high tops not allowed).	
Socks	White (anklets or no shows not allowed).	White (anklets or no shows not allowed).	
Pants	Navy blue uniform short pants	Pleated plaid skirts (knee length).	
Shirts	White polo with school logo	White polo with school logo.	
Belt	Black		

Forms 3 - 5

BOYS		GIRLS	
Shoes	Completely black or mahogany brown (boots or high tops not allowed). No coloured soles.	Completely black or mahogany brown (boots or high tops not allowed).	
Socks	Beige (anklets or no shows not allowed).	Beige (anklets or no shows not allowed).	
Pants	Plain Khaki with inside pockets (oversized, baggy pants, jeans not allowed).	Green pleated knee length or below the knee.	
Shirts	Plain short sleeve button down beige.	Plain short sleeve button down beige.	
Belt	Black		
PE UNIFORM			
Shoes	Plain white (boots or high tops not allowed).	Plain white (boots or high tops not allowed).	
Socks	White (anklets or no shows not allowed).	White (anklets or no shows not allowed).	
Pants	Plain khaki	Green pleated knee length skirt	
Shirts	Plain white polo	Plain white polo	
Belt	Black		

Discipline

It is an offense for students to:

1. Carry fireworks, lighters of any kind, knives, firearms or other weapons;
2. Smoke on or off the school premises;
3. Take any intoxicants, or any drugs or medicines which have not been prescribed by a doctor;
4. Use abusive language or expose themselves indecently;
5. Organize or take part in any form of illegal gambling or games of chance;
6. Fight with other students or take away the property of any other student without his or her expressed permission or in any way bully them;
7. Be insubordinate or exhibit any form of insolence towards any member of staff;
8. Fail to bring to school adequate supplies required for school work;
9. Attend any arcade during school hours or while in school uniform;
10. Engage in any physical display of intimacy with another student or person while on the school premises or in school uniform;
11. Fail to do homework set or any assignment.

Classroom Expectations

All students are expected to conduct themselves in a respectable manner while attending classes at the Pupil Referral Unit. Therefore, they are expected to:

1. Be polite and listen courteously at all times when others are speaking;
2. Bring to school daily all supplies needed for classes.
3. Communicate with staff, visitors, and peers in a respectful way.
4. Respect the school as well as others' personal property and personal space.
5. Wait for and follow instructions and directives.
6. Seek permission to leave the classroom at all times.
7. Refrain from discrimination against peers/teachers

Parental Responsibility: Attendance and Excuses for Absence

School begins daily with morning devotion at 7:00 a.m. Students are required to attend all classes every day and on time if they want to experience success. Parents and guardians shall be held responsible for the regular and punctual attendance of children at school. Therefore, teachers, principals, education welfare officers, or other school officials may require that the reasons given as the cause for

absence be substantiated by statements of a physician, dentist, nurse, or any other authoritatively informed person before the absence or tardiness is excused.

- ❖ Parents/guardians of students who must be absent from school because of unavoidable or personal or family reasons should inform the Coordinator at PRU about such intended absence prior to or by 8:00 am of the day.
- ❖ Students who have been absent from school because of any illness or injury or any other unavoidable reasons should immediately on their return to school report in person to the Coordinator and then to their scheduled class. Any such student should bring with him/her on the day of his/her return, a letter signed by his/her parent or guardian or a medical statement explaining the reason for the absence. Such a letter will be kept on file.
- ❖ Once at school, children are expected to stay on school premises. Exceptions would be made if your child is leaving under the supervision of a staff member, or in some cases with a parent/guardian.
- ❖ School recesses at 11:30 a.m. and your child/ward should be picked up if not travelling on the school bus.

Bell Schedule

Devotion	07:00 am to 07:15 am
Period 1	07:15 am to 07:55 am
Period 2	07:55 am to 08:25 am
Break	08:25 am to 08:35 am
Period 3	08:35 am to 08:45 am
Period 4	08:45 am to 09:25 am
Period 5	09:25 am to 10:05 am
Period 6	10:05 am to 11:30 am

Attendance at Collective Worship

Students may be excused from religious worship provided that their parents/guardians have made a written request to the Principal. Each request will be treated on its own merit. ALL students, however, must be present for general information and notices given at morning assemblies.

Illness/Injury

Any student who falls ill or is injured while on the school premises should immediately, if possible, report in person to the Coordinator's office. Otherwise, the matter must be reported by another student or person who is aware of the illness or injury.

School Bus Transportation

Each student riding to or from school on a school bus must:

- ❖ Avoid attempting to board or hold on to any part of any bus while it is in motion.
- ❖ Enter and exit the bus in an orderly manner in single file. No physical playing or rough conduct is allowed at any time.
- ❖ Remain properly seated at all times and keep head and other parts of the body inside the bus and out of the aisle.
- ❖ Avoid loud communication, singing, or playing a musical instrument.
- ❖ Ask the driver's permission before opening windows and only put the windows down half way.
- ❖ Follow any additional directions given by the bus driver.
- ❖ Refrain from eating, drinking, and chewing gum.
- ❖ Respect the rights of others inside and outside of the bus.

Suspension of bus-riding privileges will occur when a student's behaviour could jeopardize other passengers or the safe operation of the bus, or when a student damages a bus. Parents/guardians will be notified of disciplinary action taken by the school principal.

Mobile Phone & Personal Electronic Device Acceptable Use Policy

This policy is meant to help maintain an educational focus in classrooms and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty and the educational process. ALHCS embraces the idea of incorporating technology into the school curriculum.

Mobile phones or other electronic devices are not to be used in classrooms **UNLESS** authorized by the classroom teacher for instructional purposes. Mobile phones and other electronic devices are to be turned off or placed on silent mode and surrendered to the security officer or other member of staff along with earbuds/headphones upon arrival at the Pupil Referral Unit.

Staff will never give permission for students to listen to their own music in class (even through earbuds/headphones).

Mobile phones may be used to place calls outside the building and only before or after school. **In an emergency situation**, evident to an administrator or staff member, a student can receive permission from that school official to make a call from a mobile phone.

The use of camera and video phones is absolutely forbidden at any time in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices.

Mobile phones **CANNOT** be used in an exam – even as a calculator (as per exam board regulations). Unauthorized use of mobile phones or electronic devices in the classrooms, library, and tech centers is a violation of this policy.

Violators of this policy will be subject to disciplinary action in accordance with the ALHCS Behaviour Management Policy.

Classroom Policy

Teachers decide when and how devices are to be used in their classrooms following these guidelines:

1. All mobile phone and electronic device use will occur above the table or table line in plain sight of all.
2. All instruction/direction for mobile phone and electronic device use in the classroom will be given by the classroom teacher only.
3. Students must abide by the restrictions placed on the devices according to the ALHCS Acceptable Use Policy.

****** Albena Lake-Hodge Comprehensive School and by extension the Pupil Referral Unit is not liable for lost, damaged, or stolen mobile phones or other personal electronic devices. ******

Suspension

Generally, students can be suspended for various serious violations of the school code. However, at the Pupil Referral Unit, we will strive to resolve all inappropriate behaviours through counselling and other measures and will only recommend suspension as a last resort. Once a student is suspended, he/she must not come onto the school campus for any reason or participate in any school-related activity. Upon return from suspension, the student must report directly to the Coordinator along with his/her parent for a meeting prior to being accepted into any classes.

Immunization

All students are required to be properly immunized.

School Fees

Registration \$10.00 EC (non-refundable).

Counsellors

Students at the Pupil Referral Unit are assigned a counsellor who will assist them in all areas related to academic achievement as well as personal, social, and career development. The counsellor also 'follows' the student when he/she returns to the mainstream school. Students can talk to the counsellor about:

1. Personal problems that affect their attitude and performance in school;
2. Social issues such as how to deal with peer pressure;
3. Academics including subject selection and ways to improve study skills;
4. Plans for their future – college, career and personal choices.

Some specific functions of the counsellor are:

-  Providing counselling on attendance and truancy issues;
-  Providing small group and individual counselling services;
-  Advocating for students in IEP meetings;
-  Making referrals for special services and liaising with the home and other support agencies and personnel;
-  Compiling individual reports on each student on a monthly basis highlighting the general areas that students were counselled on throughout the month.
-  Facilitating discussions on Personal, Social and Health Education (PSHE);
-  Organizing and liaising with guest speakers and mentors.
-  Completing an end of year report on each student along with recommendations.

Parents may also request assistance from the guidance counsellor on matters affecting student success.

Education Welfare Officer

It is the duty of the Education Welfare Officer to ensure that all children of compulsory school age are attending school. The officer persistently works to provide all students with the assistance needed for commendable school attendance. They also strive to build hospitable relationships with families and offer guidance and assistance to those in need. In collaboration with schools and other support agencies, the officer ensures that the educational and social needs of students are met.

Some key functions of the Education Welfare Officer are to:

- ✓ Visit schools, homes, and areas where students often loiter;
- ✓ Check school registers and assist teachers in completing them correctly;
- ✓ Provide daily support and guidance to students with tardiness and truancy issues;
- ✓ Conduct counseling sessions/motivational talks with parents experiencing problems with their children at school;
- ✓ Prepare reports
- ✓ Liaise with Social Development to provide school supplies for students in need
- ✓ Liaise with the Royal Anguilla Police Force in conducting home visits
- ✓ Heighten awareness about the role of the Education Welfare Officer to the public via media, notices, student activities, and parental/motivational sessions.

Child Safeguarding

In accordance with the Safeguarding and Child Protection Protocols and Procedures of Anguilla, all teachers, staff, and volunteers of the Pupil Referral Unit will report any concern or suspicion of all forms of abuse to the Department of Social Development.

School Heraldry

Colours Blue and Gold
Emblem Shield
ALHCS Motto "*Decus Est Servire*"
Pupil Referral Unit Motto *Success Through Perseverance and Self-Discipline*

Anguilla National Song – God Bless Anguilla

God bless Anguilla. Nurture and keep her. Noble and beautiful. She stands midst the sea.
Oh land of the happy. A haven we'll make thee. Our lives and love we give unto thee.

Chorus

With heart and soul we'll build a nation proud, strong, and free.
We'll love her hold her dear to our hearts for eternity.
Let truth and right our banner be; we'll march ever on.

Mighty we'll make her. Long may she prosper; God grant her leaders wisdom and grace. May glory
and honour ever attend her; firm shall she stand throughout every age.

Albena Lake-Hodge Comprehensive School Alma Mater (School Song)

Our eyes have seen the vision; our hands in differing ways.
Shall build a peace together; a school for future days.

Chorus

Sing out, sing out. Long may she stand a place of honour, in the land.

Our mind shall give her beauty; our spirit self-control.
Together we shall build her a strong and living soul.

Chorus

Sing out, sing out. Long may she stand a place of honour, in the land.

Our hearts shall give her courage; our lips shall speak her fear.
We'll laugh at her and love her, defend her everywhere.

Chorus

Sing out, sing out. Long may she stand a place of honour, in the land.

Materials List

To ensure that your student is well-prepared for this academic year, please provide him/her with the school supplies below:

Textbooks for each subject as listed on the booklist for his/her Form and Band, one 2-inch binder, one notebook for **each** subject, pens, pencils, erasers, one calculator, one ruler, and one jump drive (used or new).

Senior Management Team

Principal	Mrs. Rita Celestine-Carty
Deputy Principal Pastoral	Mrs. Charmaine Rey-Richardson
Deputy Principal Curriculum	Mr. Worrel Brooks
Deputy Principal Campus B	Mrs. O. Melsadis Fleming
Coordinator WISE	Ms. Gabriële Klaren
Coordinator PRU	S. Marcia Hodge
Senior Teacher (Campus B)	Mr. Perry Richardson
Senior Teacher Examinations	Mrs. Faun Campbell-Toussaint

Contact Information

Mailing Address:	Albena Lake-Hodge Comprehensive School Pupil Referral Unit P.O. Box 60 The Valley, Anguilla
Physical Address:	Upstairs the OBF Building The Quarter, Anguilla
Telephone:	264-497-8444 Email: pupilreferralunit05@gmail.com ;
Coordinator's email:	sherry.hodge@doe.edu.ai

Other Important Numbers

Emergency hotline	911
Police Headquarters	264-497-2333/5333
Princess Alexandra Hospital	264-497-2551
Department of Education	264-497-2874/2875
Education Welfare Officer	264-497-5403
Campus A	264-497-2416
Campus B	264-497-0551
WISE	264-497-7372
Department of Youth and Culture	264-498-3792
Department of Social Development	264-497-2317
Department of Probation	264-497-7370

Referral Process

The actual process for referring and transferring a student to the Pupil Referral Unit plays an important role in the eventual success of the program. A student should not arrive at PRU unless the staff is fully aware of the student's background and thus prepared to offer a program geared toward the child's individual needs. Prior to any student arriving at PRU, the following steps should be taken:

1. Referral to PRU from the Principal of the Albena Lake-Hodge Comprehensive School;
2. A meeting with appropriate staff members to discuss the referral and share the student's educational file. This group should include, at a minimum:
 - The Principal or Deputy Principal Pastoral of ALHCS
 - The Coordinator of PRU
 - The Counsellor from the mainstream school and the counsellor of PRU
 - Educational Psychologist
 - Education Officer Multiprofessional Support Services (MPSS)
3. If the decision is made to transfer the student to the Pupil Referral Unit, the referring campus should convene a meeting with the student and his/her parents prior to admission.
4. The student and his/her parents should have an orientation visit to PRU prior to attending classes.

Standard Procedures for Students Attending the Pupil Referral Unit

1. Each student should be assigned a counsellor at ALHCS who will 'follow' that student when he/she returns to the mainstream campus.
2. Each student should be assigned a minimum length of six weeks that he/she will attend the Pupil Referral Unit. A behaviour plan should be developed along with a data collection chart to determine whether behaviours are improving;
3. A follow-up meeting with school officials, the student, and his/her parents should be held within at least six weeks to share data and to review progress;
4. If a student has met behavioural and academic goals and is ready to return to the mainstream, a specific and individualized plan will be developed to help ensure a successful transition.

**ALHCS PUPIL REFERRAL UNIT
REFERRAL FORM**

Referrer: _____ Date of Referral _____

Name of Student: _____

Date of Birth: _____ Form: _____

Address: _____

School Counsellor: _____

Parent/Care Giver: _____

General Areas of Concern:

- | | | | |
|-----------------------|--------------------------|----------------------------|--------------------------|
| Attendance | <input type="checkbox"/> | Inappropriate Language | <input type="checkbox"/> |
| Relations with Peers | <input type="checkbox"/> | Behaviour in the Classroom | <input type="checkbox"/> |
| Relations with Adults | <input type="checkbox"/> | Anger Management | <input type="checkbox"/> |
| Literacy | <input type="checkbox"/> | Mathematics | <input type="checkbox"/> |
| Writing | <input type="checkbox"/> | Managing Own Learning | <input type="checkbox"/> |

Other areas of concern: _____

Prior Interventions Employed by Referring Campus:

- | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|
| Counselling | <input type="checkbox"/> | Student Watch | <input type="checkbox"/> |
| Parental Case Conference | <input type="checkbox"/> | Mentorship | <input type="checkbox"/> |
| Behaviour Plan/Contract | <input type="checkbox"/> | Referred to Education Psychologist | <input type="checkbox"/> |
| Teacher Team Conferences | <input type="checkbox"/> | Individualized Education Plan | <input type="checkbox"/> |
| Other (specify) | <input type="checkbox"/> | _____ | |

Describe the student's academic abilities: _____

The child has been found with or under the influence of drugs or alcohol. Yes No

Which teachers or administrators know this child best?

What are the student's strengths and interests?

Strengths: _____

Interests: _____

Why is this referral being made?

What specific changes/outcomes are you looking for while the student is at PRU?

Duration of the placement request

- 1. Short-term (6 weeks)
- 2. Medium-term (12 weeks)
- 3. Long-term

Signature

Position

2018-2019 Wish List

Our Wish List provides the most pressing needs of the Pupil Referral Unit for School Year 2017-2018. It allows parents and community partners an opportunity to contribute supplies to assist us in meeting the educational needs of all students. Thank you in advance for your contribution.

Technology Supplies:

- Two Ipevo IW2 Wireless Interactive Whiteboard Systems
- Two Overhead Mounted Projectors

Life Skills Programme

- Two sewing machines
- Two ironing boards
- Two Cookware Set
- Two large Mixing Bowls
- One Cake mixer
- Baking pans
- Knives
- Four cutting boards
- Two irons
- One blender
- Two vegetable peelers

Creative and Performing Arts

- Two guitars
- One saxophone
- One trumpet
- One drum set
- Art Supplies – paint, brushes of various sizes, sketch pads, canvas
- Two art easels
- Six display stands for paintings

Workshop

- One electric plane
- Six table clamps
- Four vice grips
- One sander
- One portable router
- Dust masks
- One respirator
- Four work stations
- One miter saw
- Nails
- Screws

General Classroom Supplies

- One electric stapler
- Six desk organizers
- Two large folding tables
- Educational board games
- Window screens and blinds
- Two 3-drawer locking file cabinet
- Hand sanitizers for classrooms
- Five wall clocks

Security

- One CCTV system