

FORWARD COMPLETED PACKETS TO RHONDA JACOBS, PRINCIPAL
90 BERKSHIRE STREET, INDIAN ORCHARD

SPS Alternative School Programs Referral Packet

- Elementary School Level @ 34 Nye Street, Springfield MA 01104 886-5100 Fax 886-5090
- Middle School Level @ 111 Seymour Ave, Springfield MA 01109 Phone 787-6999 Fax 787-6784
- High School Level @ 323 Dickinson Street, Springfield MA 01108 Phone 787-7285 Fax 750-2483

The SPS Alternative School Programs are alternative education options offered within the district serving students in grades K-12. Each school program provides every student with a safe and nurturing learning environment to assist all students in reaching academic proficiency. All programs have specially trained staff including on-site counselors and additional support staff whom work tirelessly to meet a student's individual needs and assist in developing positive, productive, and confident students. The programs utilize Positive Behavioral Interventions and Supports (PBIS) to ensure safe learning environments. Each program uses a program-wide behavior plan which allows students to track their daily success on point sheets and provides daily communication with their families.

The programs provide academic, social, and emotional support to both general and special education students with a variety of needs. Students are referred to these alternative schools for the following reasons:

- **Social Maladjustment**
- **Over-age repeaters with volatile history and who are under credited**
- **High Risk Students e.g. fire setting, extreme violence, assault, sexual misconduct, etc.**

In the following ways:

- **Through the Parent Information Center** – Students who are new to the district may be placed in the alternative school if their **previous school placement or IEP reflects a comparable placement and they meet the criteria outlined above.**
- **By the Student of Concern committee** – The SOC committee meets weekly. If you believe you have a student who **meets the criteria above** please thoroughly complete the packet and send to Rhonda Jacobs, Principal of Alternative Schools at 90 Berkshire St.

* Students are to remain at the sending school until an intake is complete and transportation is arranged.



SPRINGFIELD PUBLIC SCHOOLS - SPRINGFIELD,
MASSACHUSETTS

SPS ALTERNATIVE SCHOOL PROGRAMS

Referral Checklist

Student Name _____ Referral Date _____

Sending School _____ DOB _____

Name of Person Completing Forms _____

Parent/Guardian _____ Parent/Guardian Phone # _____

- Student Profile Form
- 504 Plan (if applicable)
- Special Education Folder Copy (if applicable)
 - IEP
 - Psychological Testing
 - Academic/Achievement Testing
- MCAS Scores
- Lexile Scores
- PowerSchool Reports
 - Discipline Log Entries
 - Attendance
 - Parent/Guardian Contact Log
- FBA
- BIP
- STAT Paperwork
 - Copy of Interventions (e.g. Behavior Contract, Take-a-Break Pass)
 - Behavior Contract
 - Data Collection (e.g. completed Point Sheets)
 - Behavior Doctor
- Student Success Plan Copy(ies)
- SWIS Database Log Entries

Springfield Public Schools

Student Profile

STUDENT NAME		STUDENT ID#	
DATE OF BIRTH		GENDER	
LANGUAGE OF STUDENT		ELL LEVEL OF STUDENT	
LANGUAGE OF HOME		REFERRING SCHOOL	
CURRENT GRADE		REPEATED GRADES?	
AGENCY INVOLVEMENT NAME			
AGENCY CONTACT NAME		AGENCY CONTACT INFORMATION	
AGENCY INVOLVEMENT NAME			
AGENCY CONTACT NAME		AGENCY CONTACT INFORMATION	
REASON FOR REFERRAL DESCRIPTION			