



Collegiate Charter School  
of Lowell



*Student  
Parent  
Handbook*  
2021-2022

# ***Collegiate Charter School of Lowell***

1857 Middlesex Street  
Lowell, Massachusetts 01851

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Facebook: [facebook.com/ccsl.sabis](https://facebook.com/ccsl.sabis)

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## Student/Parent Handbook Acknowledgement 2021 - 2022

Dear Collegiate Students, Parents and Guardians:

The Student/Parent Handbook is a very important and informative document that contains everything you need to know to ensure a smooth and successful academic year.

Please read it thoroughly and sign below as acknowledgement that you have read and understand the policies and information stated in the Collegiate Charter School of Lowell Student/ Parent Handbook, which includes *descriptions* of the school's expectations in such areas as attendance, uniforms, behavior, parent involvement, policies, forms and health-related areas and an *explanation* of academic and emergency procedures.

This form must be returned to the main office by Friday, October 15, 2021.

Sincerely,

**Dr. Laurie Hodgdon**  
*School Director*

---

"We acknowledge receipt of the Student Handbook and understand and agree that we are to strictly abide by the terms and conditions of the Student Handbook. We further acknowledge that we have read the Student Handbook and understand the terms and conditions set forth therein."

**Date** \_\_\_\_\_

**Student's name** \_\_\_\_\_

**Student's signature** \_\_\_\_\_

**Parent's/Guardian's name** \_\_\_\_\_

**Parent's/Guardian's signature** \_\_\_\_\_

**Collegiate Charter School of Lowell (CCSL)  
Release of Student Directory Information &  
Photo Release “Opt Out” Form (2021-2022)**

*This form will be kept on file **ONLY** IF PARENTS CHOOSE AN **OPT-OUT** OPTION.*

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to **opt-out** of the disclosure of directory information as well as from the release of student photos/images, and student work.

Additionally, under state law, M.G.L. c. 71, § 89(g), upon the request of a sending school district, charter schools must provide the names and addresses of enrolled students from that school district to a third party mail house, unless the parent or eligible student opts out of this disclosure.

If you wish to opt-out of any of these disclosures you must check the box(es) below and return this form to the Director no later than **September 30** or ten days following the student's enrollment in the District, whichever is later. This election is good for the remainder of the current school year.

**Parent, please check all that apply:**

☐ PLEASE DO NOT INCLUDE MY STUDENT'S DIRECTORY INFORMATION THAT

MAY BE RELEASED WITHOUT MY CONSENT FOR PURPOSES INCLUDING, BUT NOT LIMITED TO:

- YEARBOOKS
- NEWSLETTERS
- BROCHURES
- AWARDS
- DISTRICT CALENDAR

☐ PLEASE DO NOT RELEASE MY CHILD'S NAME AND ADDRESS TO A THIRD PARTY MAIL HOUSE IF REQUESTED BY MY CHILD'S SENDING SCHOOL DISTRICT PURSUANT TO M.G.L. c. 71, § 89(g).

☐ PLEASE DO NOT PUBLISH MY STUDENT'S **PHOTO/IMAGE AND/OR STUDENT WORK\***.

\_\_\_\_\_  
**Parent/Guardian's Name (Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian's Signature**

## About FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required under FERPA to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose student Directory Information, without prior written consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## Student Directory Information

Public Disclosure of Student Directory Information – (For ALL Students Grades K-11)

In accordance with federal and state laws, Collegiate may release student directory information for various purposes. Student directory information is defined by the school's Board of Trustees, and may include:

- Student name, address, and telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors, awards & degrees received
- School & grade level
- Previous educational agencies or institutions attended by the student
- 

**Public disclosure of student directory information may occur in many ways, such as:**

- School yearbooks (including photos).
- Team rosters and class lists.
- Graduation, theater, athletic, and music programs.
- Video performances, school activities, and athletic events.
- Articles about school activities and athletic events.
- School honor roll, scholarships and other awards.
- Releases to media and other third parties.

## Publication of Pictures, Videos & Student Art/Work

Collegiate Charter School of Lowell celebrates the achievements of our students and staff. Throughout the year, Collegiate may take photographs of students and school activities. These photographs may appear in various school materials, including the school's website, school's social media (Facebook, Twitter, Instagram), yearbooks, brochures, district calendar, etc. We, at times, may also publicize student work.

# Table of Contents

<b>INTRODUCTION.....</b>	<b>4</b>
About this Handbook .....	4
Contact List .....	5
Board of Trustees .....	6
History of the SABIS® School Network: .....	7
Collegiate Charter School of Lowell Enrollment Policy: .....	9
School Mission:.....	13
Academic Calendar 2021-2022 .....	14
2021-2022 Bell Schedule.....	15
 <b>ACADEMIC PROCEDURES.....</b>	 <b>16</b>
2021-2022 Term Schedule .....	16
Homework.....	17
Testing .....	18
Parent-Teacher Conferences .....	19
Parent Observations in Classrooms .....	19
Student Classroom Placements .....	21
Student Records .....	21
Student Record Amendments.....	25
School District Transfer of Records .....	25
Destruction of Student Records.....	26
Non-Custodial Parents Access to School Records .....	26
The Every Student Succeeds Act.....	27
Protection of Pupil Right Amendment (PPRA) .....	27
Parent Notification Regarding Sexual Education and Human Sexuality Issues.....	28
Report Cards.....	28
Promotion/Retention and Placement of Students.....	30
Summer School .....	31
Grading System .....	31
SABIS® Digital Platform .....	31
Student Services.....	31
School Curriculum .....	34
Extra-Curricular Activities .....	34
Eligibility for Extracurricular Activities .....	34
Field Trips .....	36
Books and Supplies .....	36
The SABIS Student Life Organization®.....	37
The National Junior Honor Society .....	37
Student Management and Motivation .....	38
 <b>GENERAL SCHOOL RULES .....</b>	 <b>40</b>
Civility Policy .....	40
Safe and Secure Building Policy.....	41
Video Surveillance Policy .....	42
Student Use of Cell Phones and Personal Electronic Devices .....	42
Personal Belongings.....	42
Student Messages/Telephone Use/Searches of Electronic Devices .....	43
Bathroom Policy.....	44
Attendance Policy .....	44
Drop off & Dismissal Policy Procedures .....	47
Transportation Policies .....	48

Uniform/Dress Code Policy .....	49
Bicycle Policy .....	51
Student Employment .....	52
Student Speech .....	52
Privacy Rights, Searches, And School Property .....	52
Use of Student Photographs.....	53
Facebook Page and Social Media .....	53
Student Conduct .....	53
Disciplinary Procedures .....	55
<b>CODE OF CONDUCT .....</b>	<b>57</b>
Options and Procedures .....	57
Discipline and Students with Disabilities .....	72
Physical Restraint of Students.....	76
School Tobacco Use Policy .....	77
Substance Abuse Policy/Protocol.....	78
Sexual Harassment Policy.....	88
Anti-Hazing Policy.....	91
Harassment, Bullying, Discrimination, And Hate Crimes .....	91
Equal Educational Opportunities .....	99
Homeless Students.....	99
Students Rights and Responsibilities .....	100
Student Concerns and Grievances.....	100
Technology Policy.....	101
Collegiate Charter School of Lowell's Memorandum of Understanding with the Lowell Police Department .....	105
Health, Wellness Policies and Procedures .....	108
Administration of Medication.....	109
Wellness Policy.....	110
Emergency Procedures .....	111
<b>FOR YOUR INFORMATION .....</b>	<b>112</b>
School Closings or Late Starts .....	112
School Breakfast/Lunch Program.....	112
Advertisements, Solicitations and Sales of Fundraising Items.....	112
Social Security Numbers .....	112
Parent Connection .....	113
Extended Day Program: .....	113
<b>APPENDICES .....</b>	<b>116</b>
<b>APPENDIX A .....</b>	<b>116</b>
M.G.L.A, Chapter 71; Section 37H: Policies relative to conduct of teachers or students; student handbooks .....	116
<b>APPENDIX B .....</b>	<b>118</b>
Bullying Prevention and Intervention M.G.L. c. 71, §37O .....	118

# Introduction

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## ***About this Handbook***

The handbook is meant to provide a *clear* and *visible* framework of understanding for students, parents, and staff. It provides answers, however brief, to such questions as, "What are the guiding principles of a school within the SABIS® Educational System™?" "What are our aspirations for our students?" "What responsibilities must we fulfill as members of a community?" In short, "*What are we about?*"

All handbooks should be manageable and should serve as reliable resources. While this *Student Handbook* is a work in progress that will change and be revised as we grow as a school, it still can help you understand "what we are about" today. Please read the handbook thoroughly and with care. Then, keep it at home within arm's reach for reference.

We seek your understanding and cooperation as we work together toward meeting our goals.

**The School reserves the right to make changes to the Student Handbook at any time and without notice. The School also reserves the right to depart from policies and procedures.**



# ***Collegiate Charter School of Lowell***

## **Contact List**

Phone: (978) 458-1399 Fax: (978) 458-1366

<b>Position</b>	<b>Name</b>
School Director	Dr. Laurie Hodgdon
AQC, Grades K-2 (Academic Quality Controller)	Mrs. Megan Gaudreau
AQC, Grades 3-5 (Academic Quality Controller)	Ms. Courtney Connors
AQC, Grades 6-8 (Academic Quality Controller)	Mrs. Siobhan Quinlan
AQC, Grades 9-11 (Academic Quality Controller)	Mrs. Katie Reyes
SEAC (Special Education Academic Coordinator)	Ms. Kara Cave
Student Life Coordinator	Ms. Ashley Bailey
IT Manager	Mr. Christian Simard
SMC (Student Management Coordinator)	TBD
School Social Workers	Mr. Anthony Volis & Mrs. Nancy Fagan
ELL Coordinator (English Language Learner)	Ms. Jennifer Cippola
Registrar	Ms. Shannon Sokolski
Business Office	Mr. Carl Nystrom
Human Resources	Mrs. Marie Christo
School Nurse	Mrs. Jennifer Gikas, R.N.
Office Manager	Mrs. Pamela Rondon
Receptionist	Mrs. Malinda Silva

If you are unsure of whom to call, a member of the front office staff will be happy to direct you to the appropriate person. For more information, visit the SABIS® network website at [www.sabis.net](http://www.sabis.net). Additionally, our school has a dedicated website at [lowell.sabis.net](http://lowell.sabis.net).

# ***Collegiate Charter School of Lowell***

## **Board of Trustees**

**Mr. Walter McGrail – President**

**Mrs. Kathleen McCarthy – Vice President**

**Mr. Alan Miller – Treasurer**

**Ms. Erika Souza – Secretary**

**Mr. Brian Chapman – Member**

**Mr. Pravin Patel – Member**

**Mr. Sathya Pholy**

*The CCSL Board Meetings are normally held on the third Tuesday of each month, starting at 5:30pm - unless otherwise noted.*

## **History of the SABIS® School Network:**

The International School of Choueifat (pronounced SHOY-FAT) was founded in 1886 in the village of Choueifat, a suburb of Beirut in Lebanon. The founders, Miss Louisa Proctor and Reverend Tanios Saad, started it as a school for girls. Miss Proctor and Reverend Saad believed strongly that women transmitted a culture's values and were the force behind ensuring well-educated children. At that time there were few schools that accepted girls in that region of Lebanon. Three years later, families in the community came to the School and asked that their sons be admitted because "our daughters are learning more than our sons are." The School became coeducational at that time.

The School survived two world wars and continued to grow and develop over the years. In the mid-1970's it started an expansion program outside Lebanon. Now there are 79 schools and 1 university operating in 15 countries: the United States, Pakistan, the United Kingdom, the United Arab Emirates, Lebanon, Jordan, Egypt, Germany, Romania, Bahrain, Oman, Qatar, Saudi Arabia, Iraq, and Syria. The total enrollment in these schools is more than 60,000 students and 4,500 employees. Graduates of these schools have attended top universities.

Today, Mr. Ralph Bistany and Mrs. Leila Saad head the SABIS® School Network. The U.S. headquarters of SABIS® Educational Systems is in Eden Prairie, Minnesota.

## **Features of the SABIS® School Network:**

### **College Preparation for All Students**

The School strives to prepare all its students to enter the colleges and universities that are of the best quality and "fit." We believe that a college education is accessible to *all* students who are enrolled in the SABIS® School system. The record of college placement by SABIS® students bears this out.

Collegiate Charter School of Lowell currently accepts students from kindergarten through 3rd grade. The School is highly academically-oriented without being selective and requires only two things:

Students must have a minimum basic knowledge in English and mathematics (as determined by diagnostic tests); those lacking this knowledge must be willing to attain it through help and hard work.

Parents and students must want an excellent education, and students must be willing to make the effort required to achieve academic success.

### **Cultural Diversity:**

SABIS® believes cultural diversity in its student body and staff is part of its mission to "educate citizens of the world." The diversity of the student body gives students the experience of interacting with children and adults from a variety of backgrounds, providing them with an opportunity to closely relate to people of different cultures, religions, and

racess. It fulfills one of the goals of the School's philosophy, which is "to help students develop a true understanding of the differences as well as the similarities" of others.

**Accountability:**

We believe that high efficiency and good standards are achieved if people are held responsible for their actions and decisions. Hence, every individual at the School is accountable. Administrators bear the responsibility for setting, achieving, and maintaining high standards. The administration sets the syllabi for all classes and measures the attainment of objectives through independent testing. Teachers are held accountable for student achievement.

**The Every Student Succeeds Act:**

Collegiate Charter School of Lowell will, upon request, provide information regarding the professional qualifications of classroom teachers, including but not limited to information regarding state qualification and licensing criteria for grade levels and subject areas of teacher instruction.

**Non-discrimination Policy:**

According to M.G.L., Chapter 71, Section 89, and Chapter 76, Section 5, Collegiate Charter School of Lowell is committed to ensuring equal educational opportunities for all students, on a space available basis, and shall not discriminate on the basis of race, color national origin, creed, sex, ethnicity, sexual orientation, gender identity mental or physical disability, age, ancestry, athletic performance, special need, or proficiency in the English language or a foreign language, and academic achievement. Collegiate Charter School of Lowell may limit enrollment to specific grade levels and may structure curriculum around particular areas of focus such as mathematics, science or the arts.

The Board of Trustees has approved grievance procedures for students, teachers and other employees who feel that they have been discriminated against. Copies of the policy and procedures are contained in this Handbook and are also available at the administrative offices.

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, guardian, or school staff member for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

Collegiate Charter School of Lowell does not discriminate with regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, LBGQT status, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

This policy applies to all students, teachers, staff, and administration at Collegiate Charter School of Lowell.

## **Collegiate Charter School of Lowell Enrollment Policy:**

Collegiate Charter School of Lowell (CCSL), located in Lowell, Massachusetts, is a public K-12 college preparatory school that provides top-quality education on a non-selective basis to all students, on a space available basis, and will not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, gender identity mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. The School will implement and follow their Student Recruitment and Retention Plan as submitted, as outlined in M.G.L. Chapter 71, Section 89(f); CMR 603 1.05(f).

### **1.) Eligibility Criteria for Enrollment**

- a) A student applying for enrollment must be a resident of Massachusetts at the time of application and at the time of his/her acceptance.
- b) Proof of residency will be obtained as part of the enrollment process, except in the case of homeless students. Examples of residency proof will include utility bills, signed leases and mortgage bills.
- c) Students entering kindergarten must be five years of age by September 1<sup>st</sup> to attend Kindergarten. Parents/guardians must complete an Application of Admission; present the student's birth certificate and proof of residency.
- d) CCSL does not administer tests to potential applicants or predicate enrollment on results from any tests of ability or achievement (603 CMR 1.06(2)).
- e) CCSL does not require potential students or their families to attend interviews or informational meetings as a condition of enrollment (603 CMR 1.06(2)). Informational meetings will be scheduled for parents/guardians who want to visit the school; attendance at these meetings will not influence the enrollment process.
- f) Parents/guardians are required to complete an Application for Admission to start the enrollment process for their student who is already attending school elsewhere.
- g) Enrollment shall not exceed the maximum cap allowed by the schools charter.

### **2.) Enrollment Process**

- a) Collegiate Charter School of Lowell will hold an annual enrollment period for students who are seeking enrollment at CCSL. The enrollment period will be advertised widely throughout the sending district and will include public information sessions and school tours for interested families. Attending information sessions/tours are not required as a condition of enrollment. Applications will be available at the school during the enrollment period. The date of the enrollment period and the date of the application deadline will be publicized at least one month in advance of the enrollment period. The annual enrollment period will last a minimum of one month. Applications submitted after the deadline for any enrollment period must be resubmitted in the next enrollment period.
- b) The enrollment process will take place every January for children who will be eligible to start Kindergarten the next school year. The enrollment period will be advertised widely throughout the sending district and will include the dates for public information sessions and school tours for interested families. Attending information sessions/tours is not required as a condition of enrollment. The dates of the enrollment period and the date of the application deadline will be publicized at least one month in advance.

For Kindergarten enrollment, parents/guardians will be required to fill out an Application for Admission, provide the school with the child's birth certificate and proof of residency.

- c) Collegiate Charter School of Lowell will enroll new students in grades K-8, in accordance with the requirements of applicable Massachusetts regulations including, but not limited to, 603 CMR 1.00.
- d) Any information that is requested on the application form, such as, language spoken or race/ethnicity will not be used to discriminate and will not be used for selection purposes. This information will help us evaluate the effectiveness of our enrollment process.
- e) Students who are offered enrollment will be contacted by U.S. mail and will then have seven (7) days to accept or decline the offer. Parents are encouraged to update their contact information by calling the school with any changes.
- f) Applications will be accepted for any child meeting the school's age requirements and residing in Massachusetts. Applications will only be available at the school during the enrollment periods.

### 3.) **Lottery Procedures**

- a) All eligible applications received by the deadline will be entered into a public lottery. Applicants will be placed in the lottery by their grade as of the next school year.
- b) CCSL will determine the number of seats available each year by grade level prior to the start of the new school year.
- c) The number of seats available for Kindergarten, in the next school year, will be determined, prior to the kindergarten lottery. That number will be based on the number of siblings that register for kindergarten and the number of attending kindergarteners that may not be promoted to grade one and will repeat kindergarten.
- d) Notice of the lottery will be publicized at least one week prior to the lottery.
- e) Three separate lotteries, for every grade, will be held at the end of each enrollment period if there are more applicants than seats available, or if there is a Waiting List at any grade level.
- f) Students who have completed the enrollment process will be separated into one of the three below groups:

**Siblings** (students who share a common parent, either biologically or legal adoption) of students who are already in attendance at CCSL in the year of application, will be given preference for admission over non-sibling students. It is the responsibility of the parent/legal guardian to inform CCSL of any sibling(s) currently on the Wait List.

**Residents** of Lowell will be given preference for admission over non-resident students

**Non-residents** will be defined as Massachusetts residents who live outside of the City of Lowell

- g) Each Application for Admission will be assigned a random identification number for the lottery. The parent/guardian completing the Application will also be given a copy of the identification number for their child prior to the lottery. As each student's number is drawn, he/she will be assigned the next available opening for his/her particular grade, or placement on the appropriate Waiting List. Each of the three lotteries will establish a fair and random list of students by grade ranked in ascending numerical order according to their lottery draw.
- h) An unbiased person will draw these numbers by grade at a publicized, public meeting at the school.
- i) If the principal enrollment process fails to produce an adequate number of enrolled students, the lottery process may be repeated if a Waiting List does not exist and the required lottery process is strictly followed, including public notification and deadlines (603 CMR 1.06(5)).
- j) Once a student is attending the school, they may remain at the school even if their town of residence, within Massachusetts, changes.
- k) Any student for whom enrollment into CCSL would cause the sending district (Lowell) to exceed their tuition cap, they will not be offered admission but will remain on the Waiting List. If that student is a sibling of a student currently in attendance at the school, the state may pay the child's tuition, subject to appropriation (M.G.L. Chapter 71, Section 89(i); 603 CMR 1.06(4)(e)).

#### **4.) Waiting List Policy**

- a) If a student stops attending CCSL or declines admission, the next available student on the Waiting List for that grade will be offered admission until the vacant seat is filled.
- b) No student will be admitted ahead of other eligible students on the Waiting List unless said student is either a sibling of an enrolled student or a resident of Lowell.
- c) Students on the Waiting List will be contacted by phone with any offer of admission to the school. It is the parent/guardian's responsibility to notify the school with any change of contact information.
- d) Any student who is offered a seat at CCSL and declines admittance, will need to reapply and proceed with the lottery process.
- e) Any student who signs up for enrollment will be part of a lottery, if a seat is not available, to determine their placement on the Waiting List. The student's name will be added to the existing Waiting List in the order his/her name is drawn in the lottery. The student's name will remain on the Waiting List until his/her name comes to the top of that grade's Waiting List and an opening in his/her grade is available. CCSL will maintain a rolling Waiting List from year to year. The Waiting List will advance all students one grade level each year, so students only need to take part in the lottery process once. Students who are on the Waiting List as non-siblings and become a sibling, due to the acceptance and attendance of their brother/sister, will be given

sibling status. It is the parent's responsibility to notify the school if this occurs. If a student currently on the Waiting List changes his/her grade, it is the parent's responsibility to notify the school. At that time, the student will be placed in the next available slot at the end of the Waiting List of the new grade.

- f) CCSL will keep accurate and secure electronic and paper records of their Waiting List. The Waiting List will contain the names, home addresses, telephone numbers, grade levels, and sibling status of students who entered the lottery but did not gain admission.
- g) When a student stops attending the school for any reason, the school will attempt to fill vacant seats up to February 15<sup>th</sup>. CCSL must replace any student who leaves the school in grade K-7 with a student in the same grade level, if the replacement takes place on or before February 15<sup>th</sup>. If a student in grade K-7 leaves the school after February 15<sup>th</sup> that vacancy will be filled the following school year with a new student in the subsequent (next) grade level.
- h) Parents/guardians who have a child on the Waiting List are encouraged to contact CCSL once a year to update their child's information and track their child's movement on the Waiting List.

#### **5.) Application for Admission to CCSL**

- a) The application does not require dual parent/guardian signatures.

#### **6.) Policy on Documents Necessary for Admission**

Collegiate Charter School of Lowell will not admit a candidate for admission unless and until it has received the following up-to-date documents:

- a) Official Transcript;
- b) Temporary Record, including:
  - 1) Report cards, grades, progress reports;
  - 2) MCAS results;
  - 3) District-wide testing;
  - 4) Individualized Education Programs(s) ("IEPs"), Section 504 Accommodation Plan(s); and/or District Curriculum Accommodation Plans (DCAPs) if such exists; and
  - 5) Full disciplinary records and disciplinary incident reports; and
- c) Immunization Records required by the Department of Public Health (DPH).



### **School Mission:**

To provide an academically rigorous and successful world-class college preparatory public educational program that enables all students, regardless of their background, to achieve their full potential, to be prepared for success in college, equipped with the ability and desire for lifelong learning, and develop strong civic, ethical, and moral values in a safe, caring, and rigorous environment built on a school ethos that emphasizes high behavioral and academic expectations.



# Academic Calendar 2021-2022

Collegiate Charter School of Lowell  
ACADEMIC CALENDAR 2021-2022  
Board Approved 4/13/2021

**July 2021**

S	M	T	W	T	F	S
					1	2
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

July 5: School Closed  
Independence Day (Observed)  
July 6: Summer School Resumes

Jan. 3: Term II Begins / School Reopens  
Jan. 5: ACCESS WIDA Testing Begins  
Jan. 5-25: Star Testing/Diagnostics  
Jan. 13: Report Cards Released  
Jan. 17: School Closed MLK Jr. Day  
Jan. 31: Staff PD No School

**January 2022**

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					

19 Days

**August 2021**

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				

Aug. 6: Summer School Ends  
Aug. 12-16: New Teacher Workshop  
Aug. 17-30: All Teacher Workshop  
Aug. 26: Meet Your Teacher Night 3-6pm  
Aug. 30: All Staff Workshops  
Aug. 30: Kindergarten First Day ½ Day  
9:00 – 12:00pm  
KG Parents Welcome 9-9:30am  
Aug. 31: First Day of School  
Grades 1-11

1 Day

Feb. 4: ACCESS WIDA Testing Ends  
Feb. 21: School Closed Presidents' Day  
Feb. 21-25: Mid-Winter Break No School  
Feb. 28: School Reopens

15 Days

**September 2021**

S	M	T	W	T	F	S
					1	2
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		

Sept. 3: No School Labor Day Recess  
Sept. 6: School Closed Labor Day  
Sept. 7-30: Star Testing/Diagnostics

20 Days

March 18: Interim Reports Released  
March 24: Half-Day Parent Teacher  
Conferences 1:00-6:30pm  
March 30: Staff PD No School

22 Days

**March 2022**

S	M	T	W	T	F	S
					1	2
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		

**October 2021**

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						

Oct. 11: School Closed Columbus Day  
Oct. 20: Interim Reports Released  
Oct. 27: Half-Day Parent Teacher  
Conferences 1:00-6:30pm

20 Days

April: MCAS Testing TBD  
April 15: School Closed Good Friday  
April 18: School Closed Patriots' Day  
April 18-22: Spring Break No School  
April 25-May 3: Star Testing/Diagnostics

15 Days

**April 2022**

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

**November 2021**

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				

Nov. 2: Staff PD No School  
Nov. 11: Veterans' Day School Closed  
Nov. 24: Half-Day of School  
Nov. 25-26: School Closed  
Thanksgiving Recess  
Nov. 29: School Reopens

18 Days

May: MCAS Testing TBD  
May 25-June 7: Revision  
May 30: School Closed Memorial Day

21 Days

**May 2022**

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				

**December 2021**

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	31	

Dec. 9-15: Term I Revision  
Dec. 16-22: End of Term Exams  
Dec. 23: Half-Day of School  
Dec. 24: School Closed Christmas Eve  
Dec. 27: School Closed  
Christmas (Observed)  
Dec. 28-30: No School Winter Break  
Dec. 31: School Closed  
New Year's Day (Observed)

17 Days

June 1-8: Revision  
June 9-15: End of Year Exams  
June 16: 180<sup>th</sup> Day of School Half-Day  
(Last Day Assuming No Snow Days)  
June 17: All Staff Wrap-up Day  
June 20: Juneteenth School Closed  
June 24: 185<sup>th</sup> Day of School  
June 30: Report Cards Mailed  
June 27 - July 22: Summer School

12 Days

**June 2022**

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		

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Member of the SABIS® Network

Collegiate Charter School of Lowell

	No School
	School Closed
	Start/End of Class
	Star Testing/Diagnostics
	Revision
	Half-Day

No School: Calendar staff report per working days' calendar  
School Closed: No staff report  
Star Testing/Diagnostics: No staff report  
Grades K-5 Dismissal at 12:30  
Grades 6-11 Dismissal at 11:30

Term I: 76 days  
Term II: 104 days  
TOTAL: 180 days  
\*Note: If there are more than six snow days, we will recover days from April break.

## 2021-2022 Bell Schedule



Collegiate Charter School  
of Lowell

### COLLEGIATE CHARTER SCHOOL OF LOWELL

Bell Schedule				
Grades	GR K-2	GR 3-5	GR 6-8	GR 9-11
Arrival	8:15	8:15	8:15	7:20
Period 1	8:30-9:20	8:30-9:20	8:30-9:20	7:35-8:20
Period 2	9:21-10:11	9:21-10:11	9:21-10:11	8:21-9:06
Period 3	10:12-11:02	10:12-11:02	10:12-11:02	9:07-9:52
Period 4	11:03-11:28 LUNCH	11:03-11:28 DEAR	11:03-11:28 Intervention	9:53-10:38
	11:28-11:53 Recess	11:28 - 11:53 LUNCH	11:28- 11:53 SLO	10:38-11:03 LUNCH
	11:55-12:20 DEAR	11:55-12:20 Recess	11:55-12:20 LUNCH	11:03-11:53 SLO
Period 5	12:20-1:05	12:20-1:05	12:20-1:05	11:53-12:18 Interventions
Period 6	1:06-1:51	1:06-1:51	1:06-1:51	12:20-1:05
Period 7	1:52-2:37	1:52-2:37	1:52-2:37	1:06-1:51
Period 8	2:38-3:23	2:38-3:23	2:38-3:23	1:52-2:37
Dismissal	3:35	3:35	3:35	2:40

**\*Collegiate Charter School of Lowell does not assume supervisory responsibility for students arriving to the School before the start of the school day or remaining on campus after school.**

\*Early arrival students may be signed into the Extended Day Program and the parent/guardian will be charged the appropriate fee for attendance in the before-school morning program. This fee will also apply to early drop-offs due to weather delays.

\*\*No student should remain after school dismissal for an extended period of time while waiting for a ride, waiting for a sibling, after detention or when returned to school because of a bus incident. **Students awaiting rides are expected to remain outside throughout their waiting period.** Any student lingering after dismissal may be placed in the Extended Day Program and the appropriate afternoon fee will be charged to the parent/guardian.

# Academic Procedures

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## 2021-2022 Term Schedule

The school year is divided into two terms. Within each term, three types of instructional days are scheduled to maximize learning:

- Regular instruction days
- Revision week
- Finals week

The 2021-2022 school year structure is outlined below.

	<u>Term I</u>	<u>Term II</u>
	August 31 <sup>st</sup> – Dec 23 <sup>rd</sup>	Jan 3 <sup>rd</sup> – June 16 <sup>th</sup>
Revision	Dec 9 <sup>th</sup> – Dec 15 <sup>th</sup>	May 25 <sup>th</sup> – June 8 <sup>th</sup>
Finals Week	Dec 16 <sup>th</sup> – Dec 22 <sup>nd</sup>	June 9 <sup>th</sup> – June 15 <sup>th</sup>
Total Days	76 days	104 days

School will close after it has been in session for a total of 180 days.

If there are more than six (6) snow days, we will recover days during April break.

## **Homework**

To reinforce concepts from class and to give students the opportunity to apply what they have learned, students are expected to complete homework.

Homework is an important aspect of each student's educational experience and a major factor in their academic success. Homework is assigned to students as an outgrowth of classroom instruction. It is the responsibility of the student and should reflect their work. Incomplete or outstanding assignments represent a serious threat to learning. Students who are truant with assigned work will be reported that same day to Student Management Department. It is expected that students will have some homework every night including Fridays. Starting in third grade, students use diaries, which are provided by the school to write down their assignments for the day. **Parents should check the diaries if they are uncertain about homework assignments. Students will be asked to have their diaries signed by their parent each night.**

### **Homework is designed to:**

- Reinforce classroom instruction by providing practice, drill and application.
- Build student's self-reliance and sense of responsibility.
- Broaden the student's experiences for increased participation.
- Build time management skills and positive learning habits.

### **Students are expected to:**

- Use student agendas daily and take home needed materials.
- Budget time to complete homework.
- Show thought, effort and neatness in their work.
- Return assignments on the due date.

### **What parents can do to help:**

- Provide students with an appropriate place to do homework.
- Schedule student and family activities to allow for homework completion.
- Emphasize the importance of responsibility and the need for a thorough, careful approach to assignments.
- Encourage independent work while providing the student with appropriate support when necessary.

It is expected that all students will have some form of homework every night whether it is a math exercise, silent reading or studying in preparation for an upcoming exam. The amount of homework will increase as the student progresses through the grades. A general rule is to expect that a student will have a minimum of 10 minutes of homework per grade level. For example, a student who is in the 4<sup>th</sup> grade should have approximately 40 minutes of homework per night. These guidelines have been established and are subject to individual student learning styles and abilities. Consequently, some students may require less or more time than the guidelines would indicate for each grade level.

## **Missing Homework/Classwork/Tests and Projects**

Students that accumulate missing homework assignments will be subject to academic consequences. Absences and missing work: Parents may request homework and/or classwork only if students have a medical reason or documented family emergency and will be absent for three or more days. All requests for homework/classwork should be made directly to the Academic Quality Controller (AQC).

### Missing Homework

- Every time a student accumulates missing homework assignments, an academic, grade, or disciplinary consequence will occur.

### Missing Class Work/Tests

- Missing class work and tests due to absenteeism must be made up during Student Life activity period, lunch detention, after-school detention or Saturday Academy within 2 weeks\* of the due date or test date. If they are not completed within the two-week deadline, the student may receive a zero grade.

## **Testing**

Continuous evaluation of student learning is an integral part of the instructional process in SABIS® schools. Assessment of student learning is done in many ways, depending on the subject area. Below is a short description of various types of assessment tools used at the School. Students are given weekly or biweekly tests, which are typically chapter or unit tests. Final exams and AMS tests cannot be kept by the students but can be viewed by the parents at the school.

## **Academic Dishonesty / Cheating / Plagiarism**

Academic dishonesty (such as cheating and plagiarism) will be handled with severe academic and disciplinary consequences, including but not limited to parent conferencing, zero grade, detention, In-House Alternative Program, external suspension. Repeated offenses shall prompt full scrutiny of all student academic grades and may result in re-testing of previous examinations.

## **SABIS® Academic Monitoring System™**

The SABIS® Academic Monitoring System™ (AMS) is intended to monitor student learning and is considered a teaching tool, a part of the instructional process beginning in the third grade. Weekly AMS tests, given in math and English, are objective, criterion-referenced, computer-corrected tests. They are designed to check student learning, mastery, and long-term retention. Test items are intended to evaluate basic or core concepts and focus primarily on factual information. Absent students must make up AMS tests within 2 weeks of the original test date.

## **Periodic Exams**

Students take tests each week during regularly scheduled exam periods. A testing schedule for each term identifies which subjects are to be tested during each week. Absent students must make up periodic exams immediately upon return to school. Any extension is decided upon by the Academic Quality Controller.

## **Final Exams**

Final exams are given at the end of each term to determine mastery of concepts taught over a full term. The end-of-year final exam measures student achievement over the course of the academic year. The result of the final exam accounts for 50% of a student's term grade. The final for Term III counts for 50% of the third term grade as well as 50% of the grade for the final year. **All final exams must be completed within one week of the last day of finals.**

## **Standardized Tests**

Students in grades 3, 4, 5, 6, 7, and 8 take state-mandated Massachusetts Comprehensive Assessment System (MCAS) tests. These tests are administered in the spring. Students must pass the Science, English, and Math MCAS to meet state graduation requirements. Scores on standardized tests help teachers assess how much progress students have made, not only by school standards but also by state and national standards. Performance on standardized tests in high school is an important component of the college admission process.

## **Parent-Teacher Conferences**

Communication between the home and the School helps bind the student, parents, teachers, and administration into a team, working toward a common goal of development and growth for the student. Conferences allow the people most directly involved with the student to become involved in the process of his or her education. Parents are encouraged to meet with teachers to discuss their children's progress at school. Conferences with members of the administration may also be arranged. Parents and guardians are encouraged to call the School whenever there is a question or concern. Parent visits to school for impromptu conferences with faculty are discouraged.

A non-custodial parent is required to submit a written request to the Director to access the child's student record information before the parent may participate in parent-teacher conferences or access information regarding the child's attendance, performance or progress. For additional information, please see the Student Records section of this handbook. Non-custodial parent is required to submit a written request to the Director to access the child's student record information before the parent may participate in parent-teacher conferences or access information regarding the child's attendance, performance or progress. For additional information, please see the Student Records section of this handbook

## **Parent Observations in Classrooms**

Collegiate Charter School of Lowell believes parents are important partners in educating students. To that end, Classroom observations by parents, or someone on behalf of a parent, may be permitted on a case-by-case basis, as set out in this policy. The following procedures shall be followed when an observation is requested:

- a) All classroom observations must be scheduled in advance and must be approved in writing by the building School Director/designee. Observations may not disrupt the instruction and must be short in duration.
- b) The building School Director/designee has the discretion to deny any request to observe, limit the number of observations conducted on behalf of any one student, and/or to limit the length of any observation.
- c) All requests for a classroom observation must be made in writing and must include the name of the person who will be performing the observation and the purpose of the observation. Observation requests should be addressed to the building School Director /designee. Observations should be scheduled with the building School Director/designee a minimum of three business days prior to the date requested for observation.
- d) If the observation request is for someone other than a parent to observe a student's classroom, the parent(s) must sign a release granting consent for the observation and for the non-parent observer to provide information about the student and about the observation to the school division.
- e) The building School Director/designee has discretion to deny any request for an observation and/or to limit the number of observations conducted on behalf of any one student.
- f) Generally, only one parent or observer may observe a student's classroom at any one time.
- g) Observations must be short in duration and will generally be limited to a time equivalent to one class period, but the building principal/designee will have discretion to limit the length of any observation.
- h) Observers must follow the School Board's policy regarding visitors to the school and all school procedures for visitors, including the requirement that all visitors register at the school office immediately upon arrival.
- i) Observers must agree to maintain the confidentiality of other students in the classroom.
- j) A member of the school staff must be present in the classroom with the observer at all times.



- k) Any disruption to the instruction in the classroom caused or created by the observer may result in the observer being asked to immediately leave the classroom and future observation requests by that observer may be denied.
- l) Requests for observations as part of an Independent Educational Evaluation of a student with a disability must be coordinated through the Office of Special Education.

### **Student Classroom Placements**

Classroom placements shall be at the sole discretion of the administration of the School. Parental requests for specific faculty members for their children will not be honored.

### **Student Records**

#### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

Both FERPA and Massachusetts law also provide for a school's release of student's Directory Information without the prior written consent of an eligible student or a parent/guardian.

Directory Information include the following: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under and allows eligible students and parents/guardians a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent/guardian.

## ***Summary of Massachusetts Laws and Regulations Pertaining to Student Records***

### **Definitions:**

#### **Authorized school personnel:**

- (a) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.
- (b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (c) The Evaluation Team which evaluates a student.

Eligible student shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the school committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Parent shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, § 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

The student record shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are

located, except for the information and materials specifically exempted by 603 CMR 23.04.

(a) The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

(b) The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/ her birthdate; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

### **I. Inspection of the Student Record**

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the actual cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

### **II. Rights of Non-Custodial Parents**

Massachusetts General Laws, Chapter 71, Section 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please see "Student Record Access for Non-Custodial Parents" below.

### **III. Confidentiality of Student Records**

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls.

### **IV. Amendment of the Student Record**

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the principal. The building principal will render a written decision on such a request within one week. A denial of a request to amend a student record may be appealed to the Superintendent.

## **V. Destruction of Student Records**

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed.

The above is only a summary of some of the more significant provisions of state laws and regulations pertaining to student records. If more detailed information is desired, a copy of the regulations, 603 CMR 23.00, may be obtained from the Department of Elementary and Secondary Education. These state regulations are designed to insure parent and student rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

Complaints regarding student record issues should be directed to the A.Q.C. A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, or with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations (603 C.M.R. 23.00), please contact the Director's office.

### **STUDENT RECORD ACCESS FOR NON-CUSTODIAL PARENTS, M.G.L. c. 71, §34H**

Unless there is a court order to the contrary, a non-custodial parent (a parent without physical custody of the child) of any student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to access student record information shall submit a written request annually to the Director. Upon receipt of such a request, the Director shall send written notification to the custodial parent by certified and first-class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, § 34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Student records are available to parents upon request. Requests for school records must be in written form and submitted at least two days before the day they are needed.

A student transferring into a local system must provide the new system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

### **Student Record Amendments**

A parent/ guardian or eligible student has the right to add information, comments, data, or any other relevant written material to the student record. The parent/guardian or eligible student should submit the additional information to the Director along with a written request that the information be added to the student record.

A parent/guardian or eligible student has the right to request in writing the deletion or correction of any information contained in the student record, except for information which was placed in the record by a special needs student's TEAM. Any such information inserted by the TEAM will not be subject to a request for deletion or correction until the Individualized Education Plan for that student has been accepted or, if rejected, after the completion of the special education appeal process.

Any deletion or amendment shall be made in accordance with the following procedure:

- If a parent/guardian is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the student's record, the parent/guardian shall present the objection in writing and/or have the right to confer with the Head Supervisor or designee to make the objections know.
- The Head Supervisor/designee shall within one (1) week after the conference or receipt of the written objection(s), inform the parent/guardian of a decision in writing, stating the reason(s) for the decision. If the decision is in favor of the parent/guardian, the Head Supervisor/designee shall promptly take steps to put the decision into effect.
- If the Head Supervisor/designee's decision is not satisfactory to the parent/guardian, the parent/guardian may file an appeal in writing, with the Director. This appeal must be made within five (5) school days of the Head Supervisor/designee's decision. The Director shall render a written decision within two (2) weeks of receipt of the written appeal.
- If the Director's decision is not satisfactory to the parent/guardian, the parent/guardian may file a written appeal with the Board of Trustees within five (5) days of the receipt of the Director's decision. The Board of Trustees shall conduct a hearing on the appeal as required by 603 CMR 23.09(4).

### **School District Transfer of Records**

Pursuant to 603 CMR 23.07(g), Collegiate Charter School of Lowell hereby gives notice to parent(s)/guardian(s) and eligible students that it forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. While consent of the parent/guardian or eligible student is not required, it is the policy of SABIS® that it will not forward records to the receiving district without the signature of the parent/guardian or eligible student.

## **Destruction of Student Records**

Notice is hereby given that the temporary record of a student will be destroyed no later than five (5) years after that student transfers, graduates, or withdraws from school. If the parent/guardian or eligible student wishes to have the temporary record, they must request in writing prior to the last day of school that the documents be provided to them. No additional notice will be provided to the parent/guardian or eligible student prior to the destruction of such records.

In addition, SABIS® may destroy the following documents, which are considered part of the temporary record, on a yearly basis: disciplinary records (other than documentation of suspensions and /or expulsions), any notes from the parent/guardian concerning absences, early dismissals, late arrivals, as well as examples of student work. If the parent/guardian or eligible students want those records, they must request so in writing prior to the last day of school.

## **Non-Custodial Parents Access to School Records**

In order for Collegiate Charter School of Lowell I to release student information to a non-custodial parent, the directives of Massachusetts General Laws c. 71 Section 34H must be satisfied. Section 34H requires that the School provide information to a non-custodial parent only if the non-custodial parent is eligible to receive information pursuant to this section.

The Massachusetts Department of Education amended its regulations governing non-custodial parent access to their child's school records in order to bring them into line with the federal Family Educational Rights and Privacy Act ("FERPA").

In the past, school districts were required to go through an annual process to determine whether a non-custodial parent was entitled to have such access based upon his/her legal standing via certified copies of Probate & Family Court orders or judgments.

Under the new regulation, the burden of providing this information now falls upon the custodial parent. The school district's only action upon receiving a request from a non-custodial parent for school records is to contact the custodial parent, advise them of the request, and provide the custodial parents twenty-one (21) days in which to supply documentation showing that the non-custodial parent should be denied access. If the school district receives no response from the custodial parents within the twenty-one days, it must release the records to the non-custodial parent.

Further, the former regulations required that the non-custodial parent provide information regarding his/her legal status on an annual basis. Under the new regulations, this annual requirement has been removed. The burden is now upon the custodial parent to alert the school district whenever there is a change in the legal status of the non-custodial parent that would render him/her ineligible to access the children's records.



The information provided to the non-custodial parent shall be marked to indicate that it may not be used to support admission of the child to another school.

### **The Every Student Succeeds Act**

Federal law requires that the Collegiate Charter School of Lowell provide a list of student names, addresses and telephone numbers to military recruiters and institutions of higher learning when they request such information, unless parents or students request that information be withheld. At the start of the school year, a notice of the right to request the withholding of this information will be forwarded to parents/legal guardians and students over 14. If this notice is not returned to the School within the first twenty (20) school days of the start of the school year, the School will consider there to be no objections to the release of this information and such information will be forwarded to BOTH military recruiters and institutions of higher learning.

### **Protection of Pupil Right Amendment (PPRA)**

The PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Collegiate Charter School of Lowell has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Collegiate Charter School of Lowell directly notifies parents of these policies annually at the start of each school year and after any substantive changes. Collegiate Charter School of Lowell will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Collegiate Charter School of Lowell will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Parents and/or students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **Parent Notification Regarding Sexual Education and Human Sexuality Issues**

Massachusetts General Law Chapter 71, Section 32A requires that parents be provided an opportunity to exempt their child from courses, school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Parents wishing to review the curricula and/or exempt their child from instruction in the above topics must contact the Director in writing.



## **Report Cards**

Report cards are mailed out twice a year at the end of each term. Report cards are typically mailed out two weeks after the end of the term's exam period. They include the



student's numerical grades for each subject, attendance records, and an accounting of the student's behavior and ethics in school. Comments regarding attitude, behavior, and progress may also be included on the report card. ELL, Special Education students, and students with 504 accommodation plans receive a Progress Report as well.

An example of a Collegiate Charter School of Lowell card is provided on the following page. On the report card, you will find the attendance, academic, behavior, discipline points, and remarks for your child(ren).

 <b>SABIS®</b>				<b>Lowell Collegiate Charter School</b> <b>2014-2015 End-Of-Year Report Card</b>	
<b>Student:</b> Grade Section Student Number: Parent/Guardian:		<b>Academics</b>		<b>Student Management Points</b>	
		English Composition 82 Grammar 91 Handwriting 86 Phonics 95 Seen Reading Comp. 94 Reading Fluency 94 Unseen Reading Comp. 85 Spelling 85 Vocabulary 99 Mathematics 99 Science 99 Social Studies 97 Music Art Physical Education		Behavior -6 Class average -19 <b>Student Behavior Code</b> Compliance with rules 10 Cooperation, helpfulness 10 Effort 10 Good manners 10 Honesty 10 Punctuality 10 Respect for faculty, student & property 10 Responsibility towards academic work 10 Self control 10 Wise use of time 10 Student behavior scores can range from 0 to 10. 10 means the behavior is always exhibited. 0 means the behavior is never exhibited. <b>**BEHAVIOR CODE HONOR ROLL**</b>	
<b>Attendance</b> Days Enrolled 180 Days Absent Excused 4 Days Absent Unexcused 2 Days Tardy Excused 0 Days Tardy Unexcused 0					
<b>Grading Information</b> Letter grades for SABIS® schools correspond to the following percentages: 98 - 100% A+ 78 - 79% C+ 93 - 97% A 73 - 77% C 90 - 92% A- 70 - 72% C- 88 - 89% B+ 68 - 69% D+ 83 - 87% B 63 - 67% D 80 - 82% B- 60 - 62% D- 59% & Below F At a SABIS® school, the two terms are not weighted equally for the end-of-year grade. The final exam for Term II covers the curriculum for the entire year and represents 40 to 50% of the end-of-year grade.					
<b>End-of-Year Grading</b> 		<b>Academic Average</b> <b>**ACADEMIC HONOR ROLL**</b>		<b>Remarks:</b> is a diligent student and a pleasure to have in class. does well in all subject areas. shows leadership in behavior as well as academics. is conscientious and cooperative. enjoys the respect and friendship of many. is conscientious and diligent.	
				Director: _____	

## Attendance

The attendance information will detail all absent and tardy instances, both excused and unexcused, as well as the total number of days the student has been enrolled.

## Academic

The academic portion of the report card will detail the grades for all subjects. English and mathematics will have the periodic exam average (labeled as either English or mathematics), as well as the AMS (Academic Monitoring System®) score. The subject average is in the far-right academic column and is considered the overall score for the course. A breakdown of how the averages are calculated is provided on the report card form for your convenience.

## **Student Behavior Code**

The report card communicates not only academic progress, but also information regarding students' behavior and ethics in school. This evaluation is labeled "Student Behavior Code" on the report card and assesses development in the following areas:

1. Honesty – to be honest in all that one does, never taking that which does not belong to oneself or taking credit for something one has not created, written, or done.
2. Cooperation/Helpfulness – to act or work with teachers and fellow classmates for mutual benefit.
3. Compliance with rules – conformity in fulfilling official requests, action in accordance with a standard or authority.
4. Self-control – restraint over one's impulses, emotions (or decisions) (age-appropriate expectations).
5. Effort – hard work; the total work done to achieve a particular end.
6. Good manners – politeness, good social conduct, and proper etiquette; conduct to be observed in social life.
7. Responsibility toward academic work – accountability for one's actions, reliability, something for which one is responsible. Ready to be called for obligations and actions.
8. Punctuality – being on time and prepared for class
9. Wise use of time – exercising sound judgment in the use of time in school.
10. Respect for faculty, students, and property – the act of giving particular consideration or special regard for people and property.

The classroom teacher does the evaluation with input from all specialists who teach the student.

## **Student Management Points**

The discipline points portion of the report card details the number of negative discipline points that the student has earned throughout the term. Any referrals to student management will result in negative discipline points; point amounts vary based on the level of the disciplinary infraction.

## **Promotion/Retention and Placement of Students**

The school administration shall have the final decision regarding the promotion or retention of a student, and the placement of a student in a designated course at a specific level of academic sophistication and/or one that has specific pre-requisite requirements. Diagnostic testing will be administered for any student to determine academic placement. While the Academic Quality Controllers are encouraged to involve parents in significant decisions that affect their children, the ultimate authority concerning promotion, retention, and placement of students rests with school officials.

## **Promotion & Retention Criteria**

At the conclusion of the school year, each student will be given a final report card. The final report card reflects grades throughout terms 1 and 2, as well as the cumulative behavior, discipline, and remarks for the year.

**To be promoted, each student must have a minimum of 60% in both English and mathematics, as well as an overall academic average of 60% or above.** If these criteria are not met, the student will be retained regardless of grade averages in other subjects.

### **Summer School**

A student qualifies for Summer School if he or she fails one subject, either English or mathematics, with an average of 50 – 59%. If this is the case, the student must attend summer school for the failed subject and pass summer school with a 70% average in order to be promoted to the subsequent grade. Decisions regarding Extended School Year (ESY) Services for eligible Special Education students shall be made through the IEP Team process.

### **Grading System**

While all subjects are important, some are given more academic weight than others (see “Graduation Requirements”). The averages and reports are produced not by the teacher but by the administration via computer system. The weights given to various sub-subjects are assigned by SABIS® Educational Systems and are common to all SABIS® schools.

### **Honor Roll**

The SABIS® Honor Roll is intended to be exclusive. A minimum of 87% in each academic subject and at least a “good” in all special subjects is required.

### **SABIS® Digital Platform**

SABIS® Digital Platform, formally known as SABIS® WebSchool, is a website that allows parents to view information regarding the progress of their children. The website provides up-to-date information including, but not limited to school calendars, news, events, downloadable progress reports of academic / exam results, attendance totals and discipline infractions. Website application forms and site requirements are available from the administrative offices.

### **Student Services**

Collegiate Charter School of Lowell’s student services include academic administrators, and licensed social workers, who assist students with questions related to educational plans, study skills, personal problems, and any other individual concerns. The administrators and counselors assist students through conferences with individual pupils and/or with small groups.

The help offered includes, but is not limited to:

#### **Educational**

Academic Quality Controllers offer appraisals of academic strengths and weaknesses, review study habits, assist in course selection, and plan for future education.

## **Personal**

The licensed social worker team assists with mental health and social/emotional counseling of the student population. Social workers provide for mediation of student-related disputes, referral for outpatient mental health services, psycho-educational observations, preparation of behavioral intervention plans, mandated reporting of neglect and abuse situations, and crisis intervention assistance.

Collegiate Charter School of Lowell also offers a continuum of services to meet the needs of individual students including but not limited to, special education services and services for English Learners.

## **Special Education Services**

Special education services are provided to eligible students in accordance with the Individuals with Disabilities Education Act and M.G.L. c. 71B. To be eligible for special education services, a student must have one of the following disabilities: autism, developmental delay, specific learning disability or an intellectual, sensory, neurological, emotional, communication, physical, or health impairment. The Student must also be found to be failing to make effective educational progress as a result of a disability and to require specially designed instruction or related services in order to access general education.

Upon completion of an initial evaluation, the Team develops an individualized educational program (IEP) that highlights, among other things, the student's strengths, areas of concern, strategies for accommodating for the student's disability, modifications to the curriculum, services that the student will receive, and important goals and objectives developed to ensure student progress. Parent involvement during the evaluation and IEP development process is an integral part of the process. Copies of the Parent's Notice of Procedural Safeguards Rights Brochure may be obtained from the Special Education Academic Coordinator. For students found eligible for special education prior to their enrollment, Collegiate Charter School of Lowell will implement the student's current IEP in accordance with the requirements of 603 CMR 28.00.

For additional information regarding evaluations of eligibility for special education and the availability of special education services, please contact the Special Education Academic Coordinator.

## **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his 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 . . . ."

The Section 504 regulations require public schools to provide a “free appropriate public education” (FAPE) to each qualified student regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met.

Collegiate Charter School of Lowell recognizes its responsibility to avoid discrimination in policies and practices involving both students and staff. No discrimination against anyone who falls under the provisions of Section 504 will knowingly be permitted in any program or practice of the Collegiate Charter School of Lowell. Any student, parent or legal guardian who believes that he or she has been discriminated against on the basis of a disability may file a written complaint with the School Director.

No student, parent or guardian who has filed such a complaint will be subject to coercion, intimidation, interference or retaliation for registering a complaint or assisting in the investigation of the complaint. Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

For additional information regarding the Section 504 evaluation process or disability-related accommodations or services, please contact the Special Education Academic Coordinator.

### **Services for English Learners**

An English learner (“EL”) is a student who does not speak English, or whose native language is not English, and who is not able to complete ordinary classroom work in English. This includes students who, without language support services, would have trouble understanding lessons in school, or completing work in school because they are still learning English. In this document, an English learner will be referred to as an “EL.” Under applicable laws and regulations, Massachusetts charter schools must accept and enroll ELs admitted through the lottery who wish to attend the school. Full and equal access to the programs and services offered at the school must be made available to ELs. Additionally, charter schools must establish procedures to identify students who may be ELs, to assess each EL’s level of English proficiency upon enrollment, and to provide ELs with an appropriate English learner education that meets the requirements of state and federal law.

Collegiate Charter School of Lowell provides individualized programming and services to EL students in accordance with the requirements of applicable state and federal laws including, but not limited to, M.G.L. c. 71A, M.G.L. c. 89, M.G.L. c. 76, §5, and 603 C.M.R. 14.00. For additional information regarding the rights of EL students and the services available through the Collegiate Charter School of Lowell, please contact the office of the EL Coordinator.

## **School Curriculum**

Grades K through 5 make up the Lower School and currently Grades 6 through 8 make up the Upper School. The learning that takes place during the early years establishes a strong foundation for success in the advanced Upper School courses, success that could lead to outstanding results in prestigious colleges and universities. The Lower School years are critical ones in the academic process.

The SABIS® curriculum encompasses academic, physical, social, emotional, and ethical growth. The academic curriculum is integrated, sequential, and age-appropriate in skills, knowledge, and values. A dedicated faculty nurtures the building of self-esteem and also encourages a positive, caring attitude toward others through the values of cooperation and appreciation of diversity.

The objective of the curriculum is to help children develop basic skills in an encouraging and supportive environment. It has been designed to challenge students to strive for excellence and achieve their full potential in all grades. The skills of reading, writing, abstract reasoning, and problem solving are emphasized.

## **Extra-Curricular Activities**

Participation in extra-curricular activities, including but not limited to athletics, athletic spectatorship, club memberships, field trips/outings, dances, proms, and graduation exercises while encouraged, is a privilege, not a right. Any student whose conduct in and out of school is inconsistent with the school mission and Code of Conduct may be denied the privilege of participating in extra-curricular activities.

### **Clubs**

The School offers student participation in a variety of club activities. These groups meet during the school day during the Student Life period and/or after the academic day. Membership in school clubs is open and voluntary unless such membership is based upon specific criteria or try-outs. Each club is governed by applicable school policies. Club activities may not materially or substantially interfere with the orderly conduct of educational activities. All school clubs must comply with and adhere to state and federal laws and regulations. School-based clubs are required to have a faculty/staff advisor.

### **Eligibility for Extracurricular Activities**

Extracurricular activities include, but are not limited to, sports teams, academic competitions, field trips, and school-sponsored activities. **All students** wishing to participate in any voluntary extracurricular and / or athletic programs **must complete the required “Consent and Release Indemnification Form”** before participating in any voluntary extracurricular and / or athletic programs.

### **General Eligibility Requirements**

For participation in sports, academic competitions, field trips, and other school-sponsored activities, all prerequisite paper work including, but not limited to, parental consent/indemnification, forms, and/or fee waiver forms must be completed before a student can participate in an extracurricular activity in any manner. Current physical



examination forms must be completed before a student may participate in any interscholastic athletic activity.

Additionally:

- A student who is suspended from school, inclusive of a full day in-school suspension, loses all privileges of participation in or attendance at extracurricular activities during the term of suspension.
- A student who is absent from school may not participate in or attend any extracurricular activities held on the day of the absence (a Friday absence would nullify eligibility for participation in a Saturday contest or activity).
- A student must be in attendance for minimally five (5) academic periods of the School day to be eligible to participate in or attend extracurricular activities held on that day.
- Students who receive two or more disciplinary referrals within twenty (20) school days before the extracurricular activity may not be permitted to participate in the activity subject to the discretion of the Director/Designee.
- Students lose the privilege of participation in extracurricular activities if outstanding disciplinary consequences (detention or Saturday Academy) have not been fulfilled.

Exceptions to this policy may be granted for court appearances, bereavement or medical appointments.

Restriction or loss of participation privileges in any extracurricular activity may be determined by the administration due to violations of the School's code of conduct (see "Code of Conduct" section).

### **Academic Eligibility Requirements**

Eligibility for sports, school sponsored activities and academic competitions that require a student to practice and participate over a period of time, requires that students meet the academic eligibility in addition to the eligibility criteria outlined above.

Eligibility for participation in any long-term extracurricular activity shall be determined at the end of either the first or second marking periods. The year-end cumulative grades will be used to determine academic eligibility during the first marking of the following year.

In order to fully participate in extracurricular activities, a student must receive a passing grade (60% or above) in each of the five major academic subjects during the marking period used to determine eligibility for the particular sport or activity. The five major subjects are English, math, Spanish, history, and science. If a student receives a failing grade (59% or below) in one of the major academic subjects listed above in the determining marking period, the student shall be placed on academic probation (see below). If a student fails two or more of the major academic subjects listed above in the determining marking period, the student is ineligible to participate in any extracurricular activity for the duration of that term.

## **Academic Probation**

The period of academic probation begins on the day that eligibility is considered official and continues for three weeks. Students on academic probation are expected to participate in all tutoring opportunities offered by the School. During the period of academic probation, participation in any extracurricular activity will be limited to accommodate the tutoring schedule. Although members of a sports or academic team may practice with their teams, they may not compete in any interscholastic competitions until eligibility is reinstated. For those students who maintain averages of 60% or above in all of the major academic subjects during the probationary period eligibility will be reinstated at any date after the three-week period. After the eligibility is reinstated, the student must maintain a passing grade in all major academic subjects for the duration of the extracurricular activity or eligibility may be revoked.

## **Field Trips**

Field trips are held to help support the School's curriculum. They are academic in nature and involve pre and post-activities. Some field trips require a fee for participation. Any family that experiences financial need should contact the Director or designee for a fee waiver. *Students who receive two or more academic, disciplinary or bus behavior referrals within 20 school days before the field trip may not be permitted to attend.* However, student attendance on field trips remains subject to the discretion of the Director/Designee. Students are required to be in school uniforms for all field trips unless otherwise noted.

## **CORI Requirements / Field Trip / Activity Chaperones**

Pursuant to Chapter 71, section 38R of the Massachusetts General Laws, **all current and prospective employees, volunteers, chaperones, school transportation providers, and others who may have direct and unmonitored contact with children must submit to a search of Criminal Offender Record Information with the Massachusetts Criminal History Systems Board.** Chaperone service shall be at the discretion of the school administration and remains subject to criminal record information review. CORI information is not subject to the public records laws and shall be kept in a secure administrative office for not more than three (3) years. Access to this information is restricted to an administrator certified to receive such information. Collegiate Charter School of Lowell must obtain this information at least every three years during an individual's term of employment.

## **Books and Supplies**

Several books are assigned to students during the year. It is expected that students will treat all books with respect and keep them in good condition for return at the end of the year. Students should not write in books unless explicitly instructed to do so by a teacher. If a student loses or damages a book, parents / guardians are responsible for the cost of the replacement book. The school office will provide information about costs for a book should a problem arise. Students with outstanding bills for books may not be allowed to participate in end-of-year activities until payment is made. In addition, the school will



provide students with certain academic supplies. They will be responsible to replace them if they are lost or destroyed.

## **The SABIS Student Life Organization®**

### **An Overview of the Organization**

The Student Life Organization consists of seven departments that offer all our students interesting and attractive opportunities to make a difference in their school, improve their academics, participate and/or lead activities they enjoy, excel in, as well as create the appropriate atmosphere to enjoy school life and have fun.

### **Prefect System**

A Prefect is a student who is a member of the Student Life Organization. A Prefect has assigned duties within the Student Life Organization and contributes to the productivity of the school. Being a Prefect enriches students' experiences, increases their chances of being accepted at a University of their choice and positions them to be successful later in life.

### **The SABIS Student Life Organization® Hierarchy**

Even though there is a hierarchy of responsibility within the SABIS Student Life Organization®, it is important that students realize that every role is important. Only then can goals be successfully achieved. Each student has a role in Student Life and fits within the hierarchy of positions. At a basic level, all students are expected to be responsible and productive members of the School, abiding by school rules and supporting the School philosophy. The Basic Beliefs of the School serve as the guidelines of Student Life in its day-to-day operations.

### **Motivating Students to Do Their Best**

Because the School is a community and not just a classroom, students are expected to follow school rules and meet expectations for good behavior outside of the classroom as well. This includes everything a student does while school is in session (e.g. lunch, recess/break, and activities in the after-school program) as well as outside of school hours at social activities, field trips, and other school-sponsored events. Positive and negative consequences apply to students engaged in any school activity.

## **The National Junior Honor Society**

The NJHS is a co-curricular activity that supports the mission of the school and upholds the NJHS Constitution. The five obligations of NJHS members are paying annual dues, maintaining the standards by which they were selected, attending meetings when called, and participating in individual and Chapter service projects. The individual service requirement is fulfilled by volunteer peer tutoring arranged through the SABIS® Student Life Organization. The community service requirement involves fundraising to financially support a local charity chosen by the rank and file members.

Criterion for membership in NJHS includes an overall grade point average of at least 87% or more and an evaluation of the prospective member's leadership ability and willingness to serve others. In addition, the ethics and standards of all prospective members are surveyed through their teachers and then evaluated by the faculty council. Prospective members are interviewed by the faculty council, and, after deliberation, selection and non-selection letters are sent to the student's homes via U.S. Mail. A formal induction ceremony takes place each year to welcome new members into the SABIS® Chapter of the NJHS.

### **Student Management and Motivation**

Every person at Collegiate Charter School of Lowell is expected to treat every other person with dignity and respect. Staff and students will work together to help every person in the School reach his or her full potential. Any behavior or action which helps someone grow and mature will be encouraged. Any behavior or actions that interferes with another person's growth or the student's own growth will prompt immediate disciplinary consequences. Students will be encouraged to remember to:

***Strive for excellence and help others achieve this goal.***

### **Respect**

All students are members of the Collegiate Charter School of Lowell community. To help the School and its "members" excel and enjoy being with each other, all members must take responsibility for their actions. Each student's relationship with all other students (from kindergartners to the oldest students) and all staff (teachers, administrators, custodians, assistants, etc.) must be based on respect and caring.

All members of The School community must:

- Be respectful of others at all times,
- Use appropriate language at all times,
- Be courteous to others.

### **Responsibility**

"Responsibility is an extension of respect. If we respect other people, we value them. If we value them, we feel a measure of responsibility for their welfare." (Thomas Lickona, Educating for Character.)

***The biggest responsibility of a student is to learn.***

Students are responsible for completing assignments, coming to class prepared, paying attention in class, and managing their behavior to support learning both inside and outside of the classroom.

## The Basic Beliefs

The following six directives represent the “Basic Beliefs” of the Collegiate Charter School of Lowell and other SABIS® schools. Students are expected to follow them.

1. Always try.
2. Do your best.
3. Cooperate and actively help others.
4. Treat others with respect.
5. Manage yourself.
6. Respect the property and rights of others.

Any community must have rules and basic guidelines to function effectively. The Collegiate Charter School of Lowell is no exception. This Handbook contains many rules with sentences that have the word “not” and other admonitions that may be viewed by some as “negative.”

However, the School is built on a supportive approach to helping students. The underlying foundations of The School’s approach to student management and motivation can be summarized in the six very *positive* phrases above.

Every staff person is an equal and contributing part of the discipline policies and procedure. Students should treat all adults, as well as each other, with respect. All adults have the obligation of reporting any inappropriate behavior to the administration.

# General School Rules

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## **Civility Policy**

### **Civility/Conduct of Parents, Other Visitors, and School Employees**

It is the intent of the Collegiate Charter School of Lowell to promote respect, civility, and orderly conduct among students, school employees, parents, and the public. It is not the school's intent to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other member of the community. The School encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

### **1. Expected Level of Behavior:**

- School personnel will treat parents and other members of the public with courtesy and respect.
- Parents and other visitors will treat teachers, administrators, and other school employees with courtesy and respect.
- School personnel and visitors shall follow all traffic laws on public and private ways while travelling to and from campus.

### **2. Unacceptable and Disruptive Behavior:**

- Using loud or offensive language, swearing, cursing, or displays of temper.
- Threatening to do physical harm to a teacher, school administrator, school employee, or student.
- Any other behavior that disrupts the orderly operation of a school, classroom, administrative functions and a safe campus environment.
- Abusive, threatening, or obscene letters, e-mail, or voice mail messages.
- Violations of traffic laws/directives on public, private and campus ways.

### **3. Parent Recourse:**

- Any parent who believes he or she was subject to unacceptable or disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate administrator, and/or the Director.

### **4. Authority of School Personnel:**

Any individual who acts as follows may be directed to leave the school premises by any school administrator, including the Director, and school security personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary:

- Disrupts or threatens to disrupt school operations;
- Threatens or attempts to do or does physical harm to school personnel, students or others lawfully on school premises;
- Threatens the health or safety of students, school personnel, or others lawfully on school premises;
- Fails to follow campus / public / private way traffic and safety directives;
- Intentionally causes damage to school property or the property of others lawfully on school premises;
- Uses loud, abusive or offensive language;
- Comes onto school premises without authorization; or
- Engages in unauthorized audio/videotaping or still photography.

The School reserves the right to impose limitations and restrictions upon any individual who violates this policy. Under appropriate circumstances, **The School reserves the right to impose limitations and restrictions upon any individual who violates this policy.** Under appropriate circumstances, the School may issue an Order of No Trespass prohibiting the individual from entering on school property.

### **Safe and Secure Building Policy**

In order to maintain safe and secure school buildings and grounds, Collegiate Charter School of Lowell requires that all visitors, including parents, report to the Security Officers or receptionist in the respective lobby to secure guest identification badges. All visitors must properly wear and display guest credentials for all school appointments / visits. All visitors are required to legibly print their names, their arrival time, their departure time and their destination when signing into the building. Visitors must be announced before receiving directions to their destinations.

- **All District employees, students, parents, and visitors by entering onto Collegiate property impliedly consent to videotaping for safety and security purposes.**
- **Impromptu parent visits for faculty conferencing are discouraged.**
- **Any or all audio/videotaping or still photography must be pre-approved by administration.**
- **Cafeteria visits by parents with food from outside vendors for their children are also discouraged.**
- **All parents/guardians are directed to drop off all students in respective school lobby areas, and refrain from walking students to their rooms or cafeterias.**
- **All service animals must be appropriately secured with a leash.**

Visitation privileges may be revoked for any reason at the discretion of the School Director or designee. Persons trespassing upon school properties will be reported to the Lowell Police Department.

For additional information or to obtain a copy of Collegiate Charter School of Lowell's Safe and Secure Building Policy, please contact the School Director.

## **Video Surveillance Policy**

It is the policy of Collegiate Charter School of Lowell to utilize video surveillance on school property to promote the health, safety, and welfare of students, staff and lawful visitors, to deter theft, vandalism, and other negative behavior, to safeguard school buildings, grounds, and equipment, and to monitor unauthorized individuals on school property. All students and visitors to the School should be aware that they are subject to video monitoring at all times while on school grounds.

## **AUDIO AND/OR VIDEO RECORDING IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS**

The Collegiate Charter School of Lowell prohibits audio and/or video recording of classrooms, school activities, parent/teacher conferences and other meetings and interactions with District personnel in school facilities and/or on school grounds by parents, guardians, students or other non-authorized individuals. Exceptions to this policy will be made only where a parent/guardian or student is able to demonstrate that the audio recording of a meeting or activity is necessary to ensure the parent's/guardian's or student's full understanding of the proceedings due to a documented disability. Video recording of individual student or parent conferences and other meetings or interactions with school personnel on school grounds is strictly prohibited.

Requests by a parent/guardian or student for authorization to audio record school activities, school meetings or school conferences shall be submitted in writing to the School Director no less than three (3) business days prior to said activity/meeting/conference. In the case of a request based on disability, the School Director will consult with the school's Section 504 and Americans with Disabilities Act Coordinator as appropriate. The School Director's decision on any such request shall be final. Any individual permitted to audio record the meeting/conference shall be responsible for providing his/her own recording device.

## **STUDENT USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

Student cell phones and other personal electronic devices must be turned off and put away during classes or other educational time. Cell phones and other electronic devices may only be used by students outside of the school building before and after normal school hours. Student use of cell phones and personal electronic devices while on school grounds even during approved time periods shall at all times comport with the SABIS® Audio/Video Recording Policy. Improper and non-approved use of cell phones and/or personal electronic devices may result in confiscation of the cell phone or electronic device as well as disciplinary sanctions up to, and including, suspension in or out of school. If it is necessary for a student to contact his/her parent during the school day, arrangements will be made for the Student to call his/her parents from Main Office.

## **Personal Belongings**

The School will attempt to create an environment, which will prevent personal items from being lost or stolen. However, **Collegiate Charter School of Lowell cannot be responsible for lost or stolen property. Students bring personal belongings at their**

**own risk.** The best protection against loss or theft is to clearly mark all clothing and equipment with the student's name. There is a "Lost and Found" box located in the Student Life room and in the Primary building lobby.

Large/loose jewelry, large/loose key / wallet chains, spike bracelets or collars, sunglasses, bandanas, nylon caps, or any other accessories that may be dangerous or distracting are prohibited.

The following items **may not be brought** to school:

- Cameras, recording devices, CD players, I Pods, MP3 players or electronic games.
- Playing /trading cards
- Laser pointers
- Toys
- Skateboards
- Athletic equipment other than for school athletic teams
- Wallet chains

**Prohibited articles / property will be confiscated by school administrators and will require parental pickup. After a reasonable period of time, unclaimed property will be disposed of or donated to charity.**

### **Student Messages/Telephone Use/Searches of Electronic Devices**

Telephone messages will only be delivered through the respective administrative offices from a parent to a student on an emergency basis. Parents should only telephone with messages for students on an emergency basis.

With the permission of the school administration, students may use the security desk telephones to make calls during school hours. If a student has an emergency, he or she may report to the front office where a staff person will assist the student.

School administrators may conduct a search of cell phones or electronic/digital devices for pictures, text messages, video, audio, uploaded and downloaded online materials if they have reasonable suspicion that a violation of the Collegiate Charter School of Lowell's **Code of Conduct** and/or applicable laws has occurred. Acceptable searches may include, but are not limited to:

- Video and pictures of threats, assaults, and fighting;
- Evidence of academic dishonesty;
- Evidence of harassment/intimidation/bullying;
- Evidence of graffiti/destruction of property; and
- Evidence of possession, use, or distribution of controlled substances, illegal drugs, or alcohol.

If a search of an electronic device is found to contain evidence pertinent to a school-based investigation, the school administration has the sole discretion to hold on to the



device, download the evidence, notify the police, and/or give the device to law enforcement officials.

With administrative permission, students may use the security desk telephones to make calls during school hours. If a student has an emergency, he or she may report to the front office where a staff person will assist the student.

### **Bathroom Policy**

Except in cases of emergency or documented medical need, students may not use the bathroom during the first 20 minutes of class or during the two or three-minute transition between classes. Only one student per class may visit the bathroom at the same time. **All students in the upper and lower schools must sign in and out of their classrooms.**

In conformity with Collegiate Charter School of Lowell's non-discrimination policy and M.G.L. c. 76, §5, Collegiate Charter School will provide students and staff access to restroom facilities that correspond to their gender identity. Transgender or gender nonconforming students and staff members shall also have access to use single-stall restroom facilities upon request.

### **Attendance Policy**

Massachusetts General Laws and Collegiate Charter School of Lowell require children to attend school regularly from the ages of six (6) to sixteen (16). Parents and guardians are essential to good attendance and are responsible for ensuring that children attend school regularly and on time. Collegiate Charter School of Lowell expects students to attend school daily in order to receive the maximum benefits of instruction.

**Collegiate Charter School of Lowell does not follow an open campus policy. Therefore, all students are expected to remain on campus for their entire school day.**

#### **Definitions:**

**School absence:** To be considered present in school, a student must be in attendance for a minimum of four (4) academic periods in a given school day.

**Class absence:** To be considered present in class, a student must be in attendance for more than twenty-five (25) minutes in a given class period.

***All absences will be counted and considered accruing toward SABIS® academic consequences and truancy as defined in the Massachusetts statutes.***

When a student is absent, a parent is required to notify the School before 10:00 A.M. on the day of the absence. If a parent does not contact the School, the School will contact the parent about the recorded absence via its automated telephone service.

**A parental note is also required to document the basis for the absence.** The note must include the date(s) absent, the reason for the absence, a telephone number where a parent or guardian can be reached, and the parent or guardian's signature. Absences may be legitimate, but in excess, they undermine student performance and continuity. Students will be provided with the opportunity to make up work for absences.

In instances of chronic or irregular absence reportedly due to illness, the school may request a physician's statement certifying such absences to be justifiable. Illnesses that contribute to a medical absence that exceeds five (5) consecutive days must have a doctor or health care provider's notice of explanation.

**It is the responsibility of parent(s)/legal guardian(s) and students, whenever possible, to make personal appointments that do not conflict with regularly scheduled classes or school activities. Family Vacations are not considered to be excused absences.**

***Collegiate Charter School of Lowell will not tolerate "skip days." Absence from school "with parent permission" is not an acceptable excuse and disciplinary action will occur.*** Parents can help their children by refusing to allow them to miss school needlessly.

### **Attendance Procedures**

Attendance will be taken in each homeroom pursuant to the respective bell schedules. Students MUST report to homeroom to be recorded as present in school and to avoid absence recordings. Students arriving late must be recorded as tardy by office administration. Before reporting to their respective classrooms, all tardy students must be accompanied by an adult and also register their arrival time in the logbook.

Any student leaving the building for early dismissal must be accompanied by an adult and also register their departure time in the front office logbook.

**At the start of each class, teachers will take classroom attendance.**

**Records of missed classes, due to absences, late arrivals, early dismissals or disciplinary referrals, will be referenced for course failure deliberations and/or disciplinary consequences.**

### **Attendance Intervention Measures and Consequences**

If a student accumulates five (5) or more unexcused absences in a school year, the parents will be contacted and invited to participate in a meeting to develop action steps to address the student's attendance. The action steps will be developed jointly and agreed upon by the A.Q.C, the student and the student's parent or guardian, and, where appropriate, with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

If a child (ages 6-15) accumulates seven (7) days of unexcused absences within six (6) months, a 51A may be submitted to the Department of Children and Families. and a

Children Requiring Assistance application may be filed with the Juvenile Court. If an eligible student with a disability is chronically absent, the student's IEP or Section 504 team will be convened to review the student's attendance.

Students 16 years of age or older who are absent from school without authorization for ten (10) consecutive school days or more are subject to disenrollment. If a student is absent without excuse for ten (10) consecutive school days, a notice will be sent to the parents and student within five (5) school days of the student's 10th consecutive unexcused absence offering at least two (2) dates and times for an exit interview between the Director, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving, or being administratively withdrawn from, the School. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than fourteen (14) days. The Director, or a designee, may proceed with any such interview without a parent or guardian if the Director/designee makes a good faith effort to include the parent or guardian. During the exit interview, the student and parents will be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student. M.G.L. c. 76, §18.

### **Excessive Absenteeism-Term Failure/Appeal Procedure**

Any student possessing seven (7) or more unexcused recorded absences or fourteen (14) or more unexcused tardies, will receive a failing grade in that class for the term.

Parents will be informed of the student's course failure due to absenteeism and will be given the opportunity to appeal the determination of the School.

The appeal shall be made in writing to the School Director or designee within five (5) school days of receipt of the parental notice. Upon receipt of the written appeal and documentation, a meeting shall be promptly held with parents, appropriate school administrators, counselors, and faculty. A final decision on an appeal with the reasons will be given to the student and parent/guardian.

**The following reasons for absences may be excusable and considered as part of the appeal process:**

- A doctor, school nurse, or independent medical practitioner-verified illness, injury or disability that prevents the student from attending school.
- A death in the immediate family.
- Court appearances, DYS confinement, or suspension from school.
- Religious holy days.
- Displacement by natural disasters.
- School sponsored/approved activities (including field trips, athletic contests, etc.).
- Psychological, Physical Testing and Evaluations, Medical Assessments:

## **Drop off & Dismissal Policy Procedures**

### Drop-off/Parent Pick-up:

Students may not be dropped off at CCSL before 7 A.M., nor picked up later than 4:00 P.M., unless they are enrolled in the Extended Day Program or other extra-curricular events.

\*Collegiate Charter School of Lowell does not assume supervisory responsibility for students arriving at the school before 7:00 A.M. or remaining on campus after 4:00 P.M.

Important Fact: The school staff will remain with the child if the parent does not pick-up the student by 4:00 p.m. The parent will be FULLY responsible for a late pick up fee. If the school administrators do not receive a phone call and the child is not picked up by 6:00 P.M. the Department of Children and Families will be called; this applies to all students. The school administration will file a form 51-A (Abuse/Neglect Petition) and ask the Department of Children and Families to pick up the child from the school at that time.

Parent must present an ID to school staff before the student will be released. If a person other than a parent/guardian will be picking up a student, the parent/guardian must notify the school in writing. Students will only be released to authorized individuals as indicated on the Emergency Form with proper ID.

### Early Dismissal:

For safety and security purposes, **Collegiate Charter School of Lowell requires that parents/legal guardians make all requests for early dismissal of students in writing or by telephone on the day of such request by 11:00am.** Parents/ guardians are discouraged from picking up their children for early dismissal without prior written notice. All parental requests for early dismissal of students must be given to either the Lower or Upper School homeroom teacher for administrative review and processing. **Lower School students will receive an approved dismissal request from their homeroom teacher.**

**All early dismissal students must record their dismissal time in the main administrative office logbook.**

Walkers and students are to be picked up by parents from the main lobby at respective dismissal times for the Upper and the Lower Schools.

**We will not disturb any class for early dismissal requests during examination and testing times.** These testing periods include, but are not limited to MCAS testing, final exams, weekly exams, or A.M.S. tests.

Collegiate Charter School of Lowell **requires** that parents/guardians provide written notice if other individuals, with proper ID, are providing for their child's early dismissal and transportation.

**In order to promote a safe dismissal procedure, students will not be dismissed early from classes between 3:30 – 4:00pm. Also, the school phones will not be answered during this time.**

For the safety and welfare of our students, parents are reminded that Massachusetts law prohibits the idling of motor vehicles on school grounds in excess of five (5) minutes. M.G.L. c.90, §16B. Violators will be subject to a fine.

### **Transportation Policies**

#### **Campus / Neighborhood Traffic Control:**

In order to control vehicular traffic and to provide for student and neighborhood safety, visitors must follow posted speed limits and park in the designated campus parking areas. Violators of neighborhood / campus traffic control or parking directives will be reported to the Lowell Police Department.

#### **Bus Transportation**

Bus transportation is provided for students in kindergarten through 8<sup>th</sup> grade by the Lowell Public Schools Transportation Department.

**NO BUS CHANGE REQUESTS WILL BE PERMITTED AT ANY TIME FOR ANY PURPOSE.** A change of bus assignment will occur only if a family changes its residence.

**NO STUDENTS ARE TO BOARD ANOTHER SCHOOL BUS FOR ANY ALTERNATIVE TRANSPORTATION PURPOSE. VIOLATIONS OF THIS POLICY MAY RESULT IN THE LOSS OF BUS TRANSPORTATION PRIVILEGES.**

**Students may get off only at their scheduled afternoon bus stop or at an established afternoon daycare facility on a designated bus route.** Parents with work commitments should contact the Collegiate Extended Day Program if they require afternoon daycare services.

**An adult must meet all kindergarten students at designated afternoon bus stops.**

If an adult is not present to meet the kindergarten student, the child will be returned to **Collegiate Charter School of Lowell** after completion of the full bus route. All returning students will be supervised at this location by the Extended Day staff. Extended Day fees may apply. Identification credentials must be presented at this location for student pick-up. Students must be secured before 6:00 PM or the Lowell Police and Department of Children and Families will be contacted. **Information** about such students at **Collegiate Charter School of Lowell** can be secured by telephoning **978-458-1399**.

**Riding the bus is a privilege and demands HIGH STANDARDS OF BEHAVIOR.** If bus or school rules are broken, students may be removed from the bus and progressive disciplinary consequences will occur.

**In all bus suspensions, parents are responsible for their child's morning and afternoon transportation to and from school. Chronic disregard for bus rules will prompt indefinite suspension from bus privileges.**

Lower School students removed from the bus will be placed in the Extended Day Program. Parents will be charged the appropriate fee for supervision. A parent/guardian must pick up these students before 6PM or the Department of Children and Families and the Lowell Police Department will be notified.

### **Proper Conduct on Bus:**

1. Students must fully cooperate with bus drivers/monitors and follow all adult instructions.
2. Stand back until the bus door opens, then board single file.
3. Take your seat promptly and REMAIN seated.
4. Comply with all school rules while on the bus and at the school bus stops.
5. Do not expose any parts of your body outside the windows.
6. Do not throw objects from or at the bus.
7. Do not smoke, use alcohol, or use drugs on the bus.
8. No eating or drinking is allowed on the bus.
9. Do not push, fight, harass, or engage in "horseplay."
10. Cell phones, CD/music players, sporting equipment (i.e. footballs, basketballs), laser pointers, or electronic game articles will not be permitted on the bus.
11. Vandalism to bus property will result in suspension of privileges and financial restitution.
12. Before leaving your seat to exit the bus, the bus must come to a complete stop.
13. After exiting bus, exercise caution when crossing the street.

### **Uniform/Dress Code Policy**

The SABIS® system values each student for who they are-not by how they look or what they wear. Uniforms instill pride in the School and give each child a feeling of being part of the team. It helps to eliminate peer pressure. Uniforms are also more cost efficient in the long run. Any family having difficulty with the cost of the uniform should make an appointment with a school administrator.

**The School has a uniform/dress code policy which requires students to arrive at school in uniform at all times.** The most important element of the uniform/dress code policy is student compliance and parental support.

### **Grades K-8**

- Khaki uniform pants, shorts, skorts or jumpers (hems no shorter than 3 inches above the knee)



- Forest green polo shirts (shirts must be tucked in at all times)
- Forest Green/ Black sweater, crew, cardigan, or vest (no decorations other than CCSL logo)
- Closed-toed shoes, (black or brown only)
- Black/White socks (worn above the ankle) knee highs or tights

### **Grade 9 - 11**

- Khaki uniform pants, shorts or Green Plaid skirts (hems no more than 3 inches above the knee)
- White polo shirts or White button-down shirts
- Forest green/Black sweater, crew, cardigan, or vest (no decorations other than CCSL logo)
- Closed-toed shoes, (black or brown only)
- Black/White socks (worn above the ankle), knee highs or tights

### **PE (Grades K-11)**

- Black, White or Forest Green Sweats
- Black, White or Forest Green T-Shirts
- Sneakers
- Uniformed gym clothing may be worn on Physical Education days

### **ADDITIONAL REQUIREMENTS:**

- A student's personal dress and appearance must comply with all safety regulations while attending a lab.
- Flip-flops, shower sandals, cleated athletic shoes and sneakers with wheels are prohibited for safety reasons.
- Clothing must cover a student's midriff.
- Pants must be secured at the waist by a belt to not expose underwear garments.
- Any article of clothing worn, as an undergarment must be white and without lettering.
- Large, long chains as wallet or key-chains, spiked bracelets or collars, sunglasses and other inappropriate items are prohibited.
- Fleece-vests, jackets, and coats are not to be worn in the classroom, hallways or in cafeteria. All exterior wear clothing is to be secured in student lockers.
- All headwear articles including, but not limited to scarves, bandanas, or hats of any kind are NOT allowed inside the building other than for religious or medical purposes.
- Tattoos or body markings which are deemed offensive, vulgar, or which disrupt or interfere with the educational process are prohibited
- Any inappropriate dress, exposed under garment, personal accessorizing or accessories (e.g. jewelry, hair tinting, styling, or body piercing) which are offensive, vulgar, proves to be disruptive to the academic environment, or which may endanger the child's safety will result in administrative or disciplinary action.



**Violations of the uniform/dress code policy will result in disciplinary action and consequences.**

- If your child does not come to school wearing the proper uniform, he/she will be requested to remedy the noncompliance immediately. A loan of uniform clothing may be offered from the limited supply of clean, surplus uniform items. The loaned clothing will be returned at the end of the day.
- If properly sized clothing is refused or unavailable for loan to students, then parents/guardians will be contacted to bring proper uniform clothing to the School.
- Students awaiting proper uniform clothing will remain in the Time-In Room and will be subject to Attendance policies/consequences.

**Chronic disregard for the uniform/dress code policy will result in progressive disciplinary consequences.**

On designated **Non-Uniform school days**, students must wear appropriate non-uniform clothing. Students should wear clothing that is neat and clean. Students should not wear clothing that is revealing, too tight, or excessively baggy.

The following clothing and personal accessories **are not allowed** on Non-Uniform school days:

- Spaghetti strap and Tank tops
- Sunglasses
- Skirts/skorts shorter than 3 inches from the bottom of the knee or with shorts 3 inches above the knee.
- Bandanas, hats, visors.
- Slippers, or pajama-style pants.
- Flip flops and shower sandals.
- Hair tinting, hair styles, or body piercing that may distract from classroom instruction.
- Open toed, high heels, high platform shoes
- Boots
- Shoes with rollers in soles
- Tight pants
- Capri or cargo pants; wide-leg or bell-bottom pants
- Leggings
- Jewelry, other than small earrings, rings, and watches
- Colored belts (black or brown only)

**Bicycle Policy**

Students must submit a written permission document from a parent/guardian to ride a bicycle to school. These permission slips must be submitted to the School office.

A student must be in grade 4 or above to ride a bicycle to school. Bicycles must be stored in the bicycle rack at the School and secured to the rack with a lock. Students ride their bicycles to Collegiate Charter School of Lowell at their own risk. The School is not responsible for any injuries incurred or any damage to or theft of bicycles while on the School property.

If a student fails to observe responsible bicycle riding standards, he/she may face the loss of this privilege to ride a bicycle to school. All students are required to wear a helmet on rides to and from school in accordance with Massachusetts law.

### **Student Employment**

Employment of students under the age of 18 is restricted to before and after school and days when school is not in session. Students between the ages of 12 and 16 may sell or distribute newspapers. Students ages 14 and 15 with working permits may engage in certain non-hazardous work, but may not work before 6:30AM or after 6PM. Students 16 and 17 years of age may engage in certain specified non-hazardous work, but they may not work before 6AM or after 10PM except if employed in restaurants until, but not after, 12:00 in the evening on Fridays and Saturdays and during school vacation periods.

### **Student Speech**

Students have a right to express their thoughts and opinions at reasonable times and places. The Collegiate Charter School of Lowell expressly reserves the right to exercise pre-publication review of both school sponsored publications and speech, and non-school sponsored publications and speech when such publication or speech is disseminated in or through our school district. SABIS® also reserves the right to impose reasonable restrictions on the time, place, and manner of dissemination of any type of publication or speech which is disseminated through the school district.

School sponsored publications include but are not limited to student newspapers, periodicals, yearbooks, or theatrical productions, which the school lends its resources or name or publication or speech which is included as part of the curriculum or other activities which the public might perceive to bear the imprimatur of Collegiate Charter School of Lowell.

### **Privacy Rights, Searches, And School Property Policy Application**

Students are protected by the guarantees of the Fourth Amendment of the United States Constitution, and are subject to reasonable searches and seizures of the person and/or property when there is reasonable suspicion to believe that a student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials, and shall be subject to a search for any reason at all times.

#### **Student Searches**

The legality of a search of a student, his/her clothing and/or possessions depends simply on the reasonableness, under all circumstances, of the search. The search by a school official is “justified at its inception” when there are reasonable grounds for suspecting that

the search will turn up evidence that a student or students have violated either the law or school rules. Such a search is permissible in its scope when measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student(s) and the nature of the infraction.

A particular student's personal effects are also subject to being searched by school officials and are subject to the same rules. Effects may include automobiles located on school property.

### **School Property**

Student lockers, desks, computers, etc. are for the use of students but remain the property of Collegiate Charter School of Lowell. The School exercises exclusive control over school property, and a student should not have an expectation of privacy regarding items placed in school property.

**ALL STUDENTS SHOULD BE AWARE THAT SCHOOL ADMINISTRATORS INTEND TO CONDUCT PERIODIC, UNANNOUNCED LOCKER, BACKPACK, AND DESK INSPECTIONS TO INSURE CLEANLINESS, SAFETY, ADHERENCE TO FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND ADHERENCE TO SCHOOL RULES.**

### **Use of Student Photographs**

Children's photographs may be taken, reproduced, and used for various purposes, including but not limited to temporary student records, school publications, yearbooks, classroom pictures, television news, newspapers, periodicals, and school functions, etc. **With the exception of photographs for individual student records, a parent/guardian who does not want their child's photograph and/or picture published in any manner by the School must notify the Director in writing within the first twenty (20) school days of the start of the school year.**

### **Facebook Page and Social Media**

Collegiate Charter School of Lowell may establish a Social Media (Facebook, Twitter, etc.) page to disseminate newsworthy school information including, but not limited to student interviews, school performances, athletic contests, academic accomplishments and award ceremonies and commencement exercises. The Social Media page will be exclusively controlled by school administration. No one other than administrators may alter content or post comments.

### **Student Conduct**

The following matters are taken very seriously. Rules apply anywhere on site, and at any off site school-sponsored functions and while students are participating in remote (online) instruction. General guidelines describing potential consequences for violations of school rules and applicable laws and policies are outlined in the next chapter, "Code of Conduct."

### **Classroom Expectations:**

1. Students are expected to be respectful of teachers, classmates, and themselves at all times. Following the classroom rules will help create an environment intended to maximize learning. Each teacher will discuss classroom policies and expectations.
2. No violence will or threats of violence will be tolerated at the School. Violent or destructive acts, or threats to commit such acts, may result in severe consequences as determined by the Administration, depending upon the severity of the act.
3. Discriminatory slurs, verbally abusive language, or bullying will not be tolerated.
4. Dishonesty (such as cheating, plagiarism, and stealing) will be handled with severe consequences.  
Plagiarism—taking ideas or writings from another person and offering them as original ideas, will not be tolerated. Repeated offenses of academic dishonesty shall prompt full scrutiny of all student grades and may result in re-testing of previous examinations.
5. Students are expected to be in homeroom and in class on time. Repeated tardiness will prompt disciplinary consequences.
6. Students must be fully prepared for all classes. Repeated instances of unpreparedness will prompt disciplinary consequences.
7. All lockers should remain tidy, and able to be closed for proper storage of school materials, and personal belongings. **Only unframed, collapsible bookbags will be permitted.**
8. Littering of any kind is not allowed.
9. Food and beverages are restricted to the cafeteria.
10. Older students are expected to model good behavior for younger students.
11. No tobacco products are allowed on school property. Alcohol and chemical substances are strictly forbidden. Students in possession of illegal items may be subject to long-term suspension or expulsion. Students found under the influence of alcohol or chemical substances while at school must be picked up by parents or guardians and will be subject to suspension and/or possible expulsion. Law enforcement officials may also be notified of such conduct.

### **Hallway Expectations**

As in every part of the Collegiate Charter School of Lowell, students are expected to behave in the halls. Everyone in the School should make an effort to control noise. Students should not shout or slam lockers. When classes are in session, students, teachers, and parents passing in the hallway are expected to keep their voices low. Running in the hallway is prohibited. Safety for all students is important at school. Students are asked to *stay to the right* when traveling through the hallways or on the stairs.

### **Student Locker Policy**

All lockers are the property of Collegiate Charter School of Lowell, who have full ownership and control of the lockers. These lockers are made only available for storing school supplies and personal items necessary for use at school and should not be used for any other manner that can cause interference with the school educational purpose.

Students will be issued assigned lockers at the opening of the School.

**For security purposes, no outside locks will be permitted at any time.** No sharing or swapping of assigned lockers is permitted. Unauthorized locks may be removed without notice and destroyed.

**DO NOT:**

1. Write on or inside the lockers
2. Use stickers or labels on or inside the lockers
3. Pry or force open a locker
4. Leave any food or wet clothes overnight, as it may spoil or cause mildew

Custodial staff may, at the direction of the School Director, (a) clean out lockers in conjunction with their set cleaning schedule, (b) if the student is no longer enrolled at the school, or (c) if suspected that the locker contains spoiled or rotting items such as food, wet clothes, etc.

**Collegiate Charter School of Lowell is not responsible for lost or stolen personal belongings.**

## **Disciplinary Procedures**

### **Safe and Secure Environment Policy**

In order to maintain a safe and secure environment, Collegiate Charter School of Lowell reserves the right to immediately suspend and remove a student from the School property on an emergency/immediate basis when the student's behavior jeopardizes the safety of students, faculty, or staff. All such emergency/immediate removals shall be implemented in accordance with applicable statutes and regulations including, but not limited to, 603 CMR 53.07.

### **Office referrals**

An "office referral" is the consequence for inappropriate behavior. Office referrals document behavior that is a violation of school rules, and provide information after the matter has been referred to the Student Management Coordinator (S.M.C.) or the Deputy Student Management Coordinator.

If a student is disrupting a class, teachers may provide one warning before issuing an office referral. If the student continues to misbehave, he or she will be given an office referral and is sent to the S.M.C.'s office for a review of the referral with the student. Parental contact and notice of appropriate disciplinary action is then taken. At a minimum, the student will remain out of the class for the balance of the period. He or she will remain in the office or be placed in the Time-In Room room, which is staffed by a supervisor. The student will be expected to complete all work assigned by classroom and IHAP staff. The student will be subject to the Attendance policies and consequences.

If a student commits a serious offense (e.g., physical violence), office referrals can be issued immediately without going through the warning process.

***Students who receive two (2) or more academic, disciplinary or bus behavior referrals within twenty (20) school days before a field trip may not be permitted to attend.*** In the case of an educationally-based field trip, a child may be permitted to attend if the parent assumes full transportation and personal chaperone responsibilities for their child. Siblings of school children will not be permitted to accompany chaperones on school field trips.

### **After-school Detention**

After-school detention is given to students in grades 3 – 8 for a variety of disciplinary reasons. When a student receives after-school detention, the S.M.C. contacts the student's parent/guardian to inform them of the detention. Once the student receives notification of a detention, attendance at school events or participation in extracurricular activities is prohibited until the detention is served. Failure to attend after-school detention assignments will result in disciplinary consequences which may include suspension from school.

### **Detention for Grades 3–8 is from 4:00 to 5:00 P.M..**

It is the sole responsibility of the parent to pick up their child immediately following the detention. Students with detention may not take a later bus departing from the School, or remain unsupervised in the School or on the campus property.

### **Saturday Academy**

Saturday Academy is a disciplinary program for Grade 3 through Grade 11 students found to consistently violate school rules or for failure to fulfill subject matter and homework assignments. **Saturday Academy is held Saturday from 9 a.m. to noon, as needed.** Students are to report promptly and dressed in the School uniform. Students are also expected to possess academic materials for their study period.

Parents are responsible for student transportation to and from Saturday Academy. Tardiness will result in additional school detention. Those students who are later than 30 minutes will receive an additional Saturday Academy assignment. If students are ill, or if an emergency arises, students may reschedule. The student must bring a note from the parent or guardian explaining the circumstances when he or she returns to school.

Failure to attend Saturday Academy will result in an automatic assignment of six hours of regular after-school detention. Consistent failure to attend Saturday Academy assignments may result in external suspension from school.

Students with unfulfilled detention and /or Saturday Academy assignments may not attend school events or participate in extracurricular activity. Parents and students who fail to acknowledge detention and Academy obligations shall be reported to the School Director or designee for administrative and parental conferencing. Consistent violations of the detention and Academy policies may result in Department of Children and Families Services educational neglect reporting consequences. **Students with outstanding detentions will not be allowed to participate in end-of-year activities.**



# Code of Conduct

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The Collegiate Charter School of Lowell expects all students to conduct themselves in a responsible manner. Disciplinary measures are used to maintain a safe and stable school environment. We incorporate all provisions of the Mass. General Laws, Chapter 71, Sections 37H, 37H1/2 and 37H3/4 in our code.

Disciplinary action taken against affecting a student with a disability complies with the prescribed procedures under state and federal law.

All rules and expectations relative to student conduct and behavior set forth in this Handbook shall be in effect while students are on school grounds, during all school sponsored events conducted on or off of school grounds, on all school buses and at school bus stops. All rules relative to student conduct and behavior set forth in this Handbook shall also be in effect while students are participating in remote learning services provided by or through the School.

## **Options and Procedures**

Each discipline case will carry its own merit and will be decided according to the facts accompanying the case. Effort will be made to discipline students while maintaining them in regular school programs. Parents are encouraged to become actively involved in the disciplinary process. In many cases, however, the following discipline procedures may take place:

1. Students may be given detention or one of several other disciplinary options, including a warning. If after school detention is given, parents must make arrangements for safe student transport home. (Scheduling arrangements for detention can be requested for a parent to provide transportation.)
2. Bus privileges may be revoked for acts of misbehavior.
3. Students may have campus-driving privileges revoked.
4. Students may be excluded from extra-curricular activities.
5. Students may be placed in the In-House Alternative Program.
6. Students may be required to perform school-based community service.
7. Students may be required to pay restitution, write letters of apology, or be assigned special projects.
8. Students may be referred for counseling, risk assessments or psycho-educational evaluations.
9. The school may order a change in placement to an interim alternative educational setting for up to forty-five (45) school days.
11. A student may be suspended or expelled from school.

**Students demonstrating a repeated pattern of misconduct will be subject to the full range of disciplinary consequences including, but not limited to detention assignments through external suspension/expulsion. Suspensions and time out of school will be progressive in nature.**



## SHORT-TERM/IN-HOUSE SUSPENSIONS

### **Definition:**

*The removal of a student from his/her classroom for ten (10) school days consecutive or cumulative school days or less in the school year, including a referral to In-House or External suspension.*

### **In-House Suspension:**

*Separation from regularly scheduled classes and restriction of movement within the School. Students are responsible for completion of all schoolwork and assignments and must abide by Discipline Policy and rules of the School.*

### **External Short-Term Suspension:**

*Removal of a student from school for ten (10) consecutive or cumulative school days or less in the school year. Students remain responsible for the completion of all school assignments.*

Students who do not abide by the rules of the In-House Alternative Program or who do not modify their behavior will be referred to the administration for possible external suspension. **During any period of external suspension, a student may not appear on school property or at school-related activities or events either as a spectator or participant. A violation of this school policy will be considered a trespass resulting in immediate notification of the Lowell Police Department.** Depending upon the reason for suspension, a student may be prohibited from attending extra-curricular activities beyond the suspension period. Suspensions that carry over a weekend or vacation period will also preclude the student's participation from any extra-curricular events that take place on those weekends or vacation periods.

Suspended students remain responsible for completion of all schoolwork and will receive credit accordingly. Suspended students will have the opportunity to take tests and exams given during the suspension period during time after school or upon their return to school. Teachers are under no obligation to provide help to a student while he or she is under suspension other than to provide notice of assignments.

## **GROUND FOR SHORT-TERM SUSPENSION:**

1. Leaving school during school hours without permission.
2. Unauthorized absence(s) from school (truancy) or from class.
3. Repeated unexcused tardiness to school, class and homeroom.
4. Unexcused absence from detention assignments or Saturday Academy.
5. Gambling in any form.
6. Use of or possession of contraband items such as matches, lighters, non-prescribed hypodermic needles, pipes, roach clips, rolling papers, fireworks, stink bombs, laser pens or pointers.
7. Use of or possession of beepers or cellular phones.
8. Smoking on school property, in a school bus, or at school functions.

9. Exhibitionism, lewd, wanton and lascivious behavior, sexual contact, disorderly conduct including, but not limited to excessive, distracting and/or inappropriate public displays of affection between students. (M.G.L.A. Ch.272, s.16 & s.53.)
10. The possession, dissemination, or use of obscenity in any form, especially, speech writing or explicit sexual pictures or drawings. (M.G.L.A. Ch. 272, s. 29 & 31.)
11. Intentional acts threatening the health and safety of self and/or others on school property, at school sponsored or related events, and to and from school. If warranted, a determination as to referral to law enforcement may be recommended.
12. Lack of respect for faculty, staff, and visitors, including, but not limited to, insubordination, disobedience, use of insulting and/or profane language or gestures, the willful disregard of express or implied directions from a teacher, administrator, or staff member, including but not limited to, the refusal to follow the directions of mandated tests, assessments, or exams, academic dishonesty/cheating, and/or the refusal to follow a mandated program.
13. Theft or vandalism to school property or the property of others in the school setting, whether during or after school hours or at any school activity. Reasonable proof of the offender is necessary. Restitution by the offender is required. If warranted, a determination as to referral to law enforcement may be recommended. (M.G.L.A. Ch. 266, s. 30, 98,100,127A, etc.)
14. Chronic school offender: The student who repeatedly disturbs or interrupts the educational process, refuses to work, who falsifies signatures on reports, who refuses to return signed papers to teachers or administrators, who refuses to report to appropriate school personnel, who exhibits offensive behavior on an ongoing basis, and/or who repeatedly violates the code of conduct.
15. Organizing or participating in hazing or bullying behavior.
16. Violation of Civil Rights.
17. Violation of federal or Massachusetts law.
18. Bullying.
19. Any school related act, on or off school property, which interferes with or restricts another student's ability to enjoy the educational benefits afforded or offered within, and outside of, the School setting. Such acts include, but are not limited to incidents that interfere with or threaten the well-being or order of the School or its staff, students, or the general public.  
In assigning short-term suspensions, administrators are: 1) aiming to improve a student's behavior; 2) maintaining a safe and orderly school environment; and 3) providing for necessary communication between the parent/ guardian and the School personnel.

In assigning in-school or short-term suspensions, administrators are: 1) aiming to improve a student's behavior; 2) maintaining a safe and orderly school environment; and 3) providing for necessary communication between the parent/ guardian and the School personnel.

Students under suspension remain responsible for completion of all schoolwork and will receive credit accordingly. Students suspended will have the opportunity to take tests and exams given during the suspension period during after school hours or upon their

return to school to ensure the student's continued academic progress. Teachers are under no obligation to provide help to a student while he or she is under suspension other than to provide notice of assignments.

**\* The school administration reserves its right and authority to impose a long-term suspension for serious/egregious violations of any school rules or applicable laws including, but not limited to, those offenses listed above.**

#### **PROCEDURES FOR SHORT-TERM SUSPENSION:**

1. See "Due Process", contained herein.
2. The student will be allowed to make up any schoolwork missed.
3. The teachers, counselors, and athletic director will be informed by the administration when one of their students is suspended.
4. Parent(s)/guardians may be required to accompany the student upon his/her return to school from a suspension.

#### **LONG-TERM SUSPENSION EXPULSION POLICY**

##### **DEFINITION OF EXPULSION:**

The removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under G.L. c.71, §§ 37H or 37H<sup>1/2</sup> for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) 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, if a SMC determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c.71, §§37H or 37H<sup>1/2</sup>.

##### **DEFINITION OF LONG-TERM SUSPENSION:**

The removal of a student from the school premises and/or regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The SMC may, in his or her discretion, allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of §37H, or in section 37H<sup>1/2</sup> of G.L. c.71, no student may be placed on long-term suspension for one (1) or more disciplinary offenses for more than ninety (90) school days in a school year nor be suspended beyond the end of the school year in which the offense was committed.

##### **GROUND FOR LONG-TERM SUSPENSION AND/OR EXPULSION:**

The Head Supervisor /Student Management Coordinator (S.M.C.) may recommend expulsion of a student who has violated paragraphs (A) through (G) and (K), below. Only the Board of Trustees may expel a student under paragraphs (H), (I), (J), (L), (M), and (N).

- A. Possession of a firearm on school premises, at school-sponsored or school related events, including field trips, and athletic games, and to and from school;
- B. Possession of a dangerous weapon, other than a firearm, on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school;
- C. Possession of a paint gun, BB gun, air rifle, pellet gun, or imitation weapon of any kind;
- D. Assault upon an administrator, teacher, teacher aide, or other school staff member on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school;
- E. Possession, use and/or distribution of a controlled substance as defined in M.G.L.A. Ch. 94C, including, but not limited to, marijuana, cocaine, crack and heroin on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school;
- F. Possession or misuse of inhalants, glue, synthetic drugs, or any other substance, on school premises, at school-sponsored or school-related events, including field trips and athletic events, and to and from school.
- G. Making a bomb threat by any means, including, but not limited to, verbally, electronically, or in writing.
- H. Use or possession of a bomb or any other explosive or incendiary device, including an object that appears to be a bomb or other such device.
- I. Pursuant to M.G.L.A. Chapter 71, Section 37H ½, a student charged with a felony or the subject of a felony delinquency complaint may be suspended, or a student convicted, adjudicated, or admitting guilt with respect to a felony or felony delinquency may be expelled, provided that the Director determines, after hearing, that the student's continued presence poses a substantial detrimental effect on the general welfare of the School.

#### **PROCEDURES FOR LONG-TERM SUSPENSION AND/OR EXPULSION:**

- 1. See *"Due Process"*, contained herein.
- 2. *The student will be allowed to make up any schoolwork missed.*
- 3. *The teachers, counselors, and athletic director will be informed by the administration when one of their students is suspended.*
- 4. *Parent(s)/guardians may be required to accompany the student upon his/her return to school from a suspension.*

#### **Specific Grounds for Disciplinary Action and Options**

A student may be suspended or disciplined for any school-related incident (on the way to or from school), on or off school property that interferes with the education of other students within the School setting.

School officials must consult the Code of Conduct in determining what level of discipline to impose. A student's age, maturity, previous disciplinary record (prior instances of misconduct and disciplinary measure(s) imposed for such misconduct) and the circumstances surrounding the incident are to be considered when deciding the appropriate disciplinary and intervention measures.

The enumerated infractions are not all-inclusive, nor are the options for disciplinary responses. While several options are listed for most offenses listed below, all need not apply and can be used in any order. Individual circumstances may justify the imposition of disciplinary measures that differ from the guidelines.

**The Code of Conduct for Collegiate Charter School of Lowell provides for graduated penalties for students who engage in repeated misbehaviors despite the prior imposition of appropriate disciplinary measures. Under progressive discipline, more severe penalties will be imposed on those students who engage in a pattern of persistent misconduct.**

**Guidelines:**

**MINOR OFFENSE:** While most minor infractions can and will be handled by the classroom teacher, some offenses require attention by student management:

**OFFENSE:**

1 Defiance of authority  
(Insubordination, disrespect)

2 Bus misconduct

3 Truancy/Tardiness

**OPTIONS:**

- Verbal reprimand
- Parent contact
- Counseling
- Detention
- In-House Alternative Program\*\*
- External Suspension
- External Alternative Program
- Loss of extra-curricular activities

- Parent contact
- Restitution/community service
- Detention
- In-House Alternative Program
- Counseling
- Bus change (Another bus and stop within 1 mile of the student's home address.)
- External Suspension
- External Alternative Program
- Police contact
- Loss of bus privileges

- Parent contact
- Counseling
- Detention
- In-House Alternative Program

4 Classroom disruption/  
Internet policy violation

- External Alternative Program
- Loss of extra-curricular activities
- Juvenile Court/DCF Contact
- Verbal warning
- Parent contact
- Counseling
- Detention
- In-House Alternative Program
- External Suspension
- External Alternative Program
- Loss of computer privileges/extra-curricular activities

**MAJOR OFFENSES:** These infractions will always be referred to student management for immediate attention and intervention:

**OFFENSE:**

1. Profanity, obscene language,  
possession of obscene material,  
sexual misconduct, exhibitionism/  
excessive public displays of affection

**OPTIONS:**

- Parent contact
- Counseling
- Detention
- In-House Alternative Program
- External Suspension
- External Alternative Program
- Loss of extra-curricular activities

2. Fighting or physical /  
verbal assault

- Parent contact required in all instances.
- Counseling and/or mediation
- Detention
- In-House Alternative Program
- External Suspension
- External Alternative Program
- Loss of extra-curricular activities

3. Violation of Civil Rights:

- Parent contact
- Restitution/Community Service
- Counseling
- Detention
- Police contact

- In-House Alternative Program
  - External Suspension
  - External Alternative Program
  - Loss of extra-curricular activities
4. Chronic school offender
- Parent Contact
  - Counseling
  - Detention or In-House Alternative Program
  - Loss of extra-curricular activities
  - External Suspension
5. Threat to staff or student
- Parent contact
  - Police contact
  - Counseling
  - Detention
  - In-House Alternative Program
  - External Suspension
  - External Alternative Program
  - Loss of extra-curricular activities
  - Expulsion
6. Bullying
- Parent contact
  - Counseling
  - Detention / Loss of extra-curricular activities
  - In-House Alternative Program
  - External Suspension
  - Police contact
7. Academic dishonesty/plagiarism
- Parent contact
  - Detention
  - Zero grade
  - Re-testing of any/all examinations
  - In-House Alternative Program
  - External Suspension
8. A violation of state/federal law
- Parent Contact
  - Police Contact
  - External Suspension
  - External Alternative Program
  - Expulsion



- |  |   |
|--|---|
| <p>9. Under the influence of alcohol or in possession of alcohol (Director or designee to determine if student is "Under the Influence")</p> | <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Counseling</li> <li>• Referral to counseling agency</li> <li>• In-House Alternative Program**</li> <li>• External Suspension</li> <li>• External Alternative Program</li> <li>• Loss of extra-curricular activities</li> <li>• MIAA Reporting</li> </ul> |
|--|---|

\*\* Student will be sent to an alternative classroom in which a proctor will be present to supervise and assist the student individually or in a small group.

- |   |   |
|---|---|
| <p>10. Possession / Use of tobacco products (as mandated by M.G.L.Ch.71,s.2(A))</p> | <ul style="list-style-type: none"> <li>• Parent contact required in all instances where student is under 18</li> <li>• Counseling/Smoking Cessation classes</li> <li>• In-House Alternative Program</li> <li>• Detention</li> <li>• Loss of extra-curricular activities</li> <li>• External suspension</li> <li>• MIAA reporting</li> </ul> |
|---|---|

**Illegal Offenses:** These offenses may/will require police notification; therefore, only the Student Management Coordinator and/or the CCSL Director will intervene on such offenses:

**OFFENSE:**

**OPTIONS:**

- |   |   |
|---|---|
| <p>1. Staff Assault and/or Battery</p>  | <ul style="list-style-type: none"> <li>• External suspension</li> <li>• External expulsion</li> <li>• A police incident report will be filed.</li> <li>• A student who assaults a school staff member is subject to expulsion.</li> </ul>   |
| <p>2. Possession, use, or sale of Illegal drugs or controlled substances.</p> | <ul style="list-style-type: none"> <li>• External suspension</li> <li>• External expulsion</li> <li>• A police incident report will be filed.</li> <li>• A student who is found possessing, using, or selling drugs or a controlled substance is subject to expulsion.</li> </ul> |
| <p>3. Possession of an dangerous weapon; arson</p>                            | <ul style="list-style-type: none"> <li>• External suspension</li> <li>• External expulsion</li> </ul>   |

- A police incident report will be filed.
- A student who possesses a dangerous weapon, or attempts or commits arson, is subject to expulsion.

**Note: The Director and faculty are mandated reporters to police regarding dangerous weapons and/or drugs.** All other school staff must report incidents of student weapons possession to the Director or designee.

4. Vandalism, breaking and entering, theft, disruptive or violent conduct

- Parent contact required in all instances
- Police contact
- Detention
- In-House Alternative Program
- Counseling
- Referral to appropriate agency with permission of parent
- Restitution/community service
- External Suspension
- External Alternative Program
- Loss of extra-curricular activities

## Due Process

### Emergency Removal:

The School Director or a designee may remove a student from school temporarily when the student is charged with a disciplinary offense within the scope of M.G.L. c. 71, §37H3/4 and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the School Director's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the Director shall immediately notify the Director in writing of the removal and the reason for it, and describe the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Director shall: (1) make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the School Director concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Before the expiration of the two (2) school days following the initial emergency removal, unless an extension of time for hearing is otherwise agreed to by the School Director, student, and parent, the School Director must provide the student an opportunity for a hearing that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing.

#### In-School Suspension:

Removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not constitute an in-school suspension nor be subject to the due process requirements set forth in 603 CMR 53.00. In addition, the removal of a student from regular classroom activities for less than  $\frac{1}{2}$  of the time in which school is in session on a given school day, shall not constitute an in-school suspension.

In-school suspension for ten (10) school days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension for due process, appeal, and reporting purposes. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

#### Out-of-School Suspension/Expulsion:

In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a long-term suspension or expulsion, the School Director will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the School Director, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice

of the violation with which the student is charged and an opportunity to respond thereto, prior to the School Director's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

### **Director**

The chief executive officer employed by the board of trustees to administer the charter school. The Director shall serve as the Superintendent for purposes of any disciplinary notifications or appeals requiring notification to, or the participation of, the Superintendent under applicable statutes and regulations.

### **Principal**

For purposes of disciplinary proceedings conducted in accordance with School policies and/or applicable laws and regulations, the SMC, or the SMC's designee, shall serve as "the Principal."

### S.M.C Hearing:

#### Short-Term Suspension:

- a) The purpose of the hearing with the SMC or designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the SMC or designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information including mitigating facts that the SMC should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The SMC or designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the SMC or designee should consider in determining whether the student committed the alleged violation and the consequences therefor.
- b) Based on the preponderance of the available information, including mitigating circumstances, the SMC or designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- c) The SMC or designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school

work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

- d. If the student is in grades K through 3, the SMC or designee shall send a copy of the written determination to the Director and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

#### Long-Term Suspension:

a) The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

b) At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the SMC or designee may rely in making a determination to suspend the student or not;
2. The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. The right to cross-examine witnesses presented by the School;
5. The right to request that the hearing be recorded by the SMC or designee and to receive a copy of the audio recording upon request. If the student or parent request an audio recording, the SMC/or designee shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

c) The SMC and/or designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the SMC and/or designee should consider in determining whether the student committed the alleged violation and the consequences therefor.

d) Based on the evidence, the SMC and/or designee shall determine, based upon the preponderance of the evidence, whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The SMC and/or designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the SMC and the parent. If the SMC or designee decides to suspend the student, the written determination shall:

1. identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. set out the key facts and conclusions reached by the Assistant Director and/or designee;
3. identify the length and effective date of the suspension, as well as a date of return to school;
4. include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. inform the student of the right to appeal the Assistant Director and/or designee's decision to the Director or his/her designee, but only if the Assistant Director and/or designee has imposed a long-term suspension:
  - a) the student or parent must file a written notice of appeal with the Director within five (5) calendar days of the effective date of the long-term suspension; provided that within five (5) calendar days, the student or parent may request and receive from the Director an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
  - b) the long-term suspension will remain in effect unless and until the Director decides to reverse or modify the SMC's determination on appeal.
  - c) if the student is in grades K through 3, the DSMC shall send a copy of the written determination to the Director and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

#### S.M.C. Decision:

Based on the evidence presented at the hearing, the S.M.C. will determine, based upon a preponderance of the evidence presented, whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The S.M.C. shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the S.M.C. decides to suspend or expel the student, written notice of the S.M.C. decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the S.M.C.'s decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The S.M.C. will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

If the student is in a public preschool program or in grades K through 3, the S.M.C. shall send a copy of the written determination to the Director and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

### **Director's Hearing Under Section 37H<sup>3/4</sup>**

A student who is placed on long-term suspension following a hearing with the SMC or designee shall have the right to appeal to the Director.

The student or parent shall file a notice of appeal with the Director within the time period set forth. If the appeal is not timely filed, the Director may deny the appeal, or may allow the appeal at his or her discretion, for good cause.

The Director shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Director shall grant the extension.

The Director shall make a good faith effort to include the parent in the hearing. The Director shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Director to participate. The Director shall send written notice to the parent of the date, time, and location of the hearing.

The Director shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Director shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Director shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

The student shall have all the rights afforded the student at the hearing for long-term suspension.

The Director shall issue a written decision within five (5) calendar days of the hearing. If the Director determines that the student committed the disciplinary offense, the Director may impose the same or a lesser consequence than the SMC or designee, but shall not impose a suspension greater than that imposed by the SMC or designee's decision.

The decision of the Director shall be the final decision of the school district or charter school.

### **Academic Progress:**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, 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. A 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 and make academic progress toward meeting state and local requirements, in accordance with the school's Education Services Plan. M.G.L. c. 76, § 21.



## **Discipline and Students with Disabilities**

Students with disabilities are entitled to heightened due process protections when subject to disciplinary removals or exclusions that will result in a disciplinary change in placement. These requirements shall apply to the following groups of students:

1. Students who have been determined to be eligible for special education in accordance with the Individuals with Disabilities Education Act and/or M.G.L. c. 71B;
2. Students currently undergoing an evaluation of eligibility for special education in accordance with the Individuals with Disabilities Education Act and/or M.G.L. c. 71B;
3. Students who have been found eligible for the protections set forth in Section 504 of the Rehabilitation Act of 1973
4. Students whom the District has reason to know may be eligible for special education services:
  - The parent of the child expressed concern in writing to supervisory or administrative personnel of the District or to a teacher of the child, that the child is in need of special education and related services;
  - The parent of the child requested an evaluation of the child's eligibility for special education services which has not yet been completed; or
  - The teacher of the child, or other District personnel, have expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the agency or to other supervisory personnel of the agency.:

The following procedures apply to the suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a student with a disability has been subjected to a pattern of short-term disciplinary removals exceeding 10 cumulative days ("disciplinary change in placement"):

- A suspension of longer than ten (10) consecutive school days in a school year or a pattern of short term suspensions that exceed ten (10) school days in a school year and constitute a pattern of removal and are considered to constitute a disciplinary change in placement. Within ten (10) days of any decision to impose a suspension that would result in a disciplinary change in placement of a student with a disability, building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures

applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year. Where appropriate, the Team may recommend a functional behavior assessment of the student.

- If the Team determines that the behavior IS a manifestation of the student's disability, the student will not be suspended or expelled for the violation. The school will, however, convene the Student's IEP or Section 504 Team to develop a functional behavior assessment plan or to review any existing behavior intervention plan.

Regardless of the manifestation determination, the School may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function or if the student causes substantial bodily injury to another at school or at a school sponsored event. The School may also, with authorization from a Bureau of Special Education Appeals Hearing Officer or a court of competent jurisdiction, remove a student to an interim alternative educational setting for forty-five (45) school days upon a showing that the student is substantially likely to injure himself/herself or others if the student remains in the current placement.

The parent and student shall have the right to appeal the Manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

Where an eligible student with a disability has been subjected to repeated disciplinary action which does not rise to the level of a disciplinary change in placement, the student's section 504 Team or IEP Team will be convened to consider the student's conduct and the need for additional evaluations of, or services to, the student.

## **PARENT'S AND STUDENT'S RIGHTS UNDER SECTION 504, TITLES II, IV, VI, IX AND THE AMERICANS WITH DISABILITIES ACT:**

It is the policy of the Collegiate Charter School of Lowell to comply with all applicable provisions of Section 504 of the Rehabilitation Act of 1973, as well as those contained in Title II, Title IV, Title VI, Title IX, and the Americans with Disabilities Act. These Acts prohibit discrimination against persons on the grounds of race, color, religion, national origin, gender, sexual orientation or disability in any program which receives federal funding.

**Discrimination/Harassment Grievances Procedure:**

The School has established an internal procedure in order to provide for prompt and equitable resolutions of complaints alleging any action prohibited by Title II, Title IV, Title VI and Title IX, Section 504, and the Americans with Disabilities Act. Reports or complaints alleging sexual harassment shall not be subject to this grievance procedure and shall be addressed through CCSL's separate Sexual Harassment Grievance Procedure.

**Title II** states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities" sponsored by a public entity.

**Title IV** of the 1964 Civil Rights Acts provides that no person shall on the ground of race, color, or national origin be excluded from participating in any program receiving federal financial assistance.

Section 901(a) of **Title IX** of the Education Amendments of 1972 prohibits any educational program or activity from discriminating on the basis of sex.

**Section 504** of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities within the work and school setting. Section 504 is a federal civil rights statute.

Section 601 of **Title VI** prohibits discrimination on the basis of race, color, or national origin.

**(Note: complaints that do not allege discriminatory conduct should be directed to the Head Supervisor.)**

**CIVIL RIGHTS GRIEVANCE PROCEDURE:****A. DEFINITIONS**

A "Grievance" is a complaint made pursuant to, and arising out of, the Collegiate Charter School of Lowell's obligations under Section 504 of the Rehabilitation Act, Title II, Title IV, VI, Title IX (discrimination), the American's with Disabilities act, and applicable state statutes and regulations prohibiting harassment and discrimination.. An "Aggrieved Party" is a person or persons making the complaint.

**B. PURPOSE**

The purpose of this grievance procedure is to secure prompt and equitable solutions to grievances, which may, from time to time, arise pursuant to Section 504, Title II, Title IV, Title IX, and the ADA.

**C. GENERAL**

No aggrieved party will be subject to coercion, intimidation, interference, or discrimination for registering a complaint or for assisting in the investigation of any alleged complaint within the context of this grievance procedure.

All documents, communications, and records dealing with the filing of a grievance will be kept confidential to the full extent provided by law.

Forms for filing grievances will be provided upon request by The Schools' Section 504, Title II, Title IV, Title IX and ADA District Coordinator whose address appears above.

#### **D. PROCEDURE**

When the aggrieved party is a student or student's parent/guardian:

1. The aggrieved party should complete the Grievance Form and return it to the respective School Director. The complaint should be filed within fifteen (15) days after the complainant becomes aware of the alleged violation. (Allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis). Assistance will be provided upon request, to enable an individual to complete the Grievance Form and pursue the grievance process.

2. Within ten (10) school days after receiving the grievance, the Academic Quality Controller shall meet with the aggrieved party in an effort to resolve the grievance. This investigation into the complaint is contemplated to be thorough, but informal, in nature. All interested persons and their representatives, if any, shall be afforded an opportunity to be heard and to submit evidence relevant to the complaint. If the grievance is not resolved, it will be forwarded to the Section 504 Coordinator.

3. Within thirty (30) school days of receipt of an unresolved grievance, the Section 504 Coordinator/Head Supervisor will conduct a hearing to determine what, if any, action shall be taken in response to the grievance. The hearing shall be held at a time and place mutually convenient to all parties. The hearing procedure will follow appropriate due process procedures, including:

- a. the opportunity for the aggrieved party to present the grievance in any suitable manner;
- b. the right of the aggrieved party to an impartial hearing officer;
- c. the right of the aggrieved party to be represented by counsel or an advocate at the aggrieved party's expense (the aggrieved party should notify the Section 504 District Coordinator if he/she will be represented by counsel); and
- d. the right of the aggrieved party to a prompt decision.

4. A written determination of the validity of the complaint and a description of the resolution, if any, shall be issued by the Section 504 Coordinator and forwarded to the complainant no later than fifteen (15) working days after its filing. The determination of the validity of the complaint and the description of the resolution will be provided in an alternate format, upon request, if needed for effective communication.

5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) working days following receipt of the written determination to the Director of The School.

6. The right of a person to a prompt and equitable resolution for the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. These rules shall be construed to protect the substantive rights of the interested persons to meet appropriate due process standards and to assure that The School complies with the ADA and implementing regulations.

8. Copies of all resolutions and findings made under this procedure shall be filed with the Director.

### **No Child Left Behind Act**

The "No Child Left Behind" Act, [www.nclb.org](http://www.nclb.org) requires that Collegiate Charter School of Lowell provide a list of student names, addresses and telephone numbers to military recruiters and institutions of higher learning when they request such information, unless parents or students request that information be withheld. At the start of the school year, a notice of the right to request the withholding of this information will be forwarded to parents/legal guardians and students over 14. If this notice is not returned to the School within the first twenty (20) school days of the start of the school year, the School will consider there to be no objections to the release of this information and such information will be forwarded to BOTH military recruiters and institutions of higher learning.

### **Physical Restraint of Students**

The Massachusetts Department of Elementary and Secondary Education (DESE) established regulations governing the use of physical restraints on students. 603 CMR 46.00. These regulations supersede all previously established procedures. The Collegiate Charter School of Lowell is required to follow the provisions of 603 CMR 46.00 which regulates the use of physical restraint on students in Massachusetts public school districts, charter schools, virtual schools, collaborative and special education schools. The purpose of this policy is to ensure that every student participating in a Collegiate Charter School of Lowell (CCSL) program is free from the intrusive use of physical restraint that is inconsistent with 603 CMR 46.00 and that such an intervention is used only in emergency situations of last resort after other less intrusive alternatives have failed or have been deemed inappropriate, and with extreme caution. Physical restraint should be administered only when needed to protect a student or other students and staff from assault or imminent, serious physical harm. Physical restraint should be administered in the least intrusive manner possible and should be used to prevent or minimize harm to the student.

Parents will receive oral and written notice of any physical restraint of the parent's child in accordance with the requirements of applicable regulations.

## **Restraint Grievance Procedure**

Collegiate Charter School of Lowell has established an internal procedure in order to provide for the prompt and equitable resolutions of complaints regarding the administration of physical restraints. No aggrieved party will be subject to coercion, intimidation, interference, or discrimination for registering a complaint or for assisting in the investigation of any alleged complaint within the context of this restraint policy. Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint or grievance is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself. All documents, communications, and records dealing with the filing of a grievance will be kept confidential to the full extent provided by law.

Grievance information and forms may be obtained upon request from the A.Q.C. or the Director.

## **School Tobacco Use Policy**

Collegiate Charter School of Lowell is committed to maintaining and improving the health and well-being of all employees and students. Collegiate Charter School of Lowell accepts the educational principles that are taught best by example. Medical research shows that tobacco use poses as a significant health risk. As a result, Collegiate Charter School of Lowell adopts the following policy for all employees, students, and visitors on school grounds:

1. Tobacco use of any kind is not permitted in any building under the direction of the Collegiate Charter School of Lowell I.
2. The smoke-free School Policy prohibits tobacco use by students, staff, and visitors in all buildings and on all school grounds, school buses, at all times, including school sponsored functions off-site.

An offense of this policy will result in a consequence. The following measures are to be used by the Director or designee as guidelines to provide a fair, firm and consistent approach to discipline.

OFFENSE-- The use of all tobacco products (as mandated by M.G.L. Ch. 71, s.2 (A).

### **Students—Possession or use of a tobacco product\* on school property:**

#### **Offense:**

1<sup>st</sup> Offense:

2<sup>nd</sup> Offense:

#### **Options:**

1-3 day suspension  
Parental Notification  
Counseling

3-5 day suspension  
Parental Notification  
Counseling



3<sup>rd</sup> Offense:

Short or long term suspension  
Parental Notification  
Counseling

**Students--Possession of tobacco products\* on school property:**

**Offense:**

1<sup>st</sup> Offense:

**Options:**

In-House Alternative Program  
Detention  
Parental Notification  
Counseling  
1-3 day suspension

2<sup>nd</sup> Offense:

1-3 day suspension  
Parental Notification  
Counseling

Any of the following options may be combined with disciplinary consequences: Referral to smoking cessation programs, In-House Alternative Program, and detention.

\* Tobacco products: Cigarettes, cigars, vaporizers, chewing tobacco, snuff, or any other form of tobacco

**Substance Abuse Policy/Protocol**

Collegiate Charter School of Lowell is dedicated to providing a drug and alcohol free environment for staff, students, and citizens. The School believes that education plays a critical role in establishing the lifelong health habits for its students. Advising curriculum components and guidance counseling emphasize the dangers associated with drugs and alcohol. SABIS® also has a strong interest in the health of its employees and in their service to students as positive role models.

Students who attend any school dance, social event, or school activity will be required to observe the rules of behavior that are in effect during the school day.

Collegiate Charter School of Lowell dances and social activities are planned for members of our school; attendance by non-school members is by invitation only. When guests are permitted, a student is restricted to one guest at a dance or social, and approval must be given in advance by the administration.

Students will not be permitted to enter the dance or activity thirty minutes after it has started, unless approval has been obtained by administration. Should an attendee leave the activity for any reason without an adult escort, he/she will not be permitted to return.

***Each student entering a school sponsored dance or activity may be required to submit to a Breathalyzer test. This is a passive, noninvasive test where no mouthpiece is needed. Students will be asked to speak or breathe into a "microphone-like" device.***



When possible, and at the discretion of the administration, a police officer will be present at functions in the event of any law enforcement issues that may arise. A student whom the administration has determined to have violated the school's substance abuse and code of conduct policies will be sent home with a parent or turned over to the Police for protective custody or arrest.

It is the responsibility of the administration / faculty advisor(s) to ascertain that the following is carried out:

1. A goal of four faculty chaperones and at least two sets of parents to volunteer their services.
2. Only the area of the building in which the event is to take place and the lavatories immediately adjacent may be available.
3. Policy for students leaving the building:
  - a. Only during intermission may students go outside.
4. Anyone with the appearance of being under the influence of alcohol or drugs shall not be admitted and are subject to a breathalyzer test.
5. No guest below grade nine may attend a senior high school dance.
6. Prior to the event, the names of guests must be approved and recorded with the administration before the close of school.

### **Part I: School Sponsored Events**

1. The administration will determine at which school-sponsored events the breathalyzer will be used. These events will include, but not be limited to, proms, dances, concerts, overnight activities, optional field trips, athletic events, etc.
2. The administration will determine the manner by which the students will be tested: entire group, pre-determined random selection, or base on a individualized reasonable suspicion. The administrator or staff member present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test upon entering the event.
3. Students attending these events may be required to take a breathalyzer test administered by a member of the staff or administration prior to entering the event.
  - a. Any student who tests positive will be given a second test after a waiting period of twenty (20) minutes.
  - b. If this test is positive, the student will be denied entrance to the event, detained by school officials until parents/guardians arrive and an investigation is conducted.
  - c. The student will be sent home and, subject to disciplinary procedures, will be suspended.
  - d. Whether school officials are testing students randomly or testing the entire group, a student who tests positive or refuses to be tested may be prohibited from participating in future extra-curricular activities.

4. A student already in attendance at a school sponsored event who is suspected of being under the influence will be tested or retested.
  - a. If this test is positive, the student will be detained until parents/guardians arrive and, subject to disciplinary procedures, will be suspended.
  - b. If a student, already in attendance, who is suspected of using alcohol as described herein, refuses the test, that student will be detained and sent home with a parent/guardian and, subject to disciplinary procedures, will be suspended.
5. The Breathalyzer Protocol shall apply to all students and guests.

### **PART II: During the School Day**

An administrator may give any student who is suspected of being under the influence of alcohol according to the regulations of the policy a breathalyzer test.

- a. A student who tests positive will be given a second test after a waiting period of twenty (20) minutes.
- b. If this test is also positive, school officials will detain the student until parents/guardians arrive, and, subject to disciplinary procedures, the student will be suspended.
- c. A student who is determined to be under the influence as described herein and who refuses the test will be detained until parent/guardians arrive, and, subject to disciplinary procedures, the student will be suspended.

### **Part III: Training and Maintenance**

1. Training in the operation of the breathalyzer will be performed and updated annually, according to the recommendations of the manufacturer or sales agent of the breathalyzer.
2. A list of trained personnel will be on file in the school office.

## **DEFINITIONS:**

### **Contraband**

Any device, apparatus or article, used in the use/abuse of any substance of abuse. This includes the substance of abuse.

### **Distribution**

Having on one's personal belongings illegal drugs or controlled substances in a quantity beyond reasonable personal use, or prescriptive drugs in a quantity greater than recommended daily dose as prescribed in a Physician's Desk Reference (P.D.R.). In

addition, providing any illegal drug, controlled substance, or prescriptive medication to another, regardless of the quantity, is considered as distribution in this policy. Being found in possession of such quantities, whether or not actually found in the act of distribution, shall be considered as distribution in this policy.

### **Paraphernalia**

Any device, apparatus, or article used in the use/abuse of any substance of abuse, including those of an ornate nature, such as a roach clip, pipes and rolling papers.

### **Drug Paraphernalia**

In order that no substance abuse is implied, students who display drug paraphernalia on school property may have them confiscated and returned to their parent(s)/legal guardian(s). Disciplinary consequences for such instances will be decided upon a case by case basis.

### **Personal Property**

Includes clothing, knapsacks, pocketbooks, or items of individual ownership as well as school provided property.

### **Possession**

Having on one's personal belongings quantities of any substance of abuse in an amount reasonable for personal use.

### **Reasonable Search**

Inspection of a student's person, personal effects or property, but not including a strip search.

### **Substance of Abuse**

Any chemical or substance, licit or illicit (including all forms of inhalants), which alters an individual's physical, emotional, or mental state.

### **Disposal of Confiscated Contraband**

All substances must be sealed and documented by the School administration and turned over to the Lowell Police Department. A student's identity will be provided to the Lowell Police Department in accordance with this policy.

### **Medical Emergency**

In the event that a student is found to be under the influence of a substance to the degree that is life threatening, emergency transportation shall be arranged to the nearest hospital. An evaluation by the School nurse will occur whenever feasible to ensure student safety.

### **Confidentiality**

All Collegiate Charter School of Lowell administrative action taken in the application of these policies will be documented in the student's temporary cumulative record. Unless so mandated by the law, any disclosure of information must be with the consent of the

individual student and/or parent(s)/legal guardians if the student is under the age of fourteen (14).

All efforts will be made to protect the identity of any individual (student, staff, and parent(s)/ legal guardian who reports violations of these policies.

## GENERAL CONSIDERATIONS:

**PRESCRIPTION MEDICATION:** Must be left with the nurses for dispensing. A doctor's order and written parent/guardian permission is required before any medication is dispensed. Any medication kept on a student's personal belongings will be responded to in accordance with this policy, based on the quantity of substance.

**DISPOSAL OF CONFISCATED CONTRABAND:** All substances must be sealed and documented by the School administration and turned over to the Lowell Police Department. A student's identity will be provided to the Department in accordance with the provisions of this policy.

**MEDICAL EMERGENCY:** In the event that a student is found to be under the influence of a substance to a degree that is life threatening, emergency transportation shall be arranged to the nearest hospital. An evaluation by the health office will be accessed whenever feasible to ensure student safety.

**APPLICATION OF POLICY:** Students are protected by the guarantees of the Fourth Amendment, and are subject to reasonable searches and seizures of a particular student and school property when there is reasonable suspicion to believe that a student may be in possession of drugs, weapons, alcohol, and other materials in violation of school policy or state law. School property shall remain under the control of school officials, and shall be subject to search.

**SCHOOL PROPERTY:** The School owns School lockers, desks, and other such property. The School exercises exclusive control over school property, and a student should not have an expectation of privacy regarding items placed in school property. If lockers in the School are shared by more than one student, each student is responsible for contraband found during a locker search (see Lockers, contained herein).

**THE PERSON:** According to the United States Supreme Court, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the School." A particular student's effects are also subject to being searched by school officials and are subject to the same rules. Effects may include automobiles located on school property.

**DRUG PARAPHERNALIA:** In order that no substance abuse is implied, students who display drug paraphernalia on school grounds may have them confiscated without any action taken. Such paraphernalia may be returned to student(s), parent(s) or legal guardian(s). This does not include contraband.

## OUTLINE OF DISCIPLINARY PROCEDURES

### A. VOLUNTARY ACTION BY STUDENT:

1. Confidential referral to school social worker/counselor, if student agrees.
2. Informed of available services and resources.
3. Possible disciplinary consequences.
4. Parental involvement encouraged.
5. Police report may be filed.

Confidentiality will be respected except in cases of potential:

- Suicide
- Homicide
- Physical or Sexual Abuse

### B. REASONABLE SUSPICION OF USE OF CONTROLLED SUBSTANCE:

1. To, during and from school.
2. To, during and from school sponsored or school related events and activities, including athletic games.
3. Reported immediately to the Director or designee.
4. Upon notification, the Director or designee is to conduct an appropriate investigation.
5. If substantiated, follow procedures in Section C, below.

### C. STUDENT ADMITTING OR FOUND TO BE USING AND/OR IN POSSESSION OF CONTROLLED SUBSTANCE:

1. To, during, and from school.
2. To, during, and from school sponsored and school related events, and activities, including athletic games.
3. Director or designee to immediately notify parent(s)/legal guardian(s) to take student home:
  - a. Police will be notified if parent(s)/legal guardian(s) unavailable.
  - b. Immediate short-term suspension (see Due Process).
4. Police notified of offense.
5. Adult supervision to be provided until parent(s)/legal guardian(s) and/or police arrive.
6. If medical emergency, call ambulance.
7. Penalties: Long-Term Suspension/Expulsion (as permitted under Massachusetts General Laws, Chapter 71, Section 37H)

In cases involving long-term suspension, the Director will, in addition to the suspension, require:

- I. First Offense – Confidential referral to school social worker/counselor upon return to school.
  - a. Failure to attend:
    1. Meeting with social worker/counselor, parent(s)/legal guardian(s), and student.

2. Possible further suspension
- II. Second/Subsequent Offence
  - a. Mandatory referral to outside substance abuse treatment program.
  - b. Mandatory assessment by treatment program.
  - c. Student maybe subject to further long-term suspension for failure to abide by recommendations of treatment program.

**D. STUDENT DISTRIBUTING CONTROLLED SUBSTANCE, INCLUDING ALCOHOL:**

1. To, during, and from school.
2. To, during, and from school sponsored or school related events and activities, including athletic games.
3. Penalties:
  - a. Long-Term Suspension/Expulsion in accordance with M.G.L. c. 71, §§ 37H and/or suspension of up to ninety (90) school days in accordance with 37H3/4.
  - b. Lowell Police Department to be notified immediately.

**COMMONWEALTH OF MASSACHUSETTS**

**DRUG FREE SCHOOL ZONES**

Pursuant to Massachusetts General Laws, Chapter 94C, Section 325, any person who violates the provisions of the law pertaining to the unauthorized manufacturing, distribution, dispensing or possession with intent to distribute a controlled substance while in or on, or within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school, whether or not in session, shall be punished by a term of imprisonment in the state prison for not less than two and one-half nor more than fifteen (15) years or by imprisonment in a jail or house of correction for not less than two nor more than two and one-half years. No sentence imposed under the provisions of this section shall be for less than a mandatory minimum term of imprisonment of two (2) years. A fine of not less than one thousand nor more than ten thousand dollars may be imposed but not in lieu of the mandatory minimum two (2) year term of imprisonment as established herein.

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

**HATE CRIMES AND BIAS INCIDENTS:**

Collegiate Charter School of Lowell is committed to providing a safe environment in which all students have an equal opportunity to learn, regardless of their race, ethnicity, national origin, sexual preference, gender, gender identity, religion, or disability. Hate crimes and bias incidents, by their nature, are confrontational; they create tension and promote social hostility. Such incidents will not be tolerated in The School because they interfere with every student's right to an education. In addition to jeopardizing academic achievement, hate crimes and bias-related harassment can undermine a student's physical and emotional well-being, provoke retaliatory violence, damage the School's reputation, and create or exacerbate tensions in the wider community.

The School will comply with all applicable federal and state laws governing hate crimes. Massachusetts law defines hate crimes as “any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation.” M.G.L. c. 22C, § 33; M.G.L. c. 12, §§ 11H, 11I.

In addition, federal regulations prohibit the intentional use of force or threat of force against a person because of race, religion, ethnicity, handicap, gender or sexual orientation for the purpose of interfering with a student’s enrollment or attendance in any public school or college. 18 U.S.C. § 245. Both federal and state statutes and regulations contain serious criminal penalties for persons convicted of hate crimes and the resulting civil rights violations.

This policy applies to hate crimes, bias incidents, civil rights violations, and bias-related harassment which occur in school buildings or on school grounds, or during the course of any and all school-sponsored activities, including those which take place outside of school, or in any situation where there is a detrimental effect on the School or the educational climate.

The designated Civil Rights Administrator for the School is:

Name:	TBD
Address:	1857 Middlesex Street, Lowell, MA 01851
Phone Number:	(978) 458-1399      Fax: (978) 458-1366

Students, staff, or any interested third party may report incidents. Students should report any incidents to an adult with whom they feel most comfortable – a teacher, guidance counselor, or other staff member. Staff members should report incidents to the Civil Rights Administrator for investigation and handling. Confidentiality will be maintained to the extent possible, but it should be understood that where a serious crime is involved, the police, and other governmental agencies such as the Office of the Attorney General, will be alerted. When a student has complained of a bias incident but does not wish to file a written complaint, school officials or the designated administrator will conduct an informal inquiry into the circumstances of the incident, and will keep a written record of the inquiry, in the event that further incidents involving the complaining student and the alleged harasser take place.

### **Investigation**

Upon receiving notice that a hate crime or bias incident is alleged to have taken place, the Civil Rights Administrator and/or designee will immediately take steps to ensure that the victim or victims are safe and secure, and will notify the Director of the allegation. All victims and witnesses will be interviewed within five (5) days following the incident,



followed by interviews with any other individuals who may have knowledge pertaining to the incident and the persons involved in it. Physical evidence, if any, will be gathered. The investigator will then make a determination as to whether a hate crime or bias incident has occurred, taking into consideration the definitions contained above, the surrounding circumstances, the relationships of the parties involved, and the context in which the incident(s) took place. In addition, the investigator will determine whether there are, or have been, any related incidents of harassment, and will evaluate the kinds of damage that may have been caused, both to the victim(s) and to the School environment. The investigator will issue his/her report within five (5) school days.

### **Notification To/By Parents/Legal Guardians**

After investigation, if there are reasonable grounds to believe that a hate crime or bias incident has occurred, the Civil Rights Administrator and/or designee shall notify a student's parent(s)/legal guardian(s) if the student is a victim of, or is accused of, a hate crime or bias incident.

Parent(s)/legal guardian(s) are strongly encouraged to report hate crimes or bias incidents to their child's school counselors, Civil Rights Administrator, or to the Director.

### **Informal Resolution Procedure**

It may be possible to resolve a complaint through a voluntary conversation between the complaining student and the alleged harasser that is facilitated by a school employee or by the designated Civil Rights Administrator. A person of their choice for support and guidance may accompany both the complainant and the alleged harasser. If the complainant and the alleged harasser feel that a resolution has been achieved, the conversation then will remain confidential and no further action will be taken.

The results of the informal resolution will be reported, in writing, to the Director. If either party feels that the informal conversation process is inadequate, or has not been successful, they may proceed to the formal complaint procedure. Either party may also choose to forego the informal process and proceed directly to the formal complaint procedure.

### **Formal Complaint Procedure**

The designated administrator will fill out a harassment complaint form based on a student's written or oral allegations that an incident or incidents have taken place. The complaint form will be kept in a secure location, and will describe in detail the facts and circumstances of the incident(s).

If an involved student is under the age of 18, his or her parents or legal guardian will be notified immediately after consultation with the student, unless such notification is determined not to be in the best interests of the student.

An investigation will take place within five (5) school days of the date of the complaint or report. The investigator may determine that immediate steps need to be taken to protect

the complaining student, the alleged harasser, and any potential witnesses, and will notify school administrators of such a determination.

The investigation will be completed as soon as possible, but no later than five (5) school days after the date of the complaint, and a written report made to the Director. The report will contain a determination as to whether the allegations have been substantiated as factual, and whether they constitute a violation of this policy. The investigator will also recommend to the Director what action, if any, is required. The complainant and the alleged harasser will be informed of the results of the investigation, and whether disciplinary action will be taken.

Both the Civil Rights Administrator and the Director will keep all written reports of investigations. The School recognizes that both the complainant and the alleged harasser have strong interests in maintaining the confidentiality of this process. The privacy of all parties, including witnesses, will be respected as much as possible, consistent with The School's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations which may be necessary due to the severity of the incident(s), the potential involvement of the police department, the District Attorney's Office, the Office of the Attorney General, and the potential involvement of a civil and/or criminal trial.

### **Disciplinary Action**

Disciplinary and/or corrective action will be taken as soon as possible following completion of the investigation of an incident of hate crime or a bias-related incident, and will have as its goal the elimination of the offensive conduct, the prevention of reoccurrence, and the re-establishment of a healthy school environment, especially for the victim(s). Such action will take into account the severity of the incident and the age and identity of the victim and harasser, and the effect upon the victim. Disciplinary and/or corrective action may include one or more of the following:

- participation in an educational program about hate crimes and bias incidents for the perpetrator;
- an apology to the victim(s);
- mandatory counseling;
- community service;
- placement in an alternative educational setting;
- detention;
- short-term or long-term suspension; and/or
- expulsion (as provided for under M.G.L. c. 71, §§37H and/or 37H1/2.).

In addition, perpetrators of hate crimes which rise to the level of criminal activity may be subject to criminal punishment as mandated by state and federal laws pertaining to such crimes. The police will be notified when a probable hate crime has taken place, and in particular will be notified in an emergency situation.

## **Retaliation**

The School will deal seriously with any and all threats or acts of retaliation against an individual who reports a hate crime or bias incident. School staff will maintain constant contact with victims and persons who report such incidents in order to ensure that no threats or acts of retaliation take place.

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

Any person found to have threatened to retaliate and/or actually retaliated will be subject to severe disciplinary action, including potential exclusion from school. Should the retaliation rise to the level of criminal activity, school staff are required to report it to the local law enforcement agency.

## **Sexual Harassment Policy**

### **General Statement:**

All persons have the right to be free from sexual harassment; therefore, sexual harassment in any form is strictly forbidden in school, on school grounds, or at school related activities. The School does not discriminate on the basis of sex in the School's educational programs or activities, admissions or employment practices. The School has designated the following individual as the School's Title IX Coordinator:

Name:	Ruben Santana, Deputy Student Management Coordinator
Address:	1857 Middlesex St, Lowell, MA 01851
Phone number	(978) 458-1399

### **Definition:**

Under Massachusetts law, sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when 1) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services or as a basis for the evaluation of academic or professional achievement; or

- (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational or work environment.

Under Title IX, the term “sexual harassment” includes three (3) types of misconduct based on sex:

- (1) any instance of quid pro quo harassment by a school employee;
- (2) unwelcome conduct on the basis of sex, including unwelcome conduct based on sex stereotyping or on the basis of traditional notions of masculinity and femininity, that is sufficiently severe and pervasive and objectively offensive conduct, effectively denying a person equal educational access; or
- (3) any instance of sexual assault as defined in the Cleary Act, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

Sexual harassment is not, by definition, limited to prohibited conduct by a male toward a female. A male, as well as a female, may be the victim of sexual harassment, and a female, as well as a male, may be the harasser. Further, the victim does not have to be of the opposite sex from the harasser. Finally, any adult may be the victim of sexual harassment by a student.

### **Examples**

Examples of sexual harassment may, if meeting the definition set forth above, include, but are not limited to: demanding sexual favors accompanied by threats; engaging in reprisals as a result of an individual’s refusing to engage in sexual behavior; contact with any sexual part of another’s body (e.g., touching, patting or pinching); touching any nonsexual part of the body (e.g., shoulder, etc.) after that person has indicated that such touching is unwanted; displaying sexually suggestive pictures or objects; calling a person a demeaning, sexualized term.

### **Reporting**

Any student who believes he/she is a victim of sexual harassment should inform a teacher, counselor, or another adult in a position of authority in the school as soon as possible. Students should avoid trying to solve the problem of sexual harassment alone. School staff will assist the student with the filing of a complaint of sexual harassment in accordance with the School’s Sexual Harassment Grievance Procedures.

All persons shall promptly report knowledge of actual or reasonably suspected sexual harassment to the Director or her designee. Supportive interim measures will be discussed with the alleged victim.

### **Investigation**

All formal complaints of sexual harassment meeting the definition of sexual harassment under Title IX of the Education Amendments of 1972, shall be addressed in accordance with the School’s Sexual Harassment Grievance Procedures and in accordance with applicable federal and state regulations. A copy of the Sexual Harassment Grievance Procedures shall be made available to students, staff and other interested parties in the Director’s Office and may be accessed on the School’s website at the following link:

<https://lowell.sabis.net/downloads/public/ccsl-civil-rights-procedures-title-ix-sexual-harassment.pdf>

Reports and/or complaints of sexual harassment that do not meet the definition of sexual harassment under Title IX of the Education Amendments of 1972, shall be responded to and investigated in accordance with the School's Civil Rights Grievance Procedures.

### **Disciplinary Action**

Following a determination that sexual harassment in violation of this Policy has occurred, the individuals(s) found to have engaged in such harassment may be subject to discipline including, but not limited to, possible long-term suspension, expulsion or, in the case of an employee, termination. In some instances, the School may also exercise its authority under applicable Title IX or state regulations, to immediately remove, on an emergency basis, an individual identified as a perpetrator of sexual harassment even prior to the completion of an investigation and the issuance of a determination as to whether sexual harassment has occurred. The School may also provide interim supportive measures to protect the safety of the alleged victim and the alleged perpetrator, to deter further harassment, and/or to ensure equal educational access for the alleged victim and the alleged perpetrator during, and subsequent to, an investigation and determination in accordance with the School's Sexual Harassment Grievance Procedures.

### **Retaliation Prohibited**

Retaliation, reprisal, intimidation with, interference of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint of sexual harassment or participating in the investigation thereof, is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself. Such wrongful act may result in a student's long-term suspension of up to ninety (90) school days or, in the case of employees, termination of employment.

### **Report to Police**

Depending upon the seriousness and frequency of incidents, the Lowell Police Department or the Massachusetts State Police may be contacted by the school administration.

### **Teen Dating Violence Policy**

Collegiate is dedicated to providing an atmosphere free from factual or threatened psychological, physical, or sexual abuse, including teen dating violence. SABIS®'s Health curriculum for grades 6-10 includes instruction on establishing safe, non-violent relationships. It is the policy of Collegiate that teen dating violence related to school, including school-sponsored activities, shall not be tolerated.

### **Types of Dating Violence**

A healthy relationship is made up of mutual respect, equality, trust, communication and freedom. In a healthy, non-abusive relationship, partners don't hurt each other. An unhealthy relationship is characterized by disrespect, fear, jealousy, abuse, and passivity.

Teen dating violence is abusive and violent behavior in a dating relationship. It often reflects the perpetrator's desire to control and dominate the victim. It covers a wide range of behaviors that include verbal and physical abuse, sexual abuse, and physical violence. It happens in both heterosexual and same-sex relationships.

Teen dating violence may involve controlling behavior, including not letting you hang out with your friends, contacting you frequently to find out where you are, who you're with, or what you're doing, telling you what to wear, or having to be with you all the time. It may also involve verbal and emotional abusive, including calling you names, belittling you, threatening to hurt you or others, or jealousy, or physical abuse (hitting, slapping, pinching, kicking, hair pulling, or strangling). Teen dating violence may also involve unwanted touching, forcing you to use alcohol or drugs, or forcing you to have sex or perform sexual acts. Teen dating violence may also constitute sexual harassment in violation of School policy, and reports thereof shall be responded to in accordance with the School's Sexual Harassment Grievance Procedures and Title IX of the Education Amendments Act of 1972.

When complaints of teen dating violence are made known to administration and are not related to school or school-sponsored activities, the student will be informed of available services. A referral(s) to appropriate resources both in and out of school may be made. Parental involvement shall be encouraged.

It is important to note that, pursuant to *Massachusetts General Laws Chapter 119, §51A*, school staff are required by law to report to the Department of Children and Families if they have reasonable cause to believe that a child under the age of 18 is suffering serious physical, emotional abuse or neglect, or sexual abuse, including rape and indecent assault and battery.

### **Anti-Hazing Policy**

Hazing is a term to define any harmful conduct or abusive method of initiation into any student organization. Any instances of hazing will be immediately reported to the S.M.C. team who will determine the consequences to be issued.

A law prohibiting hazing, Chapter 269, Sections 17 – 19, was enacted in 1985 and amended in 1988 by the General Court. The laws state that each student be informed of the law's content and intent.

### **Harassment, Bullying, Discrimination, And Hate Crimes**

*(Adapted from the Attorney General's Safe Schools initiative)*

This section of the Code of Conduct has been adapted from the Collegiate Charter School of Lowell's Comprehensive Civil Rights Policy for promoting civil rights and prohibiting harassment, bullying, discrimination, retaliation, and hate crimes. Copies of the district's Comprehensive Civil Rights Policy are available upon request, and may be viewed at the main office of the School.



## **Disciplinary Policy Regarding Civil Rights Issues**

The Collegiate Charter School of Lowell prohibits all forms of harassment, discrimination, and hate crimes based on the following protected categories: race, color, religion, national origin, ethnicity, sex, sexual orientation, gender, gender identity, age, or disability.

The Collegiate Charter School of Lowell also prohibits bullying, as defined below. The Collegiate Charter School of Lowell will also not tolerate retaliation against persons who take action consistent with this Policy.

The prohibition against harassment, discrimination, hate crimes, bullying, and retaliation applies to all students on all sites and activities the School supervises, controls, or where it has jurisdiction under the law, including on school premises and at school-sponsored functions, events or activities, including field trips, athletic activities and school-related transportation, including designated bus stops.

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

### **Permissible Disciplinary Sanctions and Corrective Actions in Response to Bullying, Discrimination, Harassment or Hate Crimes:**

Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:

- 1.) A written warning;
- 2.) Parent conferences;
- 3.) Classroom transfer;
- 4.) Limiting or denying student access to a part or an area of the School;
- 5.) Adult supervision on school premises, including in-house alternative program sites;
- 6.) Exclusion from participation in school-sponsored functions, after-school programs, and/or extracurricular activities;
- 7.) Short-term or long-term suspension;
- 8.) Exclusion, expulsion, or discharge from school;
- 9.) An apology to the victim;
- 10.) Awareness training (to help students understand the impact of their behavior);
- 11.) Participation in cultural diversity, anti-harassment, anti-bullying or intergroup relations programs;
- 12.) Mandatory counseling (in or outside of school); or
- 13.) Any other action consistent with the Code of Conduct.

### **Student Responsibilities:**

Each student is responsible for:

- 1.) Complying with this Policy;
- 2.) Ensuring that (s)he does not harass or discriminate against another person on school grounds or in a school-related function, event or activity because of that



- person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability;
- 3.) Ensuring that (s)he does not bully another person on school grounds or in a school-related function, event or activity;
  - 4.) Ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime; and
  - 5.) Cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

### **Protection Against Retaliation:**

The Collegiate Charter School of Lowell will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including short or long-term suspension, or expulsion.

### **Glossary of Terms:**

**BULLYING:** Written or verbal expressions, or physical acts or gestures, directed at another person(s) which intimidate, frighten, ridicule, humiliate, or cause harm to the other person, where the conduct is not related to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability. Bullying may include, but is not limited to, repeated taunting, threats of harm, disparagement, verbal or physical intimidation, cyber-bullying through e-mails, instant messages, or websites, pushing, kicking, hitting, spitting, or taking or damaging another's personal property.

**CYBER-BULLYING:** This is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the internet. It includes but is not limited to, email, instant messages, text messages, and internet postings. See *M.G.L. c. 71, Section 370* for the legal definition of cyber-bullying.

**HOSTILE ENVIRONMENT:** As defined in *M.G.L. c. 71, Section 370*, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**DISCRIMINATION:** Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or course of study in a public school because of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students because of his/her membership in a protected class.

**HARASSMENT:** Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related event, function or activity relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity, age, or disability, that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the District's programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this Policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment. A single incident, depending on its severity, may create a hostile environment.

**RETALIATION:** Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this Policy, or for taking action consistent with this Policy.

### **PROTECTION AGAINST RETALIATION**

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing bullying, harassment, discrimination, or hate crimes is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

Collegiate Charter School of Lowell will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including short or long-term suspension, or expulsion.

**HATE CRIME:** A hate crime is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, ethnicity, national origin, religion, sexual orientation, age, disability or sex. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

### **Reporting and Resolution Process:**

#### **A. DESIGNATED OFFICIALS FOR REPORTING**

The SMC or his/her designee is responsible for receiving reports and complaints of violations of this Policy.

#### **B. REPORTING PROCEDURES**

1. Any student who becomes aware or has a reasonable belief that harassment, bullying, discrimination, retaliation, or a hate crime has occurred or may have

occurred on school property or in a school-related activity should promptly report the incident(s) to the SMC or his/her designee. In situations where a student or other person does not feel comfortable reporting the incident to a designated official, (s)he may report it to a trusted school employee, who must promptly transmit the report to the Head Supervisor or his/her designee.

2. When a report or complaint involves physical injury, the SMC will promptly report the incident to the Director.
3. All complaints or reports about a violation of this Policy must be documented on the School's "Bullying Reporting/Complaint Form". The form is available from designated school officials. If a complainant or reporter is either unwilling or unable to complete the District's Reporting/Complaint Form, the school official who receives the oral complaint or report will promptly prepare a written report by filling out the District's Reporting/Complaint Form, using, to the extent practicable, the reporter's or complainant's own words to describe the potential violation.
4. The School official will promptly provide the SMC or his/her designee with the completed Reporting/Complaint Form.

#### **C. RESOLUTION PROCESS: DETERMINING WHETHER TO INSTITUTE FORMAL OR INFORMAL PROCEEDINGS**

1. After the SMC or his/her designee receives a complaint or report, the School must determine whether to resolve the complaint or report through Formal or Informal Proceedings.
2. If the designated official determines that (1) the allegation is serious enough that it appears to place the complainant or any other person at physical risk; (2) the incident has resulted in a criminal charge; (3) the incident involves a referral to the Department of Children and Family Services; (4) the allegation involves a serious form of harassment, discrimination, or retaliation; (5) the allegation involves bullying behavior, where the District has intervened with the alleged student offender under the Code of Conduct for bullying on a prior occasion; (6) there is a pending Formal Proceeding against the subject of the complaint; (7) the subject of the complaint has previously been found to have violated this Policy; (8) or that a Formal Proceeding is otherwise appropriate under the circumstances, then the designated official must commence a Formal Proceeding.
3. For allegations or incidents that do not require a Formal Proceeding, a designated school official may at his/her discretion initiate an Informal Proceeding.
4. Nothing in this Policy limits the School taking immediate interim disciplinary actions as set forth in the Code of Conduct.

## **D. INFORMAL PROCEEDINGS**

### **STEP ONE**

Upon the initiation of an Informal Proceeding, the designated official will separately meet in a timely manner with the complainant and the subject of the complaint to tell them about the informal process, the nature of the complaint, explain the prohibition against retaliation, and determine the corrective action the complainant seeks.

### **STEP TWO**

If appropriate after adequate investigation, the designated official will propose a resolution. If the complainant and the alleged offender agree with the proposed resolution, the designated official will write down the resolution, and the complainant and the subject of the complaint will sign it, and each person will receive a copy. At the meeting, the designated official will again explain the prohibition against retaliation.

### **STEP THREE**

A designated school official will monitor the situation, and will follow up with the complainant weekly for one (1) month to determine whether there are further incidents or concerns. The designated official will maintain a written record of the follow up.

### **STEP FOUR**

If the complainant and alleged offender cannot agree to an informal resolution, or the designated official determines that the problem is not corrected, the School will commence a Formal Proceeding.

### **STEP FIVE**

**File Retention:** The SMC or his/her designee will maintain in a separate confidential file the School's Reporting/Complaint Form, information obtained through inquiry and investigation, and the proposed and agreed-to resolution.

## **E. FORMAL PROCEEDINGS**

### **STEP ONE**

The designated official will separately meet in a timely manner with the complainant and the subject of the complaint to tell them about the formal process, explain the prohibition against retaliation, and determine the remedy the complainant seeks.

### **STEP TWO**

A designated official will conduct an investigation in accordance with the procedures described in Section F, Investigations.

### **STEP THREE**

The designated official will determine whether the allegations have been substantiated, and whether this Policy and/or the Code of Conduct has been violated. If the complaint is substantiated, the designated official will decide based on the investigative findings, on the appropriate course of action.

The designated official will prepare a written report that includes the investigative findings.

### **STEP FOUR**

The designated official will promptly notify the complainant and the subject of the complaint in writing to let them know whether the complaint has been substantiated. If the complaint is substantiated and the offender remains a student in the school, the designated official will meet with the offender to describe, consistent with the Code of Conduct, the disciplinary and/or corrective action recommended, the school's expectations for future behavior and the potential consequences for retaliation or future violation of the Policy.

If a complaint is substantiated, a report of the incident will be placed in the offender's student records.

**File Retention:** The SMC or his/her designee will maintain a separate confidential file containing the original completed Reporting/Complaint Form, investigatory interview notes and reports, findings made, the results of the investigation, including any decision for action, and other relevant investigatory materials.

Any disciplinary or corrective action against a student must conform to the due process requirements of federal and state law.

### **STEP FIVE**

A designated official will monitor the situation, and will follow up with the complainant at least weekly for two months to determine whether there are further incidents or concerns, and whether the corrective action and/or disciplinary action(s) imposed has/had been effective. The designated official will maintain a written record of the follow-up.

### **STEP SIX**

Any right of appeal from discipline imposed is governed by the Code of Conduct.

## **F. INVESTIGATIONS FOR FORMAL PROCEEDINGS**

**Prompt and Thorough Investigations:** When the designated school official determines that a Formal Proceeding is appropriate, the school will promptly investigate all reports or complaints of an alleged violation of this Policy. The goal of the investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations of the complaint.

**Emergencies:** The SMC, in his sole discretion, will immediately call 911 in a case of a threat of imminent physical harm or actual physical harm to a school community member or where police, fire, medical, or other emergency assistance is needed.

**Investigative Procedure:** The designated official investigating the incident will gather and preserve evidence and identify all involved parties and witnesses. If the incident involves physical injury, destruction of public property, or acts of a serious criminal nature, the designated official will confer with the local police department prior to gathering or preserving evidence.

**Communication during Investigation:** Throughout the investigatory and complaint resolution process, the designated official will make reasonable efforts to regularly inform the complainant and the subject of the complaint and their parent(s) or guardian(s) of the status of the complaint, the anticipated timing for concluding the investigation, and determination of discipline and/or corrective action(s).

**Time for Investigations:** The designated official will complete his/her investigation as soon as practicable, not to exceed more than ten (10) school days after (s)he receives the complaint or report, except for good cause or with consent of the parties (as documented in the investigatory file). The designated official will expedite the investigation of any claim involving physical violence or serious threats of harm.

**Ensuring Safety during Investigation:** The designated official will take any step he/she determines is necessary and/or advisable to protect, to the extent practicable, the complainant, witnesses, and other individuals from further incidents or from retaliation pending the outcome of the investigation. Those steps may include, but are not limited to, ordering interim disciplinary action under the Code of Conduct, appropriate adult supervision, reassigning classroom seating, temporarily transferring the subject of the complaint from his/her class(es) with the complainant, or placement in an alternative educational setting.

**Victim Assistance:** The designated official will make appropriate referrals for victim assistance, including counseling and crisis intervention, if requested, or as needed.

**Confidentiality:** The District will respect the privacy of the complainant, the subject(s) of the complaint, and the witnesses to the extent possible consistent with its obligations under federal and state law and regulations and the Policy to investigate, report, and take appropriate disciplinary and corrective action, and consistent with applicable confidentiality laws and student record regulations.

### **Imposing Disciplinary and Corrective Action**

If a designated official concludes that the subject of the complaint has violated this Policy, the District will impose disciplinary measures and/or corrective action reasonably calculated to end the complained conduct, deter future conduct, and protect the complainant(s) and other similarly situated individuals.

### **False Charges**

Any student who knowingly makes false charges or brings a malicious complaint will be subject to any of the disciplinary and/or corrective action(s) detailed above.

### **Equal Educational Opportunities**

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the Collegiate Charter School of Lowell will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, creed, sex, gender, gender identity, religion, nationality and physical and intellectual differences.

To accomplish this, the School and its staff will make every effort to comply with the letter and spirit of the Massachusetts Equal Educational Opportunities law (known as Chapter 622 of the Acts of 1971) which prohibits discrimination in public school admissions and programs. The law reads as follows:

*No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.*

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance and extracurricular and athletic activities.

### **Homeless Students**

To the extent practical and as required by law, the Collegiate Charter School of Lowell will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided the same district services on the same terms as families residing in the district.

The school's liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and such.



## **Students Rights and Responsibilities**

The Collegiate Charter School of Lowell has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

Civil Rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

The right to due process of law with respect to suspension, expulsion, and decisions the students believes injure his/her rights.

The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.

The right to privacy, which includes privacy in respect to the student's school records.

**Student responsibilities include regular school attendance, promptness to school and to classes, academic honesty, conscientious effort in classroom work, and conformance to school rules. Students share with the administration and faculty a responsibility to maintain a school climate that is safe, secure, and conducive to learning.**

## **Student Concerns and Grievances**

Any student of the Collegiate Charter School of Lowell who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any educational program or activity on the basis of sex, color, sexual orientation, gender identity, religion, national origin or disability in violation of this policy, may file a written complaint with the SMC or designee. The SMC or designee shall cause a review of the written complaint within 10 working days after receipt of the written complaint. If the complainant is not satisfied with such a response, he or she may submit a written appeal to the Board of Trustees indicating with particularity the nature of disagreement with the response and his or her reasons for such disagreement.

The Chairman of the Board of Trustees shall permit the complainant to address the Board of Trustees or its sub-committee concerning his or her complaint and shall provide the complainant with a written decision in the matter as expeditiously as possible following the completion of the hearing. Any individual has the right at any time to address inquiries regarding their civil rights to the Office of Civil Rights in Boston, Massachusetts.

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposing

discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

## **Technology Policy**

Through the COLLEGIATE network connections to the Internet as well as through school-owned devices loaned to students, students and staff have an unparalleled opportunity to participate in a global community of information and learning. With such an opportunity comes responsibility. For a student or staff member (users) at the School to use the network or to use a school-owned device off campus, he or she must comply with the following rules and sign the technology agreement. A signed technology agreement, known as the **Acceptable Use Policy** is part of the student's temporary cumulative record.

**Students who do not have signed Acceptable Use Policies on file will be prohibited from using the Internet at school or from using a school-owned device.**

**Purpose:** The School's network connections and all school-owned devices are intended for educational purposes only. All authorized students and staff members are prohibited from knowingly accessing portions of the network and/or the Internet that do not promote the educational or instructional mission of the School. Access to the network is a privilege, not a right. **Inappropriate use** not only reflects on the School, but **may lead to penalties, including revocation of privileges, revocation of the school-owned device, disciplinary action and, if warranted legal action.**

**Network/Device Usage Guidelines:** All use of the COLLEGIATE Internet service and/or any school-owned device must be consistent with the purpose stated above.

Users are expected to abide by the generally accepted rules of network etiquette and device use, which include, but are not limited to:

- a. Users shall not engage in abusive, harassing or bullying conduct or language.
- b. Users shall not reveal personal information such as names, addresses, phone numbers, photos, etc. that could identify the user, students, or staff.
- c. Users shall refrain from wasteful, disruptive (i.e. game websites) use of the service.
- d. Users shall refrain from making defamatory remarks, sexual, racial or other slurs, and from using profane or obscene language.
- e. Each user is responsible for his/her IP address activity.
- f. Any use for, or in support of, illegal purposes or activities is prohibited.
- g. Any use for commercial purposes is prohibited.
- h. Any use for political purposes is prohibited except for communication with elected or appointed officials.
- i. Users shall assume that all materials available on the Internet are protected by copyright. COLLEGIATE makes no guarantees, implied or otherwise, regarding the factual reliability of data collected through the Internet.
- j. Users will not seek, access, or download material that is not relevant to the educational purpose of the school. SABIS® will make reasonable precautions to filter out controversial materials.
- k. Users shall neither download nor upload nor install any commercial software, shareware, or freeware without the approval of the Information Technology Director.

- l. Users shall not upload, download, or distribute pornographic, obscene, sexually explicit or threatening material of any nature.
- m. Users shall not receive or transmit information pertaining to dangerous instruments such as bombs, or other explosive devices, automatic weapons or other firearms, or any other weaponry.
- n. Users must not attempt to get unauthorized access to any file servers in the SABIS® system, outside file servers, or go beyond the user's authorized access.
- o. Users must not vandalize school technology by causing physical damage, reconfiguration of any technology system, attempting to dispute the system, or destroying data by spreading computer viruses and malware by any other technological or non-technological means.

The COLLEGIATE Internet connection and any school-owned device is intended for educational purposes only. All authorized students are prohibited from knowingly accessing portions of the Internet or using the device in a manner that does not promote the educational or instructional mission of SABIS®. Access to the Internet and use of school-owned devices is a privilege, not a right. Inappropriate use not only reflects on SABIS®, but may lead to penalties, including revocation of privileges, disciplinary action, and, if warranted, legal action.

Among unacceptable uses of the Internet and/or school-owned devices are the following:

- Use for non-school related activities.
- Use in violation of federal, state or local laws, including, but not limited to: conduct prohibited by the Massachusetts Anti-Bullying Statute, M.G.L. c. 71, s 37O; conduct prohibited by state and federal anti-discrimination/harassment laws; and sending or receiving copyrighted matter without permission.
- Commercial use.
- Sending harassing, intimidating, abusive or offensive language or material to or about others, in messages public or private. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Sending chain letters or pyramid schemes, "broadcasting" inappropriate messages to lists or individuals, and any other kind of use that would congest the Internet or otherwise interfere with the work of others.
- Sending or receiving pornographic material, inappropriate text files, or files dangerous to the integrity of the network. Students are prohibited to access inappropriate sites containing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful materials of any sort or manner.
- Vandalizing, defined as any deliberate attempt to change files not belonging to you, or harm, or destroy the work, systems, or data of another user, including uploading or creation of computer viruses, and the intentional introduction of any sort of manner.
- Engaging in the illegal distribution of software ("pirating").
- Knowingly using another person's password or misrepresenting your identity, or giving one's own password to others. Students should only use those computer resources they have been authorized to use. Furthermore, students will not attempt to gain unauthorized use of computer resources in order to gain unauthorized access to computing facilities of other

institutions, organizations, and/or individuals. These actions are illegal, even if only for the purpose of “browsing.”

- Failing, when downloading permitted information, to comply with any associated terms or conditions specified by the supplier of that permitted information.
- Expressing views or opinions not clearly identified as your own and not those of the school.
- Circumventing security measures on school or remote computers or networks.

## **E-MAIL**

All of the foregoing also applies to the use of E-mail.

E-mail is not like a letter in an envelope. E-mail is like a postcard. The contents of your message are out in the open. There is no easy way to mark a message “confidential.” Your message may be viewed during the mailing process. Your message, if inadequately addressed, may be read by a “postmaster” trying to redirect it correctly. Your message may be forwarded or printed. Your message may be stored, perhaps in the directories of the person who receives the message, indefinitely.

People who may never meet you will be forming impressions about you based on the way you compose your E-mail messages.

## **AGREEMENT**

COLLEGIATE is not liable for the actions of anyone connecting to the Internet or using a school-owned device. All students shall assume full liability, legal, financial or otherwise, for their actions. COLLEGIATE is not liable for damage, loss, or theft of any students’ personal computer equipment or of a school-owned device. Personal equipment is brought to COLLEGIATE at the student’s own risk. School-owned devices are used at the student’s own risk. All students shall assume full liability, legal, financial, or otherwise.

COLLEGIATE takes no responsibility for any information or materials transferred through the Internet.

COLLEGIATE makes no guarantee, implied or otherwise, regarding the reliability of the data connection and is not liable for any loss or corruption of data resulting while using the Internet or a school-owned device.

COLLEGIATE reserves the right to examine all data stored in the devices or involved in the Internet link to ensure that all students are in compliance with these regulations. COLLEGIATE disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities.

Although each student has an individual password to access the system, it belongs to COLLEGIATE, and all E-mail messages are school records. No student should have any expectation of privacy as to his or her use of the Internet or E-mail. All Internet access will be logged and COLLEGIATE reserves the right, for legitimate school purposes, to access and disclose the contents of students’ electronic communications without regard to content. Students are encouraged to immediately report to the school administration any possible security problem and/or violation of the above guidelines by another individual. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

By signing the Acceptable Use Policy of COLLEGIATE and using the Network/Internet/School-Owned Device, the user agrees to adhere to the terms and conditions of the Technology policies.

Users of the system or school-owned device, and the full access to the Internet that it provides shall be for educational or research purposes only.

Users must comply with all Massachusetts laws and those of the United States of America, which deal with the use of computers and the Internet.

Because this access is for the individual users' use only, any user will be held accountable for any and all use of it by any third party (i.e., friends of students) that the user lets use it. The School is not liable for the actions of anyone connecting to the Network/Internet or using a school-owned device. All users shall assume full liability, legal, financial or otherwise, for their actions. **The School takes no responsibility for any information or materials transferred through the Network/Internet or a school-owned device.**

The School makes no guarantee, implied or otherwise, regarding the reliability of the data connection or a school-owned device. The School is not liable for any loss or corruption of data resulting while using the Network/Internet or a school-owned device. The School reserves the right to examine all data stored in school-owned devices or machines connected to the Network or utilizing the Internet link to ensure that all users are in compliance with these regulations. The School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities/devices.

**The use of school-owned devices and Internet access is a privilege that may be revoked.** Parents /guardians must review and discuss these policies with their children.

**Students, parents, or legal guardians should immediately report to administrators any incident of improper fraternization or inappropriate postings or e-contacts by staff members to students or students towards staff.**

### **Technology-Related Laws**

#### **Computer Software Copyright Laws**

It is the policy of COLLEGIATE to adhere to all computer software copyright laws. Software must be purchased with a license that is appropriate for the number of computers to be used. Students are not allowed to bring in software from home unless they have a legal license to the software and wish to donate the license, the original disk and the manuals to the COLLEGIATE.

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

## **COLLEGIATE CHARTER SCHOOL OF LOWELL'S MEMORANDUM OF UNDERSTANDING WITH THE LOWELL POLICE DEPARTMENT**

Understanding between Collegiate Charter School of Lowell, the Lowell Police Department, and the District Attorney's Office.

This document recognizes the formal working relationships agreed upon by participating agencies for the purpose of providing a safe and violence-free educational setting.

### **I. GENERAL POLICIES**

A. Collegiate Charter School of Lowell, the Lowell Police Department and District Attorney's Office agree to develop and coordinate their response to violent, delinquent or criminal acts by students, including possession or use of weapons and alcohol and other drug use, that occur on school premises, school buses, or at school-related events. (Additionally, the policies and procedures developed will pertain to non-students and other visitors on school premises or at school related events.) To promote a safe educational environment, this cooperative effort between the school administration and law enforcement agencies supports "zero tolerance" for violence, weapons, drugs, harassment and civil rights violations, in accordance with Safe and Drug Free Schools and Communities Act.

M.G.L. Chapter 71, Section 37H, requires each school district to have a Code of Conduct contained in student handbooks, setting forth, among other things, standards and procedures to assure school building security and safety of students and school personnel. The Code of Conduct should include standards and procedures to assure school building security and safety of students and school personnel. The Code of Conduct should include standards and procedures for suspension and expulsion of students pertaining to disciplinary measures and due process rights in cases involving the possession or use of illegal substances or weapons, violations of criminal law and the school's discipline code. In addition, reference to this Memorandum should be made in these handbooks.

B. Participating agencies agree, within the statutory authority of its agency, that every effort will be made to share information, so as to provide a safe and violence-free educational setting.

### **II. REPORTING PROCESS BETWEEN THE SCHOOL DEPARTMENT AND THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)**

Under M.G.L. Ch.119, Section 51A, school personnel (mandated reporters) who, in their professional capacity, have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse, inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, (including sexual abuse) or from neglect, shall report such condition to the Department of Children and Families. *"Reasonable cause to believe" means known or suspected instances of child abuse or neglect, regardless of whether the person or persons responsible for the abuse or neglect was in the position of caretaker.*



Included within this definition are incidents of abuse by other students, as well as school personnel. If the incident involves criminal conduct, including physical abuse, violation of a restraining order, assault and battery, indecent assault and battery, rape, forcible rape of a child under 16 or rape and abuse of a child under age 16 (so-called “statutory rape”), school officials shall also report the incident to the police.

During the 51A investigation (Section 51B) school personnel are required to disclose to DCF any information that such personnel determine is relevant to the investigation, including student record information. School staff is expected to cooperate with DCF during this investigation, especially when circumstances of the case necessitate interviewing the child at school. It is suggested that such interviews be conducted in the presence of a teacher or other school personnel, without prior notification to parents or guardians if notice could put the child at further risk.

### **III. REPORTING PROCESS BETWEEN THE SCHOOL DEPARTMENT AND POLICE**

It is understood by the parties that school officials are not agents of the police or the District Attorney’s Office and that the District Attorney’s Office and police are not agents of school officials.

School officials retain their sole prerogative to impose any disciplinary sanctions for infractions of school rules and policies in addition to any police involvement or investigation that may be warranted.

School officials or their designee are responsible for reporting criminal activity to the police department to ensure a coordinated response. For any life-threatening or emergency situations, calls should be made to 911. Other calls needing an immediate (but non-emergency) response should go to the main police department. Follow-up and on-going communication will be provided.

When the school has reported an incident to the police, the police will be responsible for making the decision as to the course of the criminal or delinquency investigation.

A. in pursuit of the goals of M.G.L. Chapter 71, Section 370(d), the SMC or designee shall provide immediate notification to the local law enforcement agency if there is a reasonable basis to believe that criminal charges may be pursued against a perpetrator. The SMC or designee of the school shall inform the student and his/her parent or guardian that, upon report, the police may conduct an investigation independent of school discipline. The SMC or designee shall also report to the police the existence of any physical evidence related to the incident. All contraband (e.g., drugs, alcohol, firearms, dangerous weapons and stolen goods) or any other physical or documentary evidence found by the school shall be immediately shown to and made available to the responding police department.

B. Any teacher or other school employee who has witnessed or become aware that a student has committed a violation of the school’s discipline code or an act where criminal charges may be pursued against a student which was committed on school premises,



school buses or at school related events shall report such incident to school officials or designee pursuant to the school's discipline reporting procedures.

A. In addition, the SMC or designee shall comply with M.G.L. Chapter 71, Section 37L, concerning any incident involving a student's possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been excluded from school. Consistent with the law, the Director or designee shall file copies of the "weapons" report with the police chief, the Department of Children and Families and the Board of Trustees.

### **Search and Seizure**

It is the policy of Collegiate Charter School of Lowell to subject a student to a search of his or her person and/or personal possessions, including clothing, gym bag, purse, backpack or motor vehicle, if the authorized school personnel have, independent of information provided by the police, a reasonable suspicion to believe that such student is carrying or concealing material, the possession of which is prohibited by federal, state or local law, or by the provisions of the school discipline code (e.g., alcohol, drugs, illegal substances or weapons, or any other object which may result in physical injury or harm to students on the school grounds or in the school building). Lockers and desks used by students remain the property of the school and may be opened without notice at any time as part of non-investigatory school practices. The contents of personal items found in desks and lockers may be searched, as provided by law. The SMC or designee shall include this practice in the student handbook or inform students in writing at the beginning of each school year. If material, the possession of which is prohibited by federal, state or local law, or by the provisions of the school discipline code is discovered and or seized, school officials or designee shall keep a record of such search and seizure, which should include the date, the reason(s) for the search, the witnesses to the search, what or who was searched, and what was found. If contraband or evidence of a crime is found, the police shall be notified at once.

B. The Police will communicate regularly with the school administration to share information with the school on felony arrests and other community concerns that affect the safety and general welfare of all students. When requested, the police will provide to the school administration a copy of the daily police log. The appropriate police department designated liaison will inform the appropriate school designated liaison, subject to applicable statutes and regulations governing confidentiality, specifically including M.G.L. Chapter 12, Section 32, Chapters 71, Sections 37H and 27H1/2.

The police and/or the District Attorney's Office shall provide notice to the school when a student:

- 1) Has been charged or convicted of a felony offense;
- 2) Has been charged or convicted as a youthful offender; or
- 3) Has been charged or adjudicated as a delinquency where the underlying offense is a felony.

If requested by the Director, the police may provide notice regarding felony offenses of a transfer student in order to assess and evaluate the background of the transfer student.

The SMC, or designees who receive confidential delinquent or criminal information shall be CORI certified or have executed an Agreement of Non-Disclosure.

The school agrees to notify the police department when suspending a student under the provisions of M.G.L. Chapter 71, Section 37H1/2, if the suspension is based on information received by the school of a pending felony charge or felony disposition.

### **Health, Wellness Policies and Procedures**

Collegiate Charter School of Lowell follows state laws concerning immunizations and requires that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician's certificate listing the required immunizations: Hepatitis B series, varicella, diphtheria, pertussis, tetanus, measles, mumps, rubella, and poliomyelitis. These records are to be updated when necessary.

**Complete physicals are required** upon entering **kindergarten** (or first grade, if a student is entering school for the first time) and for **all fourth, seventh, and transfer students**. Transfer students who enter school within the calendar year will have their medical record reviewed and updated as needed.

### **Health Screenings**

School-based health screenings are mandated by M.G.L. Chapter 71, Section 57, and by the Department of Public Health. They are conducted to detect concerns that may require further medical consultation. The screenings are conducted by the school nurse or a trained staff member. Vision, hearing, scoliosis, and body mass index screenings are conducted during the school year depending upon the student's grade. Parents will be notified of any concerns in writing and recommended that they consult their physician for consultation.

Kindergarten screenings must include a vision screening conducted by a physician.

### **Illness and Exclusion Policy**

If a student shows symptoms of illness such as fever, diarrhea, vomiting, or severe sore throat, the student should not come to school until the seriousness of the condition has been determined or the symptoms have subsided.

If a student shows such symptoms at school, the student will be sent to the nurse's office for assessment. Parents will be contacted to have the student picked up at school.

### **Communicable Diseases**

Parents should notify the School immediately if a student has contracted a communicable disease. On the advice of the Lowell Health Department, the School may then notify

parents of other students in the grade level and homeroom. In the event of an epidemic, special precautions or exclusion policies may be necessary.

SABIS® follows isolation and quarantine regulations as prescribed by the Massachusetts Department of Public Health. There are disease/condition specific guidelines that apply to how long a student needs to be out of school should a communicable disease/condition occur. A comprehensive list with guidelines is available in the nurse's office. For more information please contact your physician or the school nurse.

### **Doctor/Dentist Appointments**

Parents must come to the School office to remove a student from school for a medical or dental appointment. Students cannot be released from class unless a parent or guardian is present.

### **Administration of Medication**

**Prescription medication** is dispensed at school only when a doctor's written order and a parent's written consent is obtained. Medication is dispensed in the nurse's office. An adult must deliver the medication to school in the original pharmacy bottle with the student's name on it. Narcotics will not be dispensed in the school setting. Students requiring this level of pain relief should remain at home. The only exception is children with a documented chronic illness whose physician has reported that Tylenol with Codeine is indicated during school. This will be discussed and approved on an individual basis with the school nurse. Medications left in the nurse's office at the end of the school year will be appropriately destroyed.

Over-the-counter (OTC) medication:

**For students in grades 6 through 12 only**, the school physician authorizes the periodic use of Tylenol, antacids, cough drops, Neosporin, and Calamine lotion. The school nurse, at her discretion, dispenses these over-the-counter medications. The OTC form will be sent home at the beginning of the school year and must be returned, signed by a parent, before such medication can be dispensed. Any other over-the-counter medications cannot be dispensed without a physician's order and parent consent.

For students in grades K through 5, the school nurse can only dispense over-the-counter medication (Tylenol, cough drops, cold/allergy medications, etc.) with a physician's order and written parent consent. These medications must be dispensed in the nurse's office.

### **Sick Child Guidelines**

The Collegiate Charter School of Lowell realizes there are times when it is in the best interest of your child to keep him/her home from school due to illness. The Collegiate Charter School of Lowell must also provide a healthy environment for all students in the school. Young children are notoriously good at spreading germs. Parents know their children best and can help to determine if the child is well enough to remain in school for a 7 ½ hour school day. Therefore, the goal of the sick child guidelines is to assist the parent/guardian with the decision to keep their child home from school due to illness or infection.

### Students should not attend school if:

- **The student has a temperature of 100.4.** The student may return to school after having a normal temperature (98.6) for 24 hours ***while not taking any fever reducing medications*** (ex. Tylenol or Motrin).
- **Antibiotics are prescribed.** The student may return to school after taking the antibiotics for a **minimum** of 24 hours and without a temperature over 100 degrees F for 24 hours while not taking any fever reducing medications.
- **They seem tired, pale, with little appetite,** and generally “not him/herself”.
- **The student is vomiting.** The student may return to school 24 hours *after* symptoms resolve, ***and*** is able to tolerate a normal diet.
- **The student has diarrhea.** The student may return to school 24 hours *after* symptoms resolve, ***and*** is able to tolerate a normal diet.
- **The student has an undiagnosed rash.** A rash may be indicative of many things, frequently of illnesses that are contagious. Therefore, a student will be excluded from school until a physician evaluates and determines the nature and contagiousness of the rash. A note is required from the physician upon return to school.
- **The student has severe cold symptoms,** a persistent cough, a runny nose that they cannot manage by themselves &/or contain with tissues, or other symptoms that would interfere with effective school participation.
- **The student is diagnosed with a communicable disease.** (For example, head lice, chicken pox (Varicella), impetigo, scabies, and pertussis). Please contact your school nurse before sending your child back to school.

Your child’s physician can help you determine if your child is able to return to school, **however it is important to make sure that they are truly feeling better and able to make it through 7 ½ hours of the school day.**

If they still seem tired, pale, with little appetite, not tolerating solid foods, and generally “not him/herself”, please do not send them to school. ***With viral illnesses it may take longer before your child is well enough to return to school.***

A note from the physician may be required before returning to school based on the diagnosis of a communicable disease, hospitalization or illness. Please contact your school nurse if you have any questions or concerns regarding the health status of your child.

## **Wellness Policy**

### **Policy Intent**

Collegiate Charter School of Lowell strongly believes that students and staff need access to healthy food choices and opportunities to be physically active in order to grow, learn and thrive. There is a growing concern about childhood obesity and related diseases. The New Massachusetts School Nutrition Regulations for Competitive Foods and Beverages, 105 CMR 225.000, which will become effective August 2012, is an initiative that aims at combating childhood obesity by offering students/staff, foods and beverage choices that will enhance learning, contribute to their healthy growth and development and cultivate life-long healthy eating behaviors.

In compliance with Section 204 of Public Law 108-265 of the Child and WIC Reauthorization Act, we believe community participation is essential to the development and implementation of a successful wellness policy. Improved health optimizes student performance potential and ensures that no child is left behind.

## **I. Physical Activity Opportunities and Physical Education**

- A. Physical Education (P.E) K-6:** All students in grades K-6 will be offered physical education and will be taught by certified physical education teachers.
- B. Daily Recess:** All elementary students will have at least 20 minutes a day of supervised recess, preferably outdoors, weather permitting, during which moderate to vigorous physical activity is encouraged.

## **Emergency Procedures**

### **Emergency Forms**

Parents or guardians of all students are required to fill out an emergency form, which is sent home on the first day of school. In emergencies, The School calls the numbers listed on the office card. **It is essential that parents update these cards if their address, residence and employment telephone numbers, or emergency contact person change.**

### **Minor Accidents**

Any accident requiring a visit to the nurse is documented in the student's health record. School nurses will use their discretion in determining whether a phone call home is warranted.

### **Major Accidents**

If it appears that an accident is more serious, the following procedures are followed:

- The School nurse or a staff member carries out immediate first aid.
- A staff member contacts the parents to pick up the student for medical care.
- In cases where the parents or the designated emergency persons cannot be reached, or immediate medical attention is needed, The School calls 911 for treatment and/or transportation to a hospital. A staff member will accompany the student and stay until the parent arrives.
- In case of extreme emergency, staff may contact the local emergency unit before calling the parent.

# For Your Information

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## **School Closings or Late Starts**

Collegiate Charter School of Lowell will close when the Lowell Public Schools close and local radio and television stations will announce closing information. Look for information about the Lowell Public Schools. Only under extreme circumstances will school be closed once students have arrived. Closings during the day are also announced on local radio and television stations.

## **School Breakfast/Lunch Program**

The 2021-2022 breakfast and lunch program for Collegiate Charter School of Lowell will be managed by Preferred Meals. Parents/Guardians will be notified at the start of the school year about school lunch and milk program prices. Students may continue to bring a lunch from home.

Microwaves are NOT available for student use.

## **Advertisements, Solicitations and Sales of Fundraising Items**

Although business and service agencies have a legitimate and collaborative role with Collegiate Charter School of Lowell, a distinction must be made in the case of business promotion for private gains through school based advertisements and solicitations.

The following guidelines apply:

1. Permission to post bulletins must be pre-approved by the Director/designee if a program or service for youth by a local non-profit agency is announced.
2. The Director/designee determines which materials may be distributed to students.
3. Direct sales by outside vendors to students are prohibited. School administrators may provide lists of vendors carrying certain items for pre-authorized sales and/or permit student organizations to sell products on a controlled basis. (e.g. school store, class sales).
4. Announcements through the Director's office may be made for anything connected with charitable organizations that are nationally recognized.
5. No organization (except the Parent Connection, Booster Club, Student Life® and recognized school groups) may use the school facilities for communication, advertisement, or commercial sales purposes without the approval of the Director/designee.

Collegiate Charter School of Lowell **students are NOT allowed to sell fundraising items at the School for the benefit of *outside organizations***. The selling of these items can be disruptive to class time and therefore is not permitted.

## **Social Security Numbers**

Each student is asked to voluntarily inform the School of his/her Social Security number for uniform record-keeping purposes. Including this information in the cumulative record does not change the privacy of student records.



## **Parent Connection**

Collegiate Charter School of Lowell encourages an atmosphere in which parents, administration, and faculty join in a partnership to ensure each child's success. The School's "Parent Connection" organization was formed to "create an optimum environment for parents to facilitate communication between The School and parents."

The goals of the Parent Connection are as follows:

- Increase communication among parents, staff, and students;
- Provide more interaction among parents; and
- Provide a structure for parent volunteer activities.

All parents are automatically members of the Parent Connection and can freely join any committees or activities.

For additional information regarding the Parent Connection, please contact:  
[parentconnection@lowell.sabis.net](mailto:parentconnection@lowell.sabis.net).

## **Extended Day Program:**

The Extended Day Program is offered on-site for a reasonable fee to SABIS® parents and guardians to assist in the before and after-school care of their students. The program is designed for students in grades K through 8. **The 2021-2022 (per student) will be announced once school begins.**

Parents may use this program on a regular basis or on an as-needed or emergency basis.

For parents utilizing the program on a regular basis, the fee for this program is to be **PRE-PAID**; meaning payments must be made in advance for the upcoming week. On an emergency or as-needed basis, payment is **expected** when the parent picks up and signs out their child. **IF PAYMENTS ARE NOT RECEIVED ON A TIMELY BASIS AS OUTLINED IN THE INFORMATIONAL PACKETS, YOUR CHILD WILL BE INELIGIBLE TO ATTEND THE EXTENDED DAY PROGRAM; TERMINATION FROM THE PROGRAM IS AUTOMATIC.** Also, any student with an outstanding balance is ineligible for the program for the upcoming academic year if the balance is not cleared by the last day of June.

To ensure the safety of all children participating in the program, an adult/guardian **MUST** come into the building to pick up the student and initial the sign-out sheet. Your child will not be released unless this procedure is followed.

All students are expected to follow the SABIS® Code of Conduct throughout their extended day enrollment. Disciplinary infractions will be brought to the attention of the program director. **Repeated infractions will result in termination from the Extended Day Program.**

We offer the program on all regularly scheduled days of school, with the following exceptions:



- Scheduled Early Dismissal Days – morning Extended program only; no afternoon program.
- Morning Delay due to weather – ***The Extended Day program is delayed by the same amount of time.*** Please, do not drop off your child until the appropriate time, as supervision will not be available or the penalty for each five-minute increment will be assessed.
- Early dismissal due to weather - Afternoon program will be held as usual. However, the early pick up of your child will be appreciated.
- Snow days, vacation, days off – No program.

Specific information regarding the location, fees, and hours of the 2021-2022 Extended Day Program will be available in the administrative offices. Please contact the main office for more information regarding the Extended Day Program.

### LEGAL REFERENCES:

Collegiate Charter School of Lowell intends to follow all mandates of state and federal law and all provisions issued by the Board of Education. The following legal references apply:

- Title II, of the Americans with Disabilities Act of 1990
- Title VI, Civil Rights Act of 1964
- Title VII, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
- Executive Order 11246, as amended by E.O. 11375
- Title IX, Education Amendments of 1972
- MGL c. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
- MGL c. 71; Sec. 37H (student handbooks required to state disciplinary measures applicable to “violations of other students’ civil rights”)
- MGL c. 76; Sec 5 (prohibition of discrimination “on account of race, color, sex, religion, national origin, or sexual orientation”, in access to “advantages, privileges, and courses of study of [local] public school”.)
- MGL c. 151C (Fair Education Practices Act, includes prohibition of sexual harassment)
- MGL c. 214; Sec 1B (right of privacy)
- MGL c. 214; Sec 1C (right of freedom from sexual harassment)
- MGL c. 12; Sec 11H and 11I (prohibition of threats, intimidation, or coercion interfering with someone’s legal rights)
- MGL c. 265; Sec 37 (criminal penalties for the use of force or threats to interfere with someone’s legal rights)
- MGL c. 265; Sec 39 (increasing penalties for assaults, batteries, and property damage motivated by bias on grounds of race, religion, ethnicity, disability and sexual orientation)
- MGL c. 266; Sec 127A (criminal penalties for vandalism of a school)
- Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78
- 603 CMR 28.00
- Section 504 of the Rehabilitation Act of 1973

- 20 U.S.C. Sec 4071-74
- 20 U.S.C. Sec 1415
- MGL c. 71, Sec 37H
- MGL c. 71, Sec 37H  $\frac{1}{2}$
- MGL c. 71, Sec 37H  $\frac{3}{4}$
- 603 CMR 53.00
- MGL c. 71, Sec 37O

# Appendices

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## ***APPENDIX A***

### **M.G.L.A, Chapter 71; Section 37H: Policies relative to conduct of teachers or students; student handbooks**

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of tobacco products within the School buildings, the School facilities or on the School grounds or on school buses by any individual, including school personnel. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of forces, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the School council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The School council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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 a 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 principal.

Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the School or school district by the principal.

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

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the School district to which the application is made may request and shall receive from the superintendent of the School expelling said student a written statement of the reasons for said expulsion.

**APPENDIX B**  
**Bullying Prevention and Intervention**  
**M.G.L. c. 71, §37O**

**The Collegiate Charter School of Lowell strictly prohibits bullying.**

**Bullying:** the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear or harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purpose of this section, bullying shall include cyber-bullying.

**Cyber-bullying:** bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**Hostile environment:** a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

**Perpetrator:** a student who engages in bullying or retaliation.

**School grounds:** property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

**Victim:** a student against whom bullying or retaliation has been perpetrated.

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program

whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

A member of a school staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) takes appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; (iv) notify the parents or guardians of the victim.

Nothing in this section shall create a private right of action.

Every public school providing computer access to students shall have a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the internet and shall notify the parents or guardians of all students attending the school of the policy.

Whenever the evaluation of the Individualized Education Program Team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

### **Proposed Regulations on Anti-Bullying Law (603 CMR 49.00, *et seq*)**

#### **Notice to Parents**

The principal shall promptly notify the parent of the alleged victim and the alleged perpetrator of a report of serious bullying or retaliation and of the school's procedures for investigation the report. If the alleged victim and alleged perpetrator attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parent of the report and procedures.

The principal shall inform the parent of a victim of serious bullying or retaliation of actions that school officials will take to prevent further acts of bullying or retaliation.

A principal's notification to a parent about a report of serious bullying or retaliation must comply with confidentiality requirements of Massachusetts Student Records Regulations, and the Federal Family Educational Rights and Privacy Act Regulations.

### **Confidentiality of Records**

A principal may not disclose to a parent any student record information regarding an alleged victim or perpetrator who is a student and who is not the parent's child.

A principal may disclose a report of bullying or retaliation to a local law enforcement agency without the consent of a student or his/her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of victims, student witnesses, and perpetrators to the extent practicable under the circumstances.

A principal may disclose student record information about a victim or perpetrator to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This provision is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of students record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

### **Criminal/Delinquent Statutes**

#### **Section 43 of chapter 265 of the General Laws:**

(a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than five (5) years or by a fine of not more than \$1,000, or imprisonment in the house of corrections for not more than two and one half (2 ½) years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication.

#### **Section 43A of said chapter 265:**

(a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one half (2 ½) years or by a fine of not



more than \$1,000.00 or by both such fine and imprisonment. The conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device or electronic communication device.

#### **Chapter 269 of the General Laws, Section 14A**

Section 14A. Whoever telephones another person or contacts another person by electronic communication, or causes a person to be telephoned or contacted by electronic communication, repeatedly, for the sole purpose of harassing, annoying or molesting the person or the person's family, whether or not conversation ensues, or whoever telephones or contacts a person repeatedly by electronic communication and uses indecent or obscene language to the person, shall be punished by a fine of not more than \$500 or by imprisonment for not more than three (3) months, or by both such a fine and imprisonment.