

PIONEER CHARTER SCHOOL OF SCIENCE-I

STUDENT HANDBOOK 2021-2022

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Dear Students,

Welcome to the 2021-2022 school year at Pioneer Charter School of Science (PCSS)! The PCSS team is excited about this school year. Our team will continue to provide a quality education to our students. We are motivated to ensure that students are learning and taking pride in their progress.

We look forward to completing yet another successful school year. Together, we will continue to grow as a community. Our PCSS school culture is one that is full of respect, unity, and pride. We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved, including students, parents, and staff. Together as a team, we will help our students continue to grow and excel academically and socially.

This handbook is an overview of our school's goals, services, and rules. All of our policies are intended to provide an orderly and safe environment that will enrich the learning that takes place in our building. This is an essential reference book describing school expectations and rules. We expect that it is read carefully and discussed with parents. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect.

On behalf of the entire PCSS staff and community, best wishes for a great 2021-2022 school year!

Sincerely,

PCSS Administration

MISSION STATEMENT

PCSS will help students develop the academic and social skills necessary to become successful professionals and exemplary members of their community. This goal will be achieved by providing the students with a rigorous academic curriculum with emphasis on math and science, balanced by a strong foundation in the humanities, a character education program, career-oriented college preparation, and strong student–teacher–parent collaboration.

INTRODUCTION

To achieve our mission, every member of the Pioneer Charter School of Science community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a “Student” Handbook, it is written for you. Each section begins with a general description of the issues involved, and then it addresses you and your actions and attitudes very specifically.

STUDENT RIGHTS

- ✓ To feel safe in the school environment;
- ✓ To take full advantage of the learning opportunities;
- ✓ To work in an environment free from disruptions and chaos;
- ✓ To express their opinions, ideas, thoughts, and concerns;
- ✓ To have a healthy environment that is smoke, alcohol, and drug free;
- ✓ To use school resources and facilities for self-betterment under appropriate supervision;
- ✓ To expect courtesy, fairness, and respect from all members of the community;
- ✓ To be informed of all expectations and responsibilities;
- ✓ To take part in a variety of school activities; and
- ✓ To have the right to due process.

STUDENT RESPONSIBILITIES

- ✓ To be caring and honest;
- ✓ To do his or her best to learn;
- ✓ To respect school rules, regulations, and policies;
- ✓ To be sure that personal expression does not interfere with the rights of others;
- ✓ To follow state law and school policies concerning substance abuse;
- ✓ To respect and protect the personal and property rights of others and of the school;
- ✓ To treat all members of the community with full respect, fairness, and courtesy;
- ✓ To abide by all the expectations of the school and its community;
- ✓ To follow the prescribed guidelines for participation in school activities; and
- ✓ To adhere to due process procedures.

Child Find Policy

Pioneer Charter School of Science is committed to identifying students who may have a disability and/or be in need of special education, and helping all students make effective progress.

For all students who are eligible to enroll at PCSS, we will ensure that any such students with disabilities will have access to a free and appropriate public education (FAPE) in the least restrictive environment (LRE). The rights of children with disabilities and their parents will be protected in accordance with both federal and state laws.

PCSS seeks to ensure that all students with disabilities who are eligible to enroll at PCSS are identified and evaluated. This 'child find' responsibility shall be accomplished through a process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs.

The child find process will utilize response to intervention (RTI) to ensure that students receive the most effective teaching practices possible.

School staff, parents, or agency representatives may refer students to the Special Education Director if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. You may reach the Special Education Director via email at gbalzano@pioneerccss.org. Parents or guardians are free to contact the special education administrator to discuss or request a referral for special education. The school shall ensure that an appropriately certified school psychologist participates in the initial evaluation and all subsequent re-evaluations of the student.

Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the team, which includes the student's parent(s). If it is determined that the child requires special education and/or supportive services in order to benefit from regular education, an Individual Education Plan (IEP) shall be developed for the student in accordance with federal law. The school will ensure confidentiality of the activities and procedures used to evaluate students with disabilities.

Parent / Guardian Notifications/Communications:

Districts receiving Title I funds prepare and disseminate annual Report Cards (or Report Card Overviews) for the district and each of its schools containing certain information related to assessment, accountability, and teacher quality. Moreover, the district annually notifies the parents/guardians of each student attending any Title I school that they may request information regarding certain professional qualifications of the student's classroom teachers, and notify parents/guardians when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. Involving parents, guardians and families as full partners in the education of their children is a cornerstone belief at PCSS. When families support learning, children are more successful in school. In some instances PCSS may choose to send correspondences to parents and guardians electronically, via the use of e-mail, instead of mailings and paper forms. The parents/guardians of our students reserve the right to opt out of receiving electronic documents about their child's school and education if they so choose. They must notify the school at the beginning of each academic year.

UNIFORM AND PERSONAL APPEARANCE

PCSS requires all students to wear a uniform. This is intended to prepare students for the professional world, to help promote a safe and orderly environment, and to eliminate the competition and distractions caused by varied dress styles. Students are expected to arrive in full dress code every day. If a student, at any time, does not abide by the required dress code, he/she will be subject to PCSS disciplinary measures, including but not limited to detentions, and further actions by the Dean of Students office.

Please cooperate, display modesty and neatness, and take pride in your uniforms. We rely on your common sense and your parents' and/or guardians' support in helping to maintain the dress code. Both boys and girls uniforms can be purchased from Collegiate House.

PLEASE NOTE...

If you arrive to school out of uniform, your parents will be called and you may not be permitted to attend classes until you are dressed in PCSS dress code. All class time you miss will count as an unexcused absence. All students are expected to be in uniform while in the building. Students may not change out of uniform until after they leave the building. Items that are not part of the uniform will be subject to confiscation.

High School Uniform

Clothing Items	Color	Guidelines
Shirts	Maroon White	<ul style="list-style-type: none"> • Cotton blend • Short-sleeve or long-sleeve, with collars • Solid color (no patterns or print) • No logos other than PCSS logo • Students may wear a grey, black, or white (only) long sleeve undershirt • Must be purchased from Collegiate House • NO PATCHES
Sweaters	Black Grey	<ul style="list-style-type: none"> • Sweaters may never include an attached hood. • Must be purchased from Collegiate House
Pants	Black	<ul style="list-style-type: none"> • Full-length (no capris) • Cotton blend (no denim or corduroy) • Straight leg or regular fit only (no low-rise, flare, bell-bottom, cargo, carpenter, wide-legged, overly tight or baggy) • No logo or pattern other than PCSS logo or a small dress pant logo on rear pocket
Shorts	Black	<ul style="list-style-type: none"> • Only Collegiate House shorts
Belts	Black	<ul style="list-style-type: none"> • No oversized or distracting buckles (e.g., rhinestones)
Shoes	All black	<ul style="list-style-type: none"> • No color logos or metal, even on soles • Tall boots may not be worn • Pants may never be tucked into shoes • High School students will be given a free sneaker day every Friday unless the privilege is removed. • Slides/Flip Flops are never allowed under any

		circumstances. Shoes should be close-toed.
Socks	Any Color	<ul style="list-style-type: none"> No unprofessional patterns or print that includes offensive visuals or language
Headwear/ Facial Jewelry	Non distracting colors	<ul style="list-style-type: none"> No bandanas, on head, or on display Any accessory items may not attract undue attention. Jewelry may not cause any undue attention No hoop earrings
Pirate Gear/ Panther Gear	Purchased PCSS wear	<ul style="list-style-type: none"> PCSS hoodies Sports team hoodies

General Guidelines for Our Dress Code

- **Size:** Clothing must be sized appropriately to fit the student. Clothes may not be too big or too small.
- **Cleanliness:** Students may not wear clothing with significant stains (e.g. large ink blots, food stains, etc.).
- **Professionalism:** Shirts must be tucked in, shoelaces must be tied and Velcro must be fastened at all times.
- **Alterations:** Students may not alter their clothing in any way (e.g. writing/drawing, cutting, etc.).
- **Headwear:** Hats worn in the school building will be confiscated.
- **Outerwear:** Once students enter the school building, wearing of outerwear (e.g., coats, parkas, jackets) that are not a part of the dress code is not permitted; however, school-approved sweaters, fleeces, and sweatshirts are allowed.
- **Shoes:** Slides/Flip-flops may never be worn under any circumstances for safety reasons. All shoes should be close-toed.
- **Tattoos:** If students have a tattoo, it may not be visible. Any visible tattoos will be asked to be covered.
- **Accessories:** Students may not wear accessories that are unprofessional, distracting or potentially unsafe. Chains and necklaces may only be worn beneath a student's shirts.
- **Cosmetics** should be appropriate for school and not attract undue attention. If cosmetics are inappropriate or attract undue attention, PCSS staff will require students to remove the cosmetics prior to attending class.
- **Hair color** must be natural and must not attract undue attention. If hair color is deemed inappropriate, students may be sent home and not allowed to return to school until the color has been changed. Trendy variations of hair coloring are not allowed.
- If for any reason a student is not sure whether or not their uniform is appropriate, they may speak with a teacher or dean at the start of the day.

General Guidelines for Dress Down

- Pants, skirts, shirts, and shorts must be of appropriate length.
 - Knee level for skirt.
- Students may not wear pants with excessive rips or rips above the knees. Any pants with rips need to be worn with leggings or tights underneath.
- Hats & pajama bottoms may not be worn.
- Shirts must be appropriate length and may not have anything deemed inappropriate on them.
- Students cannot wear crop tops or any shirts that show their stomach.
- Students that are not in compliance must change back into uniform, if they do not have one, one will be given to them.
- If students violate the dress code or Dress Down Day code multiple times, consequences will be determined on the frequency or volume of violations.

Dress Code Exemptions: Exemptions to the uniform dress code shall be permitted when the dress code's requirements infringe upon a student's sincerely held religious belief. Exemptions from the dress code for religious reasons must be appropriate and approved by the Dean of Students.

Collegiate House Inc: 970 Fellsway, Medford, MA 02155 Phone: 781-219-4952

www.collegiatehouse.com

School Code: PCSS (case sensitive)

PCSS' Approach to Consequences for Uniform Violations:

Like all school policies, PCSS' dress code is strictly enforced by any and all PCSS staff (including but not limited to: office staff, teachers, administrators, substitute teachers, hall monitors, etc). Although it may seem as if small exceptions or errors should be no problem, we cannot allow deviations from the dress code. It is important that all students adhere to the dress code. If one exception is made for one student, it would then have to apply to all students.

Please read the dress code carefully and purchase the school clothing accordingly. We have made this policy detailed in order to reduce ambiguity. Families who have concerns or questions should contact the school immediately.

When students are in the school building, students must be in proper uniform. Depending on the dress code error, students will be subject to a multiple tier approach. Students who are found to be in violation of the policy will be subject to the following consequences:

<u>Tier</u>	<u>Possible Consequence(s)</u>
1st Tier: Verbal warning	Informal conversation <ul style="list-style-type: none">• Side conversation by a staff

	member
2nd Tier: Formal Warning	Student meeting, deadline for uniform correction, Database log, Minor Referral
3rd Tier: Referral/ Log	Database log, Parent contact, Lunch detention and all the above consequences
4th Tier: Repeated Offenses	Further consequences as deemed necessary (including but not limited to): <ul style="list-style-type: none"> - Panther Prep - Lunch Detention - After School Detention - Loss of privileges - Further action as deemed necessary by administration

TARDY PROCEDURE

Attendance is vital to making successful academic progress in school. The Pioneer Charter School of Science encourages all parents to work with their children to help enforce school attendance. Students should arrive to the school building no later than 7:45 in order to be considered present for their first period class. The Executive Director or designee will monitor tardiness each quarter, notify students, parents, and staff when necessary and assign consequences as deemed necessary.

The following procedures will take place before classes begin:

- The school building opens at 7:20 a.m. for morning breakfast.
- Students will be dismissed from the cafeteria beginning at 7:30 a.m. to go to lockers and their homeroom
- Students must not congregate in the corridors, hallways, and/or classrooms between 7:20 a.m. and 7:30 a.m.
- Students are considered tardy if they arrive to school after 7:35 a.m. per the school's attendance policy.
- Multiple tardies to a class can result in a loss of credit in that class.
- Students arriving after 8:00 will be considered excessively tardy and will be subject to further disciplinary measures at the discretion of the Dean of Students office.
- Students not in their first period class by 8:05 will be considered absent from that class.
- An automated message will be sent to the parent/guardian stating that the child was missing from their morning advisory/homeroom.
- After morning announcements homeroom will end, homeroom will conclude.
- The bell at 7:47 a.m. is the signal that 1st period is beginning.

In a weather or transportation emergency, the Executive Director will excuse tardiness for that morning.

At the end of the school day, students must leave the building and school grounds promptly unless they are participating in a school supervised activity. Please see the dismissal policy on the following pages.

ATTENDANCE

PCSS believes that regular school attendance is imperative to academic success. A student must attend school for at least four hours to be marked present. Class attendance is one of the requirements for academic promotion.

The Massachusetts General Laws require that every child between the ages of six and 16 attend school during the number of days required in each school year. Additionally, Massachusetts regulations require that all students at the high school level complete 990 hours of learning time each year. 603 C.M.R. §27.00.

Students removed from school during regular session lose valuable time in the classroom. Additionally, such absences send a negative message to the child about the importance of being in school. The decision to provide student work in advance prior to a scheduled absence will be made by the Building Administrator and/or designee.

If a student exceeds **five (5) absences**, he/she will be subject to the following policy:

- At **six (6) absences**, a student conference will be held.
- At **eleven (11) absences**, a parent/guardian conference will be requested.
- At **sixteen (16) absences**, a second parent/guardian conference will be requested.
- At **twenty-one (21) absences**, the student will fail all subjects for the year.

If a student exceed five (5) absences in a particular class, he/she will be subject to the following policy:

- At **six (6) absences**, a student conference will be held with the teacher.
- At **eleven (11) absences**, a parent/guardian contact will be made by the teacher.
- At **sixteen (16) absences**, a second parent/guardian contact will be made by the teacher.
- At **twenty-one (21) absences**, the student will fail the subject for the year.

Please note:

- If a class is not year-long, the absences may not exceed a prorated limit. For example, if it is a half-year, or semester-long course, a student cannot exceed ten (10) absences for the class.
- If a student fails due to absences, the average grade will be lowered to 59, unless the grade is less than 59.
- Teachers will notify parents/guardians and the students as absences accumulate.
- Attendance reports will be available on each report card.

The only exception to the Attendance Policy is a waiver from the Executive Director. Waivers will be granted only in extreme circumstances, not for habitual absences, absence for recreational purposes, or truancy (See following pages for attendance waiver procedures).

ABSENCE

Parents/guardians must notify the school between the hours of **7:45 AM and 9:00 AM** on any day their child will be absent. If a parent does not call the school, the parent will receive a call from the school's automated dialer. Students are required to bring a note to the Main Office when they return to school. All parent notes should include the following:

- The **date** of the absence(s).
- The **reason** for the absence(s).
- A **phone number** where a parent/guardian can be reached.
- The parent/guardian's **signature**.

A parent note without documentation may only excuse only **three (3) total absences** in a school year. Further documentation will be asked for after **three (3) absences**.

If a student is absent for **three (3) consecutive days** due to an illness, he or she will be required to bring in a note to the Main Office from a **doctor or health care physician**.

If a student is absent for **five (5) consecutive days**, he or she will be required to bring in a note to the Main Office from a **doctor or health care physician** and require the **school nurse's approval** to return to school.

Students who are absent for Final Exams, must bring a note from a doctor otherwise they will receive a zero on any exam that they missed.. Students who are tardy to school on a testing day without a medical professional's note will not be given additional time on any exam.

Students who are absent are responsible for the work they have missed. Students are allowed **two days** for every day of excused absence to make up work that was missed (the day the student is out plus one additional day). For example, if a student was absent Monday and Tuesday, they will have until Thursday to turn in any work that was missed.

The school will count as excused the following reasons for absence from school:

- A note from a parent/guardian (**up to three days**) or physician explaining an illness or injury that prevented the student from attending school.
- A death in the immediate family or other significant family crisis (parents must contact the school).
- Religious holidays (parents must contact the school).
- RMV required visits (parents must contact the school, documentation must be provided upon return).
- Legal appointments (parents must contact the school, documentation must be provided upon return).
- Suspension from school.

Other absences due to an audition, recording session, performance, or college interview may be considered excused if the parent has received permission from the Executive Director or designee prior to the absence. (Please refer to the Massachusetts General Laws regarding attendance at the end of this section.)

In order to keep students from accumulating too many absences, a **three letter warning system** has been put

in place to notify parents/guardians if their child has been absent too often. For each letter sent, parents may be contacted sooner in order to schedule a parent conference.

- The first warning letter will be sent if a student has accumulated between five (5) and ten (10) absences.
- The second warning letter will be sent if a student has accumulated between ten (10) and fifteen (15) absences.
- The third warning letter will be sent if a student has accumulated between fifteen (15) and twenty (20) absences.
- A fourth and final letter will be sent after a student has accumulated twenty-one (21) absences notifying parent/guardian that their child failed all classes for the year and will not be promoted to the next grade.

According to The General Laws of Massachusetts, in the event that a parent/guardian is suspected of neglecting a student's attendance, a 51A report must be filed within 48 hours. (Please refer to the Massachusetts General Laws regarding attendance at the end of this section).

According to the Child Requiring Assistance (CRA) petition, a petition may be filed if any student fails to attend school for more than 8 days in a quarter without proper excuse and any student who fails to obey the lawful and reasonable commands of the school. Refer the CRA section at the end of this section.

Please be advised that if you are over the age of sixteen and have been absent for ten or more consecutive days, and if you have not enrolled in another school, you still may return to school at PCSS, and we would like to discuss this option with you. Please contact PCSS at (617) 389-7277 within ten days from the date of this notice to arrange a meeting. You may request, and the district may consent to, an extension of the time for the meeting of not longer than fourteen days. At the meeting, we will discuss the reasons that the student is leaving school and alternative education or other placements. We will also discuss the fact that attendance is voluntary after a student turns 16, but the student still has the right to return to school.

School Attendance and Massachusetts General Laws:

The following Massachusetts General Laws are available for your review in the school office or <http://www.doe.mass.edu/lawsregs/statelaws.html>.

Students Over 16

An initial notice will be mailed by the Dean of Students Department to students over 16 years old that have not achieved a high school diploma, certificate of attainment, or certificate of completion. This notice will be sent out no more than five days after the tenth consecutive unexcused absence. This notice will have two dates and times for an exit interview with the Dean of Students.

An annual notice will be mailed for two years at the end of June by the Dean of Students to former students who have not yet earned their competency determination, and who have not transferred to another school. The letter will include information about publicly funded post-high school academic supports. PCSS encourages former students to participate in these programs if they have not yet earned their competency determination or who have not transferred to another school.

Massachusetts Department of Education and Attendance

The Massachusetts Department of Education has set 95% attendance as a minimum standard in order to appeal a failing grade on Massachusetts Comprehensive Assessment System (MCAS).

Chapter 76, Section 1 Regulations of School Attendance

Chapter 76, Section 1A Notification of Absence

Chapter 76, Section 2 Duties of Parents; Penalty

Chapter 76, Section 4 Inducing Absences; Penalty

Chapter 119: Section 51A. Reporting of suspected abuse or neglect; mandated reporters; collection of physical evidence; penalties; content of reports; liability; privileged communication

Who may file a CRA petition?

A parent or guardian may file a CRA petition on a child who is between the ages of 6 and 18, who runs away, does not or cannot follow the rules at home.

A school district may file a CRA petition on a child who is between the ages of 6 and 16, who is habitually truant or misbehaves at school.

Once a petition is issued, it is up to the judge, not the parent or school, to decide when to dismiss the CRA.

Act Regarding Families and Children Engaged in Services (CRA)

A Child Requiring Assistance (CRA) matter is a court case in which the Juvenile Court tries to help parents and school officials deal with troubled youth. The person filing the CRA petition must show the judge that the child:

- *repeatedly runs away from home;*
- *repeatedly fails to obey lawful and reasonable commands of a parent or legal guardian that interferes with the adequate care for and protection of the child;*
- *repeatedly fails to obey the lawful and reasonable regulations of his or her school; or*
- *is habitually truant.*

Information regarding CRA is available for review at your school office or:

<http://www.mass.gov/courts/docs/courts-and-judges/courts/juvenile-court/child-requiring-assistance-parent-handout.pdf>

ATTENDANCE WAIVER PROCEDURES

A waiver of the attendance rule of twenty-one (21) absences may be granted by the Executive Director in extreme or unusual circumstances. It is expected that students will be in school every day and that absences will be due to illness or other serious reasons. Absences for recreational purposes will not be waived. It should be noted that absence from an individual class may differ from overall absence. For example, a student may be tardy and miss the first period. That absence from class may put a student over the limit in that one class while remaining within the limit in others. Attendance waiver applications will be available in the Main Office.

It should also be noted that students are not allowed to make up work missed when truant, cutting classes, or unexcused tardy or absent.

- Waiver applications from students and/or parents will include a letter from a parent/guardian listing the dates absent with specific reasons for each absence. Letters from physicians or other health care providers should be included with the waiver request.
- A waiver granted by the Executive Director does not mean that a student will pass any course. It means that the student may be given the opportunity to make up work missed when absent for legitimate reasons.
- If a waiver is not granted, the attendance policy will continue to be applied.
- If a waiver is granted for a marking period, the student must make up all work within a reasonable amount of time as set by the Executive Director or designee. If a waiver is granted for the school year, a student

must make up all work before the last week of school.

- If a waiver is granted, it may come with conditions that need to be met in order for the student to pass

Unexcused tardiness is not a valid excuse for makeup work. **TARDINESS WILL BE ONLY EXCUSED IN EXTREME CIRCUMSTANCES.**

A parent note without documentation may only excuse only **five (5) tardies per quarter**. Further documentation will be asked for after **five (5) tardies**.

Tardiness will be excused for the following reasons and with a parent note:

- Weather emergency, such as snow.
- Transportation emergency, such as a car accident.
- Doctor's or legal appointment.
- Other reasons as the discretion of administration.

ANY STUDENT WHO IS TARDY AFTER 11:00 A.M. OR DISMISSED BEFORE 11:00 A.M. WILL BE MARKED ABSENT FOR THE DAY. No student is allowed in the building without following the proper procedures (see Tardy Procedures, below). Students violating this rule may be treated as trespassers.

TARDY DETENTIONS

If the student is tardy to his/her classes more than two times in the same week he/she will receive detention. **If a student serves more than two detentions for tardiness to class**, parents will be contacted before further disciplinary action is taken.

TARDY PROCEDURES

1. Tardy students must enter and sign in at the Cafeteria entrance. At 7:35, the cafeteria doors will be closed and the gym foyer will be utilized from 7:35 a.m. to 8:30 a.m. **No other doors** are to be used between 7:20 a.m. and 8:30 a.m. Afterwards, the entrance will be the front door.
2. Any student arriving **AFTER 8:30 A.M. MUST** have a parent or guardian contact the Main Office explaining the tardiness. If a student brings a note, the note must contain a telephone number at which the parent or guardian can be reached, and it must be brought to the Main Office for verification. **NOTE: The note does not excuse the tardiness.**
3. If a pattern of tardiness begins to develop, a letter will be sent home to the parent. If the tardiness continues, a parental conference will be necessary and be treated as a Code of Conduct violation.
4. Class work missed due to unexcused tardiness cannot be made up.
5. Failure to follow tardy procedure will result in disciplinary action.
6. A tardy student must report to class within four minutes of the time in which the pass was issued.

EARLY DISMISSAL PROCEDURES

Notes are to be brought to the Main Office at least **one (1) full day before** the date of dismissal. The note must contain the following:

- A legitimate reason for dismissal,
- A parent's (guardian's) signature, and
- Telephone number where the parent/guardian may be contacted for verification during the day (home and work telephone number),

Notes about dismissal:

- **No student will be dismissed unless a parent/guardian is contacted.**
- **No student under eighteen (18) years of age will be dismissed unless a parent/guardian comes to PCSS at the time of dismissal.**
- Dismissal slips will be issued by the secretary on the day of dismissal.
- Parent must sign the dismissal slip in the main office at the time of dismissal.
- **All students must sign out with the secretary before leaving the building, even if the nurse has granted the dismissal.**
- Students granted early dismissals must leave the school promptly via the front door. The Main Office will keep record of all early dismissals.
- Abuse of the early dismissal policy may result in the failure of particular classes for the year.

STUDENTS SHOULD NOT HAVE EARLY DISMISSALS OFTEN DURING THE SCHOOL YEAR.

APPOINTMENTS SHOULD BE MADE AFTER SCHOOL UNLESS AN EMERGENCY OCCURS.

RELIGIOUS HOLIDAYS

Students observing religious holidays will be marked absent excused and will be allowed full make-up and full credit privileges. By request, no tests or quizzes will be given on religious holidays. The Parent/Guardian must notify the office that the student is out due to a religious holiday.

NO SCHOOL ANNOUNCEMENTS

Pioneer Charter School of Science is a member of WBZ StormCenter and all "no school" announcements will be broadcast on **WBZ (Channel 4)** television and **WBZ news radio 1030 AM** under the school's name.

Information regarding cancellation of school on a snow day can also be found on the **school's website** at www.pioneerccss.org.

MAKE-UP WORK

Make-up work necessitated by legitimate absence will be administered at the discretion of the subject teacher. It is the student's responsibility to make arrangements with the subject teacher as soon as possible after the date of an absence or absences. The student applying for make-up work must bring to the subject teacher a written verification from the secretary that the absence was legitimate on the day or days in question.

MORNING ANNOUNCEMENTS

Morning announcements are a critical part of the school day. It is the one time in the day that everyone in the school is in one general area discussing important reminders and events for the day and or week. Most importantly, it is also a time in which student success is recognized. Morning announcements will begin at 7:40, and all students are expected to be in their homerooms in full uniform by this time. The following are the

expectations that students need to abide by:

- Arrive on time or you may miss opportunities for rewards.
- Proper uniform is expected when you enter your advisory.
- All coats and non PCSS sweaters need to be off and put into lockers by the time you enter your homeroom
- All electronic devices (including headphones) should be turned off and remain off until the end of the day.
- Remain quiet at all times.
- No eating, drinking, or fooling around.
- No talking back to the teachers.

Your cooperation is greatly appreciated. Please understand that morning announcements are designed to help you to be aware of what is going on in at PCSS.

DROP OFF

Arrangements should be made by parents for students to be dropped off to school and/or arrive no later than 7:40 a.m. Parents/guardians are expected to:

- If their child walks, they must be aware of the route that the child takes to get to school and send them to school at the proper time.
- If parents drop their student off, you must do so on Summer Street or Argyle Street. Parents should **NOT** use Clinton Street. **Please also be advised that parents should NOT use the staff parking lot under ANY circumstances. This creates a safety hazard for the students and staff.**
- If their child takes the school bus, they must notify their child that once students exit the school bus that they are not allowed to leave school grounds.

DISMISSAL

After Panther Prep, the teacher dismisses the students, and the student will exit the school building or to after school activities.

- High School students may exit through the side doors onto Clinton Street or exit through the back cafeteria doors into the parking lot, or may exit only through the back doors into the PCSS parking lot.
- Students may use cell phones, electronic devices, or change out of uniform once they leave school grounds. Please also remember that if a student is waiting inside the building for parent pick-up, they are still subject to the PCSS Electronic Device policy, and their device may be subject to confiscation and placed onto a cell phone turn-in plan. Students may use their cell phones in the office or in the front vestibule **ONLY**.
- After students exit the building, depending on the pick-up arrangements, the student will do the following:
 - Buses will be located on Summer Street for student pickup.
 - Parents/Guardians may choose to wait along Clinton Street or Argyle Street but **CANNOT** park on Summer Street or in the PCSS Parking Lot.
- If a student is waiting for a ride to come, they may wait in the main office or study hall.
- "Study Hall," rules are as follows:
 - Students may leave when their ride arrives.
 - Students will work on assignments or read a book silently.
 - Students may use an electronic device to contact parents **ONLY**.
 - Students must obey the Study Hall Supervisor's directions at all times.

Once a student exits the building he or she WILL NOT be allowed back into the building. The only exception to this is if administration allows it or if the parent/guardian of that child contacts the school. If a student disregards these rules or puts himself, herself, or others in danger, he/she will be placed in After School Detention and parents will be contacted. If a student continues to be disruptive to after school activities, he/she will be asked to leave school grounds or be treated as a trespasser. If a student refuses to leave school grounds, parents will be contact and the police will be contacted if necessary.

- After School Detention runs up until 5:00 PM unless administration requests a parent come pick up their child.
- In the event that a student is staying after school, he or she must make his or her way to his or her tutoring room by 3:40 PM.
- Tutoring dismissal will be 4:15 PM.
- During Dismissal, if a parent/guardian must enter the school, he/she must use the Front Entrance Door and a staff member will retrieve their child for them.
- Parents/Guardians will not be allowed into the school building without a staff escort to ensure the safety of our students and staff.

SCHOOL BUS BEHAVIOR

Transportation to and from school is a privilege and not a legal right, and as such, the privilege may be withheld by the school under certain circumstances. PCSS has the right to assign students to a bus based on need and distance from a school bus stop.. Students will not be allowed on an unassigned bus without parent and administrator approval. Students will be permitted to ride the buses provided by PCSS/MBTA as long as they conduct themselves properly and obey the following regulations, as well as any other rules or instructions

provided by the bus driver:

- Remain seated while bus is in motion.
- Keep hands, feet and head inside the bus.
- Do not open and close windows or doors (only the driver may do this).
- Do not damage or deface bus or any of its equipment.
- Engage in quiet talk.
- Keep books, packages, coats and objects out of the aisles.
- Do not throw anything out of the bus windows.
- In case of road emergency, remain on the bus unless requested to leave by the driver of the bus.
- Do not smoke on the bus.
- Enter the school building immediately upon exiting the bus.
- **All school rules apply and are enforceable on the bus and on any other form of transportation to or from school or any school-related event.**

Pupils, who refuse to obey promptly the directions of the driver, or refuse to obey regulations, may **GIVE UP THEIR RIGHT TO RIDE ON THE BUS for a period deemed appropriate by school administration.**

Students who choose not to follow the behavioral expectations will be reported to the school and the parent will be notified. Students who continue to have a problem behaving on the bus may be suspended from taking the bus temporarily or permanently, and transportation will become the responsibility of the parent. For safety reasons, the bus company has access to video cameras and audio recorders to monitor activities on and off of the bus. Upon request, video footage and audio recordings may be accessed by PCSS.

HALL PASSES

- Students may not leave the classroom without a teacher's or staff person's permission.
- Students who are not in their assigned rooms must have in their possession **the hall pass (clipboard)**. Only one student may exit the classroom at a time.
- If the hall pass is not available, then students must wait for the hall pass to return before leaving.
- Students must check in and out with the hallway monitor whenever they leave the classroom.
- No passes will be issued during the first and the last ten minutes of any period unless there is an extreme emergency.
- Cafeteria bathroom use will be monitored by student ID card scanning or by signing in and out of the bathroom log.

HALLWAY TRANSITION

The following are the policies and procedures for the hallway transition policy.

- During the first week of school, staff will teach students the safest methods of transitioning in the hallway.
 - Students will leave homeroom, put away their belongings, and immediately go to their Period 1 class. No loitering in the hallway is allowed.
 - Students will be dismissed by the teacher and not the bell.
 - For the rest of the school day, students will transition through the middle of the hallway only and line up outside of their designated classroom.
 - Polite behavior is expected of students at all times in the hallways.
 - No eating, drinking or chewing gum is allowed in the hallways.
 - Students may use either staircase as needed for class and must do so in a polite, respectful manner.
- The teacher of a designated class or an administrator nearby will welcome students into the classroom.

- o During transition, there should be no grouping of students, only neat orderly lines waiting to enter their designated classroom.
- o Upon entering the classroom, students move directly to their seats **silently** and begin working on the DO NOW!
- There will be absolutely **no running or horseplaying in the hallway**.
- Failure to follow the above policy will result in disciplinary action as deemed fit by a teacher or administrator, which may include (but not limited to):
 - o Call Home
 - o Detention (afterschool, lunch, etc)
- Further disciplinary measures through the Dean of Students office

LOCKERS

- Lockers will be assigned to students at the beginning of the each school year based on receipt of Student Handbook Contract, Lunch Forms, and other required documents.
- Lockers are to be used for storage of coats, sweaters, and/or lunches, and should NOT be shared with any other student (including combination)
 - Students who share combinations, share lockers, or prop the lock open may lose their locker privilege as deemed necessary by the Dean of Students.
- Combination locks are installed on each locker.
- The locker is not a student's personal possession and is subject to inspection at any time.
- **School administrators and other school department personnel have authority to search student lockers, any personal effects found within lockers, and places of concealment within those personal effects.**
- Students will be held accountable for the contents of their lockers and the contents of their personal effects.
- Any contraband or evidence of a crime found as a result of a locker search will be turned over to the appropriate authorities.
- In the event a student and/or his or her personal effects are searched, or in the event that information concerning a student has been provided to law enforcement, parents will be notified of such in writing as soon as practicable, but in any case, within 24 hours. For additional information, see the section on Searches below.

The Pioneer Charter School of Science and its staff are not responsible for lost or stolen items under any circumstances, regardless of whether the item(s) are in the possession of the student, the school, or school staff.

- Cell phones, electronics, headphones, or other valuable items should be left at home.
- Do not leave belongings on top or on the floor outside of the locker.
- All items not turned in, if found, will be confiscated and given to administration.

Lockers are school property.

- If a student purposefully damages a locker, he or she will be held responsible for repair costs.
- Lockers should be clean and organized at all times.
- Please report any locker problems to the Main Office and plan your day by carrying sufficient materials. Lockers are a privilege, not a right.
- If a student constantly violates the Locker Usage Policy, further action will be taken to limit his or her access to lockers, which may include removal of locker privileges.

STUDENT SEARCHES AND INTERROGATIONS

Students are not entitled to any “Miranda-type” warnings before being questioned by school personnel, and school personnel are not required to contact a student’s parent before questioning a student. PCSS staff will tell students why they are being questioned.

Students and their personal belongings, including purses, backpacks, and clothing and student vehicles on school property or at school events are subject to search by school personnel to the extent that the search is reasonable under all the circumstances. In the event of a search of a student or their belongings, parents or guardians will be notified.

To the extent possible, searches will be conducted by a school administrator in the presence of another adult. In the event a student is found to be in the possession of an object or substance that may give rise to a crime, the police will be notified and, if appropriate, the object or substance will be given to the police. When the school refers a student to the police, the parents or guardian will be notified. Other objects or substances that are prohibited by the school rules may be held by the school personnel and returned to the parent or guardian. Students have no expectation of privacy in their lockers. The school retains joint custody of all lockers and such lockers are subject to search by school officials at any time.

VIDEO MONITORING

As a safety measure, PCSS has access to video cameras throughout the school building, inside classrooms, and on the school bus. The system is intended to protect the PCSS community’s personal and property rights. The cameras are designed to record video only. Recorded video will be accessed at the discretion of the Executive Director or the Executive Director's designee.

STUDENT IDENTIFICATION CARDS (STUDENT ID)

A student ID card will be given to students after their school picture is taken during Grade 9. Once the ID has been given, students must have their ID cards at all times in order to identify themselves to staff.

- Student ID cards are necessary for lavatory use, purchasing lunch, and checking out a laptop.
- Students will use the same ID card every year, unless they have lost it. If a student loses or defaces an ID card, they will be charged \$5.00 for a replacement. Each time after, the cost of a replacement will double.

LAVATORIES

Students may use the lavatory during the following times:

- During Homeroom.
- During Lunch and Recess.
- During Study Hall and Panther Prep.
- During After School Detention.
- After 10 minutes of class starting and before 10 minutes of class ending.
- Students may only use the lavatory one at a time.

Students in the Main Building will use their student ID card to scan into the bathroom or report to the Hallway Supervisor or Main Office for a lavatory key.

- o Pass in your Student ID and remember to sign in and out. Your ID will be given back when you return the key.
- o If you do not have a Student ID, see the Dean of Students.
- o When walking to the restroom, do so quickly and quietly.
- o While you are using the restroom, remember to keep the restrooms clean.
- o All trash should be placed in the trash barrels.
- o Be aware of the time, other students may be waiting to use the restroom.
- o Students that do not return the key will be subject to disciplinary action.
- o Students must have their student ID at all times or be subject to disciplinary action.

Students are allowed to use the lavatory in the Cafeteria or Gymnasium only if their class takes place in that location.

Students are expected to report any damage in the lavatory to the Hallway Supervisor or Main Office.

- o **Students that damage school property in the lavatory will be subject to severe disciplinary action.**

MOBILE LAPTOP CART

Staff and students may use the mobile laptop cart for classroom use only. Laptops cannot be used by individual students. Laptops need to be checked out by a teacher for a specific class.

ASSEMBLIES

The school will invite guests to interact with students from various professional fields in class, grade, or school wide assemblies.

- Students should prepare for school assemblies by following the policies below:
 - o Students MAY:
 - Enter the gym or cafeteria, take the first available seat as close to the front as possible, and remain with their class;
 - Prepare questions beforehand to ask the guest speaker;
 - Listen and learn about various professions or subjects;
 - Bring materials to take notes;
 - And remain quiet while others are speaking.
 - o Students MAY NOT:
 - Enter the gym or cafeteria, sit where they please, and go to different groups of students;
 - Be unprepared for the speaker;
 - Stop paying attention, sleep, or talk with their neighbor;
 - Disrupt the guest speaker;
 - Use the restroom at the same time as other students;
 - Or be out of uniform.
- Staff will send students out of the school assembly for the following:
 - o Not paying attention;
 - o Not being prepared;
 - o Being disrespectful of others;
 - o Or failing to follow the instructions of the Assembly Supervisors.
- PCSS Staff will monitor students and assign discipline for misbehavior.

FIRE DRILL

Filing directions appear at the front of every room. Under the direction of the teacher, students will file according to this plan and maintain order and silence. Students will be subject to four (4) discipline points for failing to follow safety procedures.

LOCKDOWN

Lockdown procedures are available in every room. Under the direction of the teacher, students will move to an area of the classroom out of view of the doorway and windows. The lights will be shut off and students will remain silent until the Executive Director or emergency personnel end the lockdown.

LOST AND FOUND

All found items of value are to be brought to the Main Office. If a student does not claim a lost item within two weeks, the item in question may become a charitable donation or subject to destruction. **The Pioneer Charter School of Science and its staff are not responsible for lost or stolen items under any circumstances, regardless of whether the item(s) are in the possession of the student, the school, or school staff.**

VISITORS

Anyone wishing to visit PCSS must have written authorization by an administrator prior to the date of the visit. No student may have a visitor in school without prior permission from an administrator. Parents who wish to meet with a teacher or administrator must make an appointment. Visitors must sign into the Main Office and wear a visitor pass at all times for identification.

PHONE CALLS

PCSS restricts the possession and use of cell phones during and after school hours.

Students may make phone calls from the main office with permission from their teacher and from the secretary. Students should limit their trips to the Main Office to emergency or necessary reasons, which should be explained to the teacher. If a student comes to the Main Office for any other reason, he or she will be told to return to class.

Parents calling the school during normal school hours to speak with their child are restricted unless there is an emergency. Messages will be taken and delivered to students by last period. Messages taken after school hours will be given to the student whenever possible by paging the student to the Main Office to pick it up.

LUNCH PERIODS / CAFETERIA EXPECTATIONS

All students are required to remain at school during the lunch period (except as a part of senior privilege).

- Students may buy lunch at school from the lunch personnel during the lunch period, or students may bring a packed lunch.
- Students must load money on to their ID cards to purchase lunch.
- Observe reasonable quietness so as not to disturb others.
- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting in lines.
- No backpacks are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.
- During the lunch period, students are expected to display good manners and courtesy.
- Students must eat lunch only in the lunch area.
- If students wish to go to a teacher during the lunch period, then students must have a pass from the teacher that they wish to see.
- Students are expected to clear their place and dispose of all trash appropriately.
- Teachers and staff on duty during the lunch period will hold students responsible for their behavior.
- Students are permitted to use the vending machines after school.
- Our system will include the students eligible for free meals.
- Daily records will be maintained on the meals served.
- Our system will determine the meal counts by category and prevent the overt identification of students receiving meal benefits.
- A nut free table for students with allergies will have a sign posted. Please be sure that you do not sit at this table if you have nuts in your lunch.

LUNCH POLICY

Period 6 will begin the high school lunch and recess.

- Grade 9 and 11 will begin with recess and Grade 10 and 12 will begin with lunch. The order is subject to change.
- In the middle of Period 6, students in the gym will line up and wait for permission to go to the cafeteria and students in the cafeteria will line up and wait for permission to go to the gym.

<p>At lunch, students MAY:</p> <ul style="list-style-type: none">• Form a neat single file line in the cafeteria.• Purchase school lunch on a first come, first serve basis.• Eat lunch in peace in the assigned dining area.• Display good manners and courtesy.• Clean up and dispose of trash.• Visit with a teacher if they hold a pass from that teacher.	<p>At lunch, students MAY NOT:</p> <ul style="list-style-type: none">• Go to recess.• Push, run, horseplay, or litter.• Disturb others or walk around the dining area.• Loiter in the bathrooms or stairwells.• Use inappropriate language or act in a rude manner.• Eat in unassigned areas.• Visit with a teacher without a written pass.
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RECESS POLICY

<p>At recess, students MAY:</p> <ul style="list-style-type: none">• Play basketball on one hoop at a time.• Walk around the gymnasium.• Line up for lunch (if they have recess first).• Visit the school nurse.• Use the bathrooms.• Enjoy free time around the bleachers or floors.• Work on assignments or read silently.• Visit with a teacher if a written pass is presented to the Recess Supervisor.	<p>At recess, students MAY NOT:</p> <ul style="list-style-type: none">• Go to lunch or wander the hallways.• Play a game that puts others in danger.• Horseplay, take others belongings, deface property, or litter.• Purposefully throw items at another student.• Loiter in the bathrooms, locker rooms, or stairwells.• Use inappropriate language or act in a rude manner.• Bring food, drink, or gum into the gym.• Visit with a teacher without a written pass.
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HEALTH & SAFETY

SCHOOL/NURSE RESPONSIBILITIES

PCSS will provide a school nurse during school hours to monitor the health and wellness of our students. She will be on hand to provide nursing care for any illness, injury, medication administration or emergency that may arise during the school day.

PHYSICAL EXAM AND IMMUNIZATION REQUIREMENTS

Prior to admission to school per Massachusetts law, all students must be up to date on required immunizations and a current physical exam must be on file. Physicals exams are valid for school and sports purposes for 13 months from the date of service. Current physicals must be on file for admission to 7th and 10th grades.

According to Massachusetts General Law, c.76, ss.15, no child shall be admitted to school without documentation of recommended immunizations. *Any student who had not received the required immunizations prior to the start of school must be excluded from school until such time s/he has received all the required immunizations and written documentation has been received by the school nurse.*

All Grades/ new enrollees:

- Hepatitis B 3 doses
- Polio ≥ 3 doses
- MMR 2 doses
- Varicella 2 doses
- DTaP/DTP 4 doses or ≥ 3 doses Td, plus 1 dose Tdap
- **** Tdap is required prior to entry into 7th grade**
- Tuberculosis (TB) risk assessment as determined by a physician to be low or high risk.

HEALTH SCREENINGS

The following health screenings are administered to students by the school nurse as mandated by the Commonwealth of Massachusetts (M.G.L. Ch. 71 §57 and 105 CMR 200.500):

- Vision and Hearing – all grades
- Heights and Weights – all grades
- BMI measurements - grades 7 and 10

- Postural screening – grades 7 – 9

Parents will be notified in advance of these screenings and for any child who does not pass any of these screenings, the nurse will notify the parents in writing.

MEDICATION ADMINISTRATION

Over the counter medications: must have a parental consent signed and on file.

Prescription medication: all medication must be handled by adults only; must be brought to school by a responsible adult and handed to school staff: ie: nurse or secretary. Any student found with any medication in his/her possession will have meds confiscated and School Administrators and parents will be notified.

All prescription meds must be in the original pharmacy labeled bottle with student and doctor's name with instructions clearly labeled. No more than a 30 day supply must be sent in at a time. A parental consent and physician's order must be signed and on file. Except for any meds that are to be administered for a 10 day or less period (ie: antibiotics). For these short term medications, the pharmacy label will suffice in place of physician order and parental consent.

Any student with a diagnosis of asthma, food allergy, diabetes, seizure disorder or any other potentially life threatening condition, parents must contact the school nurse to discuss their care. Any medication required for any of these conditions: inhaler, Epi-pen, insulin, diastat must be on hand in the Health Office in case of an emergency. It is best to schedule medication administration outside of school hours whenever possible.

INJURIES OR ILLNESS

The school nurse or staff member will administer first aid or medical treatment in the event of minor injuries such as small cuts, bruises, bumps. Any and all injuries involving the head or face will be reported immediately to a parent or guardian as will any injury or illness that may require further evaluation by a physician such as suspected sprain, fracture, possible need for sutures, possible serious head injury ie: concussion to name a few.

In the event of a major injury or onset of a serious illness, the school will immediately contact 911 and then the parent. If necessary, the school will transport the child to the Whidden Memorial Hospital in Everett for emergency treatment.

If the injury/illness is less severe and does not require immediate hospitalization, the school will contact the parent for directives. In the event the parent cannot be reached, the school will contact the individuals listed on the student's emergency list. If, after exhausting the list and no one is reached, the school will have the student transported to the closest hospital for care.

If a child becomes ill, the parent or its designee will be notified to come pick up the child. In the event that no one can be contacted, and the illness does not require hospitalization, the child will remain with the nurse until such time as the parent can be contacted.

ACCOMMODATIONS MADE TO INJURIES/ILLNESS

If a child has an injury that requires the use of crutches or wheelchair accommodations will be made that will allow them to participate in school. A doctor's note should be sent to the nurse's office after any medical treatment that might affect the child's ability to participate in any activities at school. The nurse will contact the 504 Coordinator, Ms. Nicole Boucher, to develop a 504 Accommodation Plan to address the student's needs during this period. If necessary, the child will be allowed to use the elevator. If a child cannot participate in

Physical Education the nurse must receive a doctor's note. A doctor's note must be received by the school nurse upon recovery from an injury stating the student is cleared to participate in gym or sports.

PARENTAL RESPONSIBILITIES:

Please **do not** send your child to school if s/he has any of the following. Please keep them at home for their comfort as well as to prevent the spread of infection.

- A fever greater than 100F within the past 24 hours. The child must be fever free without the use of medication. Tylenol or ibuprofen will bring down a fever, but the child may still be ill and contagious.
- Vomiting and/ or diarrhea within the past 24 hours and if they have not seen a doctor.
- Any unidentified rash.
- Has any symptoms of a contagious illness (ie: the flu, conjunctivitis).
- Signs of strep throat but haven't seen a doctor.

Your child may return to school if:

- They have been on antibiotics for at least 24 hours for strep throat, conjunctivitis, or any contagious illness.
- Fever free for 24 hours without the use of any medication ie: Tylenol or Ibuprofen.
- Simple cold symptoms.

If you are unsure whether or not to send your child to school, please contact the school nurse and remember the **"24 Hour Rule"**: the child must be free of any fever, vomiting, diarrhea, and/or on antibiotics for at least 24 hours prior to sending the child back to school.

COMMUNICATION WITH PARENTS:

Any child who requires medical care such as scheduled medications, simple over the counter medications with written parental consent or any minor injury requiring only a band aid or ice pack will be evaluated and cared for by the school nurse. For any illness or injury beyond this scope, care will be provided by the school nurse and parents will be notified with a call from the school.

FIELD TRIPS AND MEDICATION:

If a child requires medication to be taken while on a field trip, a permission form is needed authorizing a specific individual (teacher for example) to administer it in order for the child to participate in the field trip. If at all possible for the child to take this medication prior to leaving or immediately upon returning from the field trip or skipping a dose of the day of the field trip, please contact the school nurse to make these arrangements.

For any child who is prescribed emergency or life saving medication, i.e.: inhaler or Epi-pen, the school must have this medication on hand to accompany the child on any field trip or they will not be allowed to go.

OTHER CONCERNS:

If your child has any special medical needs or assistance not mentioned here, please contact the school nurse, and she will assist in helping with specific needs or accommodations in any way possible.

Forms such as medication parental consent, physician orders, etc. will be made available online under Health Office at www.pioneercss.org.

TESTING PROCEDURES FOR ABSENCE AND TARDINESS

On final testing days, all students are expected to be present unless they are unable to attend school due to a documented medical issue. For this reason, only students who bring a Doctor's or health professionals note will be allowed to makeup finals they miss due to absence or tardiness.

CHEATING

If a student is suspected of cheating due to possession or access to prohibited materials (including electronic devices) or talking/whispering during a test that student will receive a zero on that test. Finals are worth 25% of student's grade for the subject they are taking.

RULES

Any student who chooses to break these rules will lose points on his/her test.

1. Stay silent (no talking, whispering, tapping, humming, singing or making noises);
2. Keep your eyes forward and focused on your own paper or computer;
3. Stay in your seat; and
4. Raise your hand and wait for a staff member's positive response for permission to speak, get out of your seat, or to leave the room.

PROCEDURES

1. Take your time and try your best;
2. Use your best handwriting; and
3. Check and correct any mistakes when you are finished.

ROUTINES

1. Keep 1 sharpened pencil at your testing spot and
2. Keep 1 big eraser at your testing spot.
3. Turn in your cell phones/electronic devices to your teachers to avoid testing violations.

ACADEMICS

GRADING SCALE

All classes at PCSS will follow this standard scale for assigning letter grades for quarter and semester work. Individual departments and teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

A+ 100 - 98	A 97 -93	A- 92 - 90
B+ 87 - 89	B 83 -86	B- 80 -82
C+ 77 -79	C 73 - 76	C- 70 - 72
D+ 67 - 69	D 63 - 66	D- 60 - 62
	F 0 - 59	

Important: 50% of a student's final grade in all major subjects will be based on benchmarks and final exams.

GRADE PROMOTION POLICY

If a student receives a final letter grade of a "D", a numerical average of 60-69, or higher, the student earns a passing grade. A final numerical average of 59 or below is considered to be an "F", which is a failing grade. If failures occur, the following policy will prevail with respect to final marks in either full year or partial year subjects:

- The 9th – 12th grade promotion from one grade to another in PCSS shall be based on the following criteria:

- o If a student fails two (2) core subjects he/she has to repeat the grade unless he/she is eligible for End of Course Exam Policy. (Please see End of Course Final Exam Policy below)
- o If a student receives final marks of “F” in any of the courses listed below that are the equal to a total of (3) Full Credit Value (CV), he/she cannot be promoted to the next grade.
- o If a student receives final marks of “F” in any of the four core courses English, Math, Science or Social Studies and if the average is **0-49** he/she will repeat the grade, if the average is **50-59** he/she can attend Summer school to be promoted to the next grade. Student will be permitted to take only one core subject during summer school.

END OF COURSE FINAL EXAM POLICY

Eligibility Criteria

There are two requirements that the students must satisfy in order to qualify for quarter 4 end of course/final exam to be considered toward grade promotion

- Students who receive yearly average score between 50-60% in core subjects¹ shall be eligible for quarter 4 final exam to be considered toward grade promotion. This opportunity shall be used for students who fail up to 2 core courses.
- Students shall have a recommendation from the grade level team.

Date

Quarter 4 final exam date.

Test Structure

Regular quarter 4 final exam structure with multiple choice, multiple response, short answer and open response. The test will contain all standards learned throughout the academic year.

Implementation

Teachers shall input students’ recommendations in the spreadsheet, Dean of Academics will share by the designated deadline. Students who are not entered in the sheet by the deadline will not be eligible for the opportunity.

High school: The failing grades will be overridden on the database by 60% if students receive 60% or above on quarter 4 end of course final exams.

Note that if students fail two courses and receive a passing score on only one of them, they must make up the failed course in summer school

HIGH SCHOOL GRADUATION REQUIREMENTS

Subject	Credit Value(s)*	Subject	Credit Value(s)
Mathematics	5	Computer Science	1

¹ English Language Arts, English Literature 1-4, Mathematics 7-8, Algebra I-II, Geometry, Trigonometry, Precalculus, Calculus, Social Studies, World history II, US history I-II, Civics and Economics, Science 7-8, Biology, Chemistry, Physics, Engineering and Technology.

Science	5	Foreign Language (of the same language)	2
English Language	4	Physical Education/Health **	1
Social Studies	4	Music/Art	1
Electives	4		

* One Credit Value (CV) is a year-long course.

**PCSS requires students to participate in PE every year per DESE. This requirement is equivalent to 1 credit PE/Health.

Other Requirements:

- 40 hours of community service during high school;
- Completing a senior project and presenting it in the School Project Fair;
- MCAS Scores of 240 or Above on English and Math given in 10th Grade;
- MCAS Scores of 220 or Above on STE.
- Successful completion of an EPP plan (if needed)

SENIOR PROJECT

The senior project will begin at the end of junior year and be completed by the end of senior year. The Senior Project is a graduation requirement and should be taken very seriously. Any senior privileges will also be based on meeting Senior Project deadline requirements and specific tardy procedures. Please see the PCSS Senior Project Guide for more details.

PROGRESS REPORTS/REPORT CARDS

Progress Reports will be mailed or handed out once in the middle of each quarter. Progress Reports are available at the Main Office at any time. Progress Reports are also available on the school database at all times. Report Cards will be mailed at the end of each quarter. Attendance reports will be available on the Progress Reports.

HOMEWORK POLICY

Homework is an essential part of your successful educational program at PCSS. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. If you or your parents have questions about homework, immediately contact the teacher who assigned it. If the student fails to complete and/or turn in a homework assignment he/she will be issued detention by their teacher the day of or the following day until 4:30 p.m. Detentions are scheduled by the teachers, and students are responsible to schedule these detentions with the teacher. Parents will be notified by the teacher in the event a student receives a homework detention.

Students that continue to not turn in or complete homework will be subject to the following disciplinary action:

- Each day that homework is missed will result in after school homework detention.
- Ten (10) days of missed homework assignments in a quarter will result in Saturday detention and one week of lunch detention and no participation in school events at the discretion of the administration.
- Twenty (20) days or more missed homework assignments in a quarter will result in further remedial actions at the discretion of administration.

- Additional further disciplinary measures as deemed necessary by the Dean of Students office.

If parents have questions about why a teacher has assigned a homework detention, they may call or email the teacher that assigned the detention. Parents will be responsible for making the pickup arrangements from after school detention.

SATURDAY ACADEMY

PCSS runs Saturday Academy on most Saturdays throughout the school year.

- The program runs from 9:30 a.m. to 12:30 p.m.
- Students present and working for the entire time may be eligible for reward points.
- However, students who are unproductive or disruptive will result in parents being contact and the student being asked to leave.
- Students should arrive no later 9:35 a.m. or they will receive discipline points for being tardy.
- Students may not leave without parental and administrative permission before 12:30 p.m.
- Students must work with a staff member at all times during Saturday Academy.
- Students should bring their materials to Saturday Academy as locker use will be limited.
- Break and snack time begins at 11:00 a.m. and ends at 11:15 a.m.
- Dress down rules apply during Saturday Academy, (For example: no hats are allowed), unless a student is serving a Saturday Detention (in which case they will arrive in full uniform).
- Electronic devices can only be used with staff permission in designated areas (such as the foyer).
- Saturday Detention will run at the same time as Saturday Academy (see Saturday Detention Code of Conduct).

COLLEGE GUIDANCE

Please see the PCSS College Planning Handbook for more details.

RELEASE OF STUDENT DIRECTORY INFORMATION

Under M.G.L. 603 CMR 23.07(4)(a) PCSS may release the following directory information: “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.” Parents of eligible students have the right to request in writing that their information not be released without prior consent and should do so at the beginning of each academic year.

From time to time, PCSS receives requests to release directory information for its students. While mainly we receive these requests from higher education institutions for student recruitment or research studies, there might also be instances of specific requests by other institutions.

SUMMER SCHOOL

Students have the opportunity to attend summer school at PCSS, if available, or in any neighboring town (at their own expense) for the purpose of meeting the requirements of the promotion policy.

Students will not be allowed to register for more than two courses (only one can be a core subject) during the summer session. Students must meet the following requirements for each course that he/she wishes to take in summer school for which they desire to have credit reinstated:

1. The student must have obtained an average of no less than 50 in the course for which they are seeking to regain credit.

2. The student must receive approval to attend summer school from the Dean of Academics to regain credit.
3. The failure of the course for which the student wishes to regain credit was not a result of excessive absences.

Parents and students will be notified of their eligibility to attend summer school for the purpose of meeting the requirements of the promotion policy prior to the registration period for summer school.

If PCSS offers a Summer School program, each student will take an entrance exam per subject to determine areas of strengths and weaknesses and an exit exam to determine credit make-up. Students must receive a passing grade of 70 in order to receive credit for attendance at summer school.

Grading guidelines for PCSS summer school courses (if program runs) include:

- 10%-20% Homework
- 20%-30% Tests/Quizzes
- 10%-20% Class work/participation
- 40% Exit Exam

VOCATIONAL EDUCATION OPPORTUNITIES

For students who are interested in applying to vocational schools there is information available in the main hallway (1st floor), in the Counselor's office, and the office of the Dean of Academics. You may also visit the Massachusetts Vocational Association for further information at <http://www.massvocassoc.org/schools.htm>.

ADVANCED PLACEMENT COURSE POLICY

In order to enroll in an Advanced Placement (AP) course, students must maintain a 90 or above in the same subject area in order to be eligible for the Advanced Placement course. In addition, students must have the subject teacher's recommendation to be eligible for the course. Due to the intense workload of the courses, a limited number of students will be able to take certain AP courses at PCSS. There is a fee for each AP class taken.

PCSS HONOR CODE AND CONSEQUENCES FOR VIOLATIONS

PCSS maintains an honor code that all students are expected to follow. This is exceptionally important not only for preparation for college, but for the professional world. Students at PCSS are expected to work hard to the best of their own ability, and present themselves with honorable, ethical, and morally right behavior. Failure to do so will be subject to strict disciplinary measures that will be marked in a student's permanent record.

CLARIFICATION OF TERMS:

Plagiarism: Taking another person's ideas, work, or writings and presenting them as your own, including from the Internet, without proper referencing.

- 1st offense: chance to redo assignment with the reduction of a full letter grade; parent/guardian contacted.
- 2nd offense: zero on assignment; parent/caregiver contacted; possible one-day in-school suspension.
- 3rd offense: further actions will be taken at the discretion of PCSS administration.

Note: Plagiarism violations will follow students from year to year while enrolled at PCSS.

Cheating includes, but is not limited to:

- Using materials unauthorized by the teacher during a test;
- Sharing test answers or questions with another student;

- Copying any other person's work/homework/class work;
- Using unauthorized study aids;
- Making unauthorized grade alterations;
- Turning in work done by any other person (e.g. parents, other students, etc.)

Self-Plagiarism: Submitting and representing one's own work in multiple classes as new work;

Lying: Deliberately misrepresenting or omitting the truth (equivocation);

Stealing: Taking any property that belongs to others without their knowledge or permission, even with the intention of returning it;

Vandalism: Destroying or defacing school property or property that belongs to members of the school community.

CONSEQUENCES FOR VIOLATING THE HONOR CODE:

If a teacher believes that a student has cheated or otherwise violated the Honor Code, the teacher can take the following steps:

- Give the student a zero on the assignment or test (in the case of cheating);
- Notify the parents/guardians;
- Request that the student be subject to discipline by PCSS administration.

EXTRACURRICULAR ACTIVITIES

Many clubs are offered at PCSS and students are encouraged to be active members. The dates and times of specific club meetings will be announced in the Daily Bulletin. **Students are not allowed to remain in the building after school hours unless they are in the company of a teacher, club sponsor or coach.**

INTERSCHOLASTIC ATHLETIC ELIGIBILITY RULES

The violation of any eligibility rule may result in forfeiture of a game won. A violation could spoil a good season's record. If, in your opinion, there is any doubt concerning your eligibility, consult the Executive Director or Athletic Director. The rules apply to all teams, varsity, or middle school, all grades and to both girls and boys sports.

TO BE ELIGIBLE YOU MUST

- 1) Attain an average grade of C- or better in all of their core classes and a passing grade in all classes on the day prior to tryouts for their particular sport. (e.g. end of the year overall grades will determine Fall eligibility, the Wednesday grades before Thanksgiving break will determine Winter eligibility)
- 2) If at any point during the season a student-athlete presents a disciplinary infraction, they will be deemed ineligible by the Dean of Students and Athletics Director.
- 3) Maintain a passing grade in all of their core classes during the season. If at any point a student-athlete's grade in any of the core classes drops below a D- the student-athlete will be deemed ineligible to participate until that grade is brought back to a D- or better.
- 4) Meet academic, age, transfer, and consecutive semester eligibility criteria as well as regulations established by leagues in which we participate.
- 5) Be medically eligible with current physical within 13 months of the start of the season.
- 6) All students will have their Database Logs and Class Dojo records examined to determine behavioral eligibility. Students who do not qualify but would like to participate in athletics must adhere to a behavioral plan as set forth by the Dean of Students and/or the Athletic Director.

GOOGLE APPS FOR EDUCATION

Students at PCSS will receive a Google account for school use only. The Google account will come with email, drive, calendar, and other programs. Students should use the Google account appropriately and according to the PCSS Network Policy below.

POLICY FOR NETWORKS, INTERNET, AND CYBERBULLYING

Technology is used to support teaching and learning. Networks, including the Internet, allow people to communicate with others through the use of technology, research information to support education, conduct experiments and scientific research, and produce educational materials and projects. It is the policy of PCSS that all technology used to access the network will be used in a responsible, legal and ethical manner. Remember, the use of the network is a privilege, not an entitlement, and is subject to the conditions outlined in the PCSS Student Handbook. Because network communication is often public, students and staff are responsible for behaving appropriately on the network, as they are in the school. The network is provided for students and faculty to conduct research and communicate with others concerning schoolwork. Individual users of the network are responsible for their use of the network. The use of the network must be consistent with academic actions and rules.

A responsible network user will:

- Use language that is considered appropriate at all times.
- Send only information that other users will not find offensive.
- Conform to copyright laws.
- Never reveal personal information about themselves or any user such as address, telephone number, credit card numbers, social security number, etc.
- Not tamper with the system or alter, copy, delete or destroy any files or data that are not theirs.
- Not attempt to gain access to any PCSS computer, resources, or files that are beyond their authorized access.
- Not download or install any programs on PCSS computers without written permission from the Executive Director.
- Report immediately any suspicious activity or suspected security breaches to a teacher or administrator.
- Never plagiarize material found on the Internet. Plagiarism is taking someone's words or ideas and presenting them as if they were your own work.
- Not disrupt the network, spread computer viruses or practice computer "hacking" of any kind.

A responsible network user must be aware that:

- Use of the network is a PRIVILEGE, not a RIGHT.
- E-mail is not private.
- Cyberbullying of any kind is absolutely prohibited.
- Violation of this policy may result in the loss of Internet privileges or, where appropriate, disciplinary action pursuant to the PCSS Code of Conduct.
- Persons issued an account are responsible for its use at all times, and should take reasonable precautions to safeguard access to their account.
- PCSS maintains an Internet filtering system to restrict access to certain web sites. Any attempts to bypass this filtering system and access blocked sites is a violation of the school rules that will be subject to disciplinary measures deemed appropriate by PCSS administration.
- Misuse of PCSS administered networks, accounts, and/or computers will carry consequences at the

discretion of PCSS administration.

BULLYING

Acts of bullying, which include cyberbullying, are prohibited:

- on school grounds and 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
- at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Please refer to PCSS's Bullying Prevention and Intervention Plan on the school's website for more detailed information on the reporting, definitions and investigation of bullying, as well as disciplinary measures that may be employed.

CYBERBULLYING

Cyberbullying occurs when a student targets another student using interactive technologies or the internet, including but not limited to e-mails and harassing messages whether or not such documents are printed out and distributed in school or on school grounds. Cyberbullying typically creates a disruption in school, where the victim is afraid, may seek counseling or miss school, their grades may be impacted and friends may get involved. Any proof of an in-school student impact will result in disciplinary action.

If cyberbullying targets staff and the student's behavior has had a real impact on the staff (for example, if the teacher or staff member quits in reaction to the harassment or take a leave of absence or seeks medical treatment to help deal with the emotional implications of the student's actions), the school will take disciplinary action.

If there is a threat involved, the school will take disciplinary action, including possibly suspension. If the cyberbullying has disrupted or will disrupt school discipline, the school will take disciplinary action, including possibly suspension and expulsion. If the student is bringing to school print-outs of the cyberbullying materials or site, or promoting other students in school to visit the site, or if the student accesses the web site while at school or creates or works on the Web site from school, the school will take disciplinary action, including possibly suspension. If cyberbullying occurs on a web site that belongs to the school or is created as a school-sponsored project, the school will take disciplinary action, including possibly suspension and expulsion.

Please refer to PCSS's Bullying Prevention and Intervention Plan on the school's website for more detailed information on the reporting, definitions and investigation of cyberbullying, as well as disciplinary measures that may be employed.

CELLULAR PHONE USAGE / ELECTRONIC DEVICES

Students may carry cell phones and electronic devices, including headphones, for use before and after school hours. All phones and electronic devices must be turned off prior to entering the building and remain off and out of sight until the student exits the school building. Subject to the policy outlined above, students will be permitted to use the school phone if needed.

The visible, audible or discovered use of any electronic device, including cell phones and headphones, while at school is prohibited. Any electronic device seen or heard in school at any time (lunch, recess, after school, etc.) will be confiscated and given to PCSS administration. Electronic devices capable of recording sound or video will be confiscated and all media captured that is deemed inappropriate will be deleted.

- Students will be permitted to carry their cell phones.
- Student's cell phones should remain off and out of sight throughout the course of the school day. A cell phone holder will be provided in each classroom that students will be expected to deposit their device in at the beginning of every class.
- The visible, audible, or discovered possession and/or use of any electronic device (including cell phones, head phones, speakers, e-book readers, etc) while at school is prohibited. Any electronic device that is seen, heard or in use while in school at any time (lunch, recess, class, after school, etc) will be confiscated and given to PCSS Administration.
- Electronic devices capable of recording sound or video will be confiscated and all media captured that is deemed inappropriate will be deleted.
- Students will be strongly encouraged to turn in cell phones and other electronic devices during benchmarks and major tests, to prevent cheating or distracting noises.
 - Cheating on tests will be subject to PCSS Honor Code
 - Cell phones that cause distractions during a test may be confiscated, and the assignment will be subject to the PCSS academic dishonesty policy
 - Cell phone usage or distraction on official state exams will result in that exams invalidation and will be reported to the state

Offense Tiers:

1st Offense: The item will be taken away and given to the Building Director or Dean. The student will be given a detention and a parent will need to come to the school to retrieve the item.

2nd Offense: The student will be given a detention(s). Parent will be called in for a discipline meeting and will also need to come to the school to retrieve electronic device. The item may be kept for the rest of the academic quarter.

3rd Offense: The student will be given a detention(s). Parents will be contacted for a meeting and the item may be kept for the rest of the school year. Further consequences will be issued at the discretion of the Dean.

- Multiple offenses to the cell phone policy will result in a student being put onto a cell phone turn in plan, where students must turn over their device to a Dean. This includes usage of the cell phones in the classroom, bathroom, or any other location in the school without explicit permission. The Dean of Students office will use their discretion at implementing the following consequences:
 - Confiscation of device by a Dean and returned at the end of the day
 - Confiscation of a device by a Dean and a parent must pick it up
 - Student must register and check in their device to a Dean every day for a determined period of time.

- Further consequences as deemed necessary.

Cell Phone/Electronic Device Check-In Procedure

Students who have been put onto an electronic device plan will follow in a cell phone check-in procedure. Students will go directly to the Dean of Students office before going to advisory to check-in their electronic device. These phones will be placed into a cell phone bag and placed into a locked office. At the end of the day, students will get their electronic device back. Students who fail to check in their phone at the beginning of the day will have their check in period extended and will be subject to further disciplinary measures.

- In the event that a Dean is not present on a day that a student is required to turn in their electronic device, students will bring the electronic device to the main office and check it in with the secretary. It will be placed into a locked drawer, and the student can retrieve it at the end of the day.

GRAFFITI

- Painting, marking, tagging, etc. of buildings by anyone, regardless of age, is illegal including criminal penalties, without permission of the owner;
- Individuals under eighteen are forbidden to possess broad indelible markers or paint in any building without permission of the owner;
- It is illegal to sell, give, or deliver broad indelible markers or spray paint to any person under eighteen (except that a parent, guardian, employer or teacher can deliver these items for a lawful purpose);
- Stores selling these items must post signs warning minors of the penalty for buying or having the same;
- A fine of up to three hundred dollars has been established, which can be enforced non-criminally.

PHYSICAL RESTRAINT OF STUDENTS

The Massachusetts Department of Education has developed regulations (603 C.M.R. §46.02) to “ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint.” Each school system is required to develop a policy that provides a description and explanation of the school’s method of physical restraint, a description of the school’s training, reporting and follow-up procedures, and a process for receiving and investigating complaints regarding restraint practices. It is PCSS policy and procedure to act in accordance with the regulations governing physical restraint in Massachusetts. The regulations were revised to take effect as of January 1, 2016, to reduce the risk of restraints in public schools. A complete copy of these regulations is available in the Main Office.

Maintaining an orderly and safe environment conducive to learning is an expectation of all staff members of PCSS. Furthermore, students are protected by law from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a staff member from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear in the state regulations:

- Physical restraint means direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.
- Physical escort shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.
- Seclusion and time-out. Seclusion means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, and does not include a time-out. Time-out is a behavioral support strategy in which a student temporarily separates from a learning activity or classroom for the purpose of calming, and is further described below.

INCLUSIONARY TIME-OUT

The definition of time-out includes the practice of inclusionary time-out, i.e., when the student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom, and exclusionary time-out (see below), i.e., the separation of students from the rest of the class either through complete visual separation or from actual physical separation. The use of inclusionary time-out functions well as a behavior support strategy while allowing the student to remain fully aware of the learning activities of the classroom. Inclusionary time-out includes practices used by teachers as part of their classroom behavior support tools, such as "planned ignoring," asking students to put their heads down, or placing a student in a different location within the classroom (this does not include walled off "time-out" rooms located within the classroom; use of those is considered to be an exclusionary time-out - see below). These strategies, used to reduce external stimuli in the student's environment while keeping the student physically present and involved in learning, have proven to be useful tools for classroom management.

EXCLUSIONARY TIME-OUT

Exclusionary time-out as a staff-directed behavioral support should only be used when the student is displaying behaviors which present, or potentially present, an unsafe or overly disruptive situation in the classroom. Staff-directed exclusionary time-out will not be used as a method of punishment for noncompliance, or for incidents of misbehavior that are no longer occurring.

During an exclusionary time-out:

- The student will be continuously observed by a staff member;
- Staff will be with the student or immediately available to the student at all times;
- The space used for exclusionary time-out will be clean, safe, sanitary, and appropriate for the purpose of calming;

Exclusionary time-out will cease as soon as the student has calmed.

When a student is separated from the learning environment in an exclusionary time-out, s/he will be in a safe and calming environment. For any exclusionary time-out that may last longer than 30 minutes, programs will seek approval from the Dean of Students for the continued use of time-out. The Dean of Students may not routinely approve such requests but must consider the individual circumstances, specifically whether the student continues to be agitated to determine whether time-out beyond 30 minutes is justified. If it appears that the use of exclusionary time-out exacerbates the student's behavior, or the continuation of the exclusionary time-out beyond 30 minutes has not helped the student to calm, then other behavioral support strategies should be attempted.

Exclusionary time-out is an intervention that will be reserved for use only when students are displaying behaviors which present, or potentially present, an unsafe or overly disruptive situation in the classroom. In such circumstances, the student may either ask to leave the classroom, or the student may be directed to a separate setting for the purpose of helping the student to calm. Unless it poses a safety risk, a staff member must be physically present with the student who is in an exclusionary timeout setting. If it is not safe for the staff member to be present with the student, the student may be left in the timeout setting with the door closed. However, in order to ensure that the student is receiving appropriate support, a school counselor or other behavioral support professional will be immediately available outside of the time-out setting where the individual can continuously observe and communicate with the student as appropriate to determine when the student has calmed. Students must never be locked in a room. For students displaying self-injurious behavior, a staff member will be physically present in the same setting with the student. Exclusionary time-out will end when the student has calmed.

In addition, all staff members shall receive a training orientation regarding this policy and the school's physical restraint procedures. The Executive Director shall arrange training to occur during the first month of each school year, or for staff hired thereafter, during their first month of employment.

PUBLIC DISPLAY OF AFFECTION (PDA) POLICY

A public display of affection (PDA) is defined as any action which implies an exclusive or romantic relationship between two individuals. While we recognize that special relationships may exist, we also believe that these special friendships deepen the need for restraint and discipline. Any kind of hugging and kissing is not allowed, however, handshaking is permissible.

If teachers or administrators observe a public display of affection, the students will initially receive a warning and counseling regarding the concerns. Persistent warnings will result in disciplinary actions and a conference with the administration and parents.

DISCIPLINE CODES

POLICY, PROCEDURE, AND RULES

The proper atmosphere for learning is developed through application of self discipline, as well as adherence to the rules and regulations of the school. Striving toward this goal will result in a smooth functioning school atmosphere conducive to a maximum learning process. Any student causing disruption impedes the learning process.

Students from Grades 9 through 12 are expected to comply with the following basic rules:

- Come to school every day, on time, to learn and to work.
- Take an active part in all school activities.
- Behave respectfully towards people of all ages, races, ethnic groups, religions, sexes, and genders.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

1. Transition in the hallway orderly and at a whisper.
2. Enter your classroom silently.
3. Stay seated unless otherwise directed.
4. Bring pencils, pens, paper, books, and other required materials to class.
5. Place unnecessary items in your bag underneath your desk or out of the aisles.

6. Once items are put away, take out your textbook, notebook, and begin the Do Now!
7. Raise your hand for permission to speak.
8. Avoid any behavior that disrupts or keeps the classroom from functioning.
9. Follow directions the first time they are given.

CLASSROOM PROCEDURES

1. At the end of a period, students must await dismissal by the teacher.
2. Students will not adjust shades, windows, or air conditioners without the teacher's permission.
3. All objectionable and permanent markings in books will be reported. Students must pay for lost or damaged textbooks before new books are issued.
4. A student tardy to class must have a pass from the teacher who detained him or her, or the student will receive consequences for tardiness. Any student that receives two unexcused tardies to the same class in the same week will receive a full after school detention.
5. Students may expect a test in each subject weekly.
6. A student who misses more than half a class period is considered to have been absent from that class.
7. The PCSS policy and state law recognize a student's right to use textbooks, on a loan basis, without charge. Students will be required to pay for textbooks and other school-owned materials that they lose or damage.
8. Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers.
9. All behavioral rules and expectations apply and will be enforced during all advisory periods and after school class periods.

PANTHER PREP EXPECTATIONS

The Panther Prep-period is a study period from classes for students to read a book silently and/or begin work on homework. During the Panther Prep period, students are expected to report to a classroom for small group tutoring with a teacher or to the cafeteria for study hall. Panther Prep will come at the end of the school day. This period can also be used for Announcements using the public address system (PA) to highlight student achievement. Students may be selected on a voluntary basis for announcements. Students who are not following the Panther Prep rules will be subject to the PCSS disciplinary procedure.

The Panther Prep will function like a silent Study Hall for students to organize their materials, work on assignments, or read silently.

The following rules will apply to all students.

Students MAY

- Work on homework.
- Work with partners – with permission.
- Read a chapter book silently.
- Ask the teacher a question – one student at a time.
- Ask the teacher to check the student's database – one at a time.
- Use the restroom – one student at a time.

Students MAY NOT

- Sit idle – students without work will be sent to the Dean of Students.
- Use electronic devices.
- Use an E-Reader, without explicit permission by administration.
- Make noise or disrupt the class.
- Share snacks, drinks, or notes.
- Talk with friends and/or disrupt the class.

- Use the nurse in case of emergency.
- Eat a snack.
- Walk around the classroom.
- Take too long with the hall pass.
- Visit a teacher without a pass from that teacher.

LUNCH DETENTION POLICY

Lunch detention will be assigned to students who violate the student Code of Conduct as deemed by the Dean of Students. Lunch detention is assigned when:

- Students do not complete their assigned homework detentions when assigned and scheduled
- Students who come to school excessively tardy
- Students who violate the Code of Conduct (given by the Dean of Students)

Lunch Detention Code of Conduct

Students that are in Lunch Detention will be required to follow the following rules:

- Students will enter the room silently and take the first available seat or the seat assigned by the detention supervisor.
- Students will remain silent for the duration of their lunch and recess period.
- Students will make up any assignments they missed, complete any homework, study for upcoming assessments, and/or read a book when they are not eating their lunch.
- Students will clean up their desk at least 3 minutes before the lunch period ends.
- Students will listen to and follow the direction of the Lunch Detention Supervisor.
- Students that are misbehaving at Lunch or Recess will be sent to Lunch Detention room.
- Students who are violating the Lunch Detention Code of Conduct will be sent to the Main Office to await disciplinary action by the Dean of Students.

AFTER SCHOOL AND EARLY RELEASE DETENTION CODE OF CONDUCT

Students, who violate the PCSS Code of Conduct, will serve detention up until 5:00 P.M., up to 4:30 P.M. on Early Release Days. The following rules apply to the Detention Code of Conduct:

- Students will find their names posted to find out if they are serving Detention.
- Students cannot reschedule detention without parental **and** administrative approval.
- Students will bring their materials to Detention and will not be allowed to go to their lockers.
- Students will be in full uniform while serving Detention.
- Students will make up any assignments they missed, complete any homework, study for upcoming assessments, and/or read a book. Students will not be allowed to speak or leave their seat without raising their hand and receiving permission.
- Students will follow the directions of the Detention Supervisor at all times.
- Students that skip detention will receive disciplinary action. Students who have 3 or more skipped detentions will be assigned a parent supervised Saturday detention.
- Students that violate the detention Code of Conduct will have parents contacted and be asked to leave the school building.
- Students sent out of detention will be subject to disciplinary action at the discretion of the Administration and the detention will not count.

SATURDAY DETENTION CODE OF CONDUCT

Students who have a further violation the Code of Conduct, will serve Saturday Detention in the Cafeteria from

9:30 a.m. to 12:30 p.m. the following Saturday. The following rules apply to the Saturday Detention Code of Conduct:

- Students cannot reschedule Saturday Detention without parental **and** administrative approval.
- Students will bring their materials to Saturday Detention and will not be allowed to go to their lockers.
- Students will be in **full uniform** while serving Saturday Detention.
- Students will line up outside of the Cafeteria and will be welcomed into the room by the Saturday Detention Supervisor or Administrator.
- Students will make up any assignments they missed, complete any homework, study for upcoming assessments, and/or read a book.
- Students will not be allowed to speak or leave their seat without raising their hand and receiving permission.
- Students will follow the directions of the Saturday Detention Supervisor at all times.
- Students serving may be given extra assignments to complete during Saturday Detention.
- Students that skip Saturday Detention, Early Release Detention, or violate the Code of Conduct will be subject to further disciplinary action at the discretion of the administration.

ALTERNATE STUDY ROOM (ASR) CODE OF CONDUCT

ASR (also called in-school suspension) will be assigned as necessary by the Dean of Students to students who continue to violate the Code of Conduct, or are sent out of class for a disciplinary reason as set forth by the Student Handbook. Students who are assigned to the ASR room will be given all work for the classes that they will be missing to complete in a timely fashion. Students who receive time in the ASR room will also have an incident recorded in the database, which will be kept and maintained as part of the student record.. The following rules apply to the ASR Code of Conduct:

- Students will be escorted to their lockers to gather their necessary materials for the ASR and will not be allowed out of the ASR without an escort.
- Students will be in full uniform while serving in the ASR.
- Students will make up any assignments they missed, complete any homework they owe, study for upcoming assessments, and/or read a book.
- Students will not be allowed to speak or leave their seat without receiving permission.
- Students will follow the directions of the ASR Supervisor or Dean of Students at all times.
- Students will be respectful at all times, or may receive additional time in the ASR room for insubordination, rudeness, or failure to follow the ASR rules.
- Students serving in the ASR may be given an additional assignment to complete.
- Students that fail to follow the ASR rules or continue to be insubordinate may receive additional time in the ASR room at the discretion of the Dean of Students.
- Students that are not serving in the ASR will not be allowed into the ASR; administrators will deal with interactions between the ASR and out of the ASR.

Students that are sent out of ASR or violate the Code of Conduct will be subject to further disciplinary action at the discretion of the Administration.

ALTERNATE STUDY ROOM (ASR) PROCEDURES

The Alternate Study Room (ASR) will serve as a space for students to use when they sent out of the classroom or violate the PCSS Code of Conduct. The following protocol must be followed if a student enters ASR:

1. Knock to enter and remain quiet at all times.

2. Sign in your name, the date, the time, and reason for arrival.
3. Fill out an incident report.
4. Sit properly.
5. Complete the assignment given by the ASR Supervisor.
6. Work on assigned class work for the classes you will miss.
7. Remain in ASR until given permission to leave by the Dean of Students Office.

Note: No student will be allowed back to class until all of the work is completed.

The following procedures will be in effect if a student is sent out of class:

- A student conference with an administrator,
- A referral explaining the reason for removal,
- An incident report filed with administration,
- A parent contact by a staff member, and
- Disciplinary action at the discretion of Administration, including but not limited to, detention.

CORRECTIVE ACTION PLAN

Discipline problems have been classified as Major Infractions, Major Code of Conduct violations, and Minor Code of Conduct violations. In an effort to insure uniformity in the discipline code, the guidelines on the following pages have been developed and are consistent with Massachusetts Law. School administrators will exercise discretion in all cases of code of conduct violations.

The Code of Conduct applies whenever a student is on school grounds, is at a school-sponsored activity, is on public or private transportation to or from school or a school-sponsored activity, is walking or waiting for transportation to or from school or a school-sponsored activity, or engages in serious misconduct outside the school that will have an adverse effect on the maintenance of discipline in the school (including instances of criminal conduct, cyberbullying, or other serious behaviors that may occur off of school property but create a detrimental impact on the environment at school).

Throughout the discipline procedure, the substantive and procedural rights of the students, as well as the teachers, will be observed. Please see the due process section below for more information.

MAJOR INFRACTIONS

School-related offenses include those occurring on school grounds; during a school-sponsored activity; on public or private transportation to or from school or a school-sponsored activity; while walking or waiting for transportation to or from school or a school-sponsored activity; when serious misconduct outside the school has an adverse effect on another person or the maintenance of discipline in the school.

The following behavioral infractions may result in disciplinary actions up to and possibly including expulsion.

- Possession of a dangerous weapon;
- Possession of firearms, knives, guns, mock guns, studded belts or bracelets, or other weapons prohibited by state law;
- Harming another person with a weapon;
- Harming or attempting to harm another person with a weapon or dangerous object;
- Possession of a controlled substance;

- Assault on a member of the educational staff; or
- A felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal 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 37H½.
- For informational purposes, a list of felonies can be found on:
<http://www.mass.gov/courts/docs/admin/sentcomm/mastercrimelist.pdf>. Please note that PCSS does not administer this list, and therefore cannot guarantee its accuracy or completeness.

MAJOR CODE OF CONDUCT VIOLATIONS

The following behavioral infractions, including others not listed, may result in disciplinary actions up to and possibly including suspension:

- Causing or threatening physical injury to another person;
- Possession of a dangerous object;
- Attempting to harm another person with a dangerous object;
- Threatening to harm another person with a weapon;
- Possession of or using a mock gun;
- Possessing, using, or selling any controlled substance or non-controlled substance, such as prescription drugs or alcohol;
- Sexually assaulting or attempting to assault a faculty member or a student (whether verbal or physical);
- Committing assault, including sexual assault, or assault and battery on another person;
- Engaging in acts of harassment;
- Assaulting or threatening to assault any staff member or visitor during school or a school activity;
- Intentionally burning or attempting to burn property;
- Endangering the physical safety of another person by the use of force or threats of force (including hazing);
- Using any object in a dangerous or threatening manner;
- Endangering the safety of others by setting fire;
- Failing to attend or consistently attend counseling when it is required;
- Violating the civil rights of others;
- Using racial or ethnic slurs, profanity, or obscene language in a persistent and/or abusive manner;
- Substantially disrupting school or classroom activity in a repeated, aggravated, or flagrant manner;
- Occupying any school building, school grounds, or part, and in doing so depriving others of its use;
- Blocking the entrance or exit of any school building, corridor, or room, depriving others of lawful access or egress;
- Preventing or attempting to prevent by physical act the safe functioning of a part of the school;
- Continuously and intentionally making noise or otherwise seriously preventing the teaching of other students;
- Making a bomb threat or pulling/reporting a false alarm;
- Repeatedly committing one or more of the offenses for which expulsion or suspension may be imposed;
- Using tobacco products;
- Attempting by force or threat of force to steal private property;
- Causing damage to or stealing school or private property;
- Refusing to identify self on the reasonable request of staff or giving false identification;

- Persistently being present in a part of the school building or grounds off limit to students;
- Leaving or entering the school building without permission;
- Repeatedly cutting class or classes;
- Multiple or flagrant violations of the cell phone and electronic device policy;
- Unauthorized using of the elevator;
- Possessing of materials deemed obscene by PCSS administration;
- Smoking and/or possessing or using of any tobacco products;
- Verbally assaulting a staff person or using profanity/vulgar language toward a school staff/visitor;
- Gambling;
- Truancy;
- Violating the Honor Code;
- Defacing/destroying school or personal property;
- Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety;
- Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs;
- Fighting or hitting another person in the school;
- Helping unauthorized visitors to get into the school or around the school with any intentions especially harming an individual or the entire school;
- Engaging in sexual contact of any kind with or without mutual consent in or around school grounds;
- Verbally or physically threatening to injure or harm any school staff member;
- Forcibly entering a school building, locker, classroom, or secured enclosure;
- Displaying or indicating signs of burning or setting the school on fire (Drawing pictures, joking around, or etc.);
- Spreading rumors (false or uncertain claims, accusation, and etc.) around;
- Sending or displaying inappropriate images with an electronic device;
- Possession of and/or use of a laser pointer;
- Possession of and/or use of firecrackers, noisemakers, and/or fireworks of any kind;
- Improper use of the school's network, accounts, and/or computers; and
- Cyber bullying and/or bullying as defined in the Bullying Prevention and Intervention Policy;

MINOR CODE OF CONDUCT VIOLATIONS

The following infractions among others will be considered minor and are subject to, but is not limited to, suspension, alternative study room, detention, and/or discipline points. While the offenses below generally are considered to be minor when viewed individually, cumulative or severe minor violations may be considered to be major if the behavior becomes more offensive, frequent, or chronic.

- Cutting a class;
- Cheating and/or plagiarism as defined by the Honor Code;
- Accumulation of misdemeanor marks;
- Multiple dress code violations;
- Lying;
- Skipping detentions or failure to serve detentions in a timely manner;
- Insubordination to the school staff;
- Creating a disturbance of school routine;
- Leaving class without proper permission;
- Serious and repeated violation of school rules;

- Malicious damage to property of others;
- Disruption of classes;
- Forgery;
- Posting or distributing materials on school property that causes a disruption to the educational process;
- Using abusive or profane language (including name calling/racial slurs);
- Intentionally participating in or initiating actions that result in the disruption of the entire school;
- Vandalism and/or destruction of the property;
- Pushing another student;
- Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the Executive Director or intentionally participating in hazing activities;
- Engaging in an activity that may create a condition that is unsafe or unhealthy to others; and
- Bringing materials deemed inappropriate by PCSS Administration.

NOTE: Chronic or severe violations of the above infractions may result in suspension at the discretion of the Executive Director and subject to the due process procedures outlined herein.

DEFINITIONS OF CORRECTIVE ACTIONS

1 **Alternative Study Room (ASR)** is the exclusion of a student from all classes and school activities for a specified time. The student is supervised within the school and is expected to complete assigned work during ASR for all academic classes. A student assigned to ASR may be excluded from all extracurricular activities. A student assigned to ASR is automatically prevented from participating in the next regularly scheduled interscholastic activity or competition in which he/she is involved and is barred from all extracurricular activities.

2. **Student Conference** is a private meeting with the student and an administrative. If a student is sent out or is referred to administration, he/she will be expected to meet to discuss the details of the situation and what behavior interventions need to take place. This is not a hearing. This meeting is to find out details or help in the investigative process.

3. A **Refocus Form** is a report filled out by the student with a staff member to redirect a student's attention and make quick corrections to behavior before returning to class.

4. **Oral or Written Warning** is a sanction from the administrative team to warn the student that the behavior in question is not acceptable for school. If the same behavior happens again, there will be new consequences issued by the administration.

5. **Parental Consultation** may be a phone call, conference, or email exchange regarding the student. Consultations will be made for students regarding behavior, grades, attendance, and other issues. The consultation will typically end with an action being taken by the team to solve the problems, if any.

6. **Detention** is the consequence of being kept after school hours or during school activities, such as lunch or field day. The seven most common used are as follows:

- a. **Lunch/Recess Detention** is for students that have violated the Code of Conduct. It will take place during lunch and recess. Students will sit in a room and work quietly. Please see the Lunch Detention

Policy on the following pages.

- b. **Homework After School Detention** are 50 minutes long and will be assigned when a student fails to turn in a homework assignment, and is scheduled by the teacher or an administrator. Any student receiving a Homework After School Detention will have parents contacted and will be responsible for scheduling the detention as soon as possible. Failure to do so or for accumulation of homework detentions will result in a student being referred to the Dean of Student's office for further disciplinary measures.
- c. **After School Detention** is held daily after school Monday through Friday from the end of the school day up to 5:00 P.M. Detention takes precedence over extracurricular activities, including sports and work. Busing will not be available after detention. Detentions cannot be rescheduled without parental and administrative permission. Please see the After School Detention Policy on the following pages.
- d. **Saturday Detention** is held every Saturday, except for most holiday weekends, from 9:30 A.M. to 12:30 P.M. It will be assigned based on Code of Conduct violations and/or negative points.
- e. **Early Release Detention** is held every Early Release Day from 1:00 P.M. to 4:30 P.M. or if needed it can run to 4:00 P.M. It will be assigned based on Code of Conduct violations and/or negative points.
- f. **Parent Supervised Detention** is held with a parent or guardian present while to student serves detention to help them organize and complete work or help with community service. It may take place during lunch, after school, or on Saturday.

NOTE: Detentions will be held in an alternative study room and the rules will be posted. Failure to report to detention will result in disciplinary action.

7. **Team Meeting** is a meeting with the student, parents, student support office, administration, and teachers. Members that cannot attend will provide a statement about the student's progress that will be added to the meeting minutes. This is not a discipline hearing, but a check on student progress and opportunities that are available to help the student. The meeting may include consequences that must be served.

8. **Re-contract** is a review of the Code of Conduct with the students and parents. The Handbook, or parts thereof, will be reread, understood, and signed by parents and students.

9. **Behavior Chart** is a way for students to receive feedback about their behavior after each period. Students are responsible for getting their behavior chart signed by their teacher after each period, and for turning it into the Dean of Students' office after school. Students will receive positive points for turning in their Behavior Chart to the Dean of Student's office and for positive behavior reflected in their Behavior Chart.

10. **Education** can be a broad array of items. Students will be expected to complete additional assignments as well as attend classes before, during, or after school. The intended use of these classes could be anger management, behavior education, empathy training, and more.

11. **Behavior Improvement Plan (BIP)** is an informal document that will be created by the team to provide a step-by-step plan that can be used daily to correct behavior problems.

12. **Additional Assignments** are academic assignments provided before, during, or after school that will help students learn from their mistakes and provide a statement about what behaviors committed and why they were wrong. Parent signatures may be required.

13. **Attendance Improvement Plan (AIP)** is a plan created if the student is truant or violates the Attendance

Policy on the previous pages. This will take place during a team meeting or parental consultation.

14. **Probation** is the exclusion of a student extracurricular school activities. Below are some examples of probation:

- a. **Loss of Privileges** is the exclusion of a student from all extracurricular activities, including but not limited to school dances or school sporting events and participating in Dress Down Days. Loss of Privileges will occur when a student has multiple behavioral infractions, and/or violates the PCSS Code of Conduct. This corrective action is ongoing until a student's behavior has shown consistent improvement.
- b. **Loss of Athletics** is the exclusion of a student from trying out, practicing or competing in any PCSS athletic team. Loss of Athletics will occur when a student has multiple behavioral infractions and/or violates the PCSS Code of Conduct. This corrective action is ongoing until a student has shown consistent improvement or administration removes probation.
- c. **Loss of Locker Use** is the exclusion of a student from locker use until school expectations are met, including turning in a signed copy of the student handbook and lunch form. Violation of the locker policy will result in the loss of locker privilege.
- d. **Loss of Bus Privileges** is the exclusion of a student from taking the school bus until school expectations are met. Violation of the Code of Conduct on the bus or failure to follow instructions of the bus driver will result in the Loss of Bus Privileges.

15. **Mandatory Counseling Session** is a meeting with a counselor when staff determines that a student could benefit from meeting with a counselor. This may include peer mentoring, college counseling, adjustment counseling, or group therapy.

16. **Parental Observation** is a classroom visit by a parent to help maintain discipline for their child. During team meetings, parents will take place in creating a schedule for observation of their child during the daily routine of classes.

17. **Increased Adult Supervision** is when a student needs to be directly supervised by a staff member upon entering the building, during class-time, during passing times between periods, and/or after school activities.

18. **Community/School Service** assisting a staff member in their duties, which could include, but is not limited, to: cleaning parts of the school, disposing of trash, preparing a part of the school for a function of the school, maintaining or repairing something in the school.

19. **Restitution** is when a student or student's family pays for the replacement or repair of school or personal property that was damaged or stolen by the student.

20. **Police Intervention** is when the school must contact the police due to a student taking part in a criminal activity.

21. **Filing Child Requiring Assistance (CRA)** is available on the previous pages.

22. **Court Intervention** is a process in which the school must file charges with the courts due to criminal activity on on school grounds, at a school-sponsored activity, on public or private transportation to or from school or a school-sponsored activity, walking or waiting for transportation to or from school or a school-sponsored activity, or in serious misconduct outside the school that has an adverse effect on the maintenance of discipline in the school.

23. A **Safety Plan** is created to provide and maintain the safe functioning of school and a safe environment for the educational process to take place.

24. **In-District Alternative Placement** is the referral of students to another general education classroom, a resource setting, a separate classroom, a work setting, a vocational school program, and/or another type of setting identified by the team as appropriate and able to provide the services in a natural or less restrictive environment.

25. **Out-of-District Alternative Placement** is the referral to placement in the Interim Alternative Educational Setting (45 Day Program) and is determined by the district.

26. **Suspension In-School**, as defined by 603 CMR §53.00, means 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 count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under the regulations. If a student is placed in in-school suspension for more than ten (10) days, such suspension shall be deemed a long-term suspension.

27. **Short-Term Suspension***, as defined by 603 CMR §53.00, means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

***Note:** Re-entry Meetings are required meetings for parents and student

28. **Long-Term Suspension***, as defined by 603 CMR §53.00, means the removal of a student from the school premises and 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. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, §37 H, or in section 37H ½ of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school.

***Note:** Re-entry Meetings are required meetings for parents and student

29. **Expulsion**, as defined by 603 CMR §53.00, means 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 37H½ for: a) possession of a dangerous weapon; (b) possession of a controlled substance; c) assault on a member of the school staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, that is followed by a principal's determination 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 ½.

PROVISIONS GOVERNING DUE PROCESS FOR DISCIPLINARY REMOVALS AND SERVICES DURING REMOVALS

Student disciplinary offenses resulting in removal from the classroom (i.e., suspensions and expulsions) are subject to due process procedures, including notices, hearings, appeals, and educational services during removals. The following sections provide you with information about these rights.

Please note that students have the right to be represented counsel or a lay person of the student's choice, at the student's/parent's expense, at any and all hearings concerning student discipline. If you wish to bring an attorney to any hearing or meeting at the school, please inform Pioneer Charter School of Science immediately. If you fail to inform the school prior to bringing an attorney to a hearing, and Pioneer Charter School of Science's attorney is not present, then Pioneer Charter School of Science will exercise its right to cancel and reschedule the meeting to ensure that its attorney can attend. This rescheduling may delay the hearing or meeting, and if so, your child's disciplinary removal will be extended until a decision is rendered following the rescheduled hearing or meeting. Pioneer Charter School of Science hereby notifies you that it may have its legal counsel present at any hearings and meetings involving student discipline.

NOTICE OF STUDENT AND PARENT RIGHTS UNDER G.L. c. 71 §37H

This Notice of Student and Parent Rights applies to student misconduct that involves weapons, drugs, assault on school staff.

Specifically, 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, may be subject to expulsion from the school by the Dean of Students. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school by the Dean of Students. Any student who assaults a Dean of Students, assistant Dean of Students, 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 Dean of Students.

Any student who is charged with any of the misconduct detailed above has an opportunity for a hearing before the Dean of Students. At the hearing, the student may have representation at his or her own expense, along with the opportunity to present evidence and witnesses at said hearing before the Dean of Students. After said hearing, the Dean of Students may, in his discretion, decide to suspend rather than expel a student who has been determined by the Dean of Students to have committed the misconduct detailed above.

Any student who has been expelled from a school district pursuant to GL c. 71 §37H shall have the right to appeal to the Executive Director. The expelled student shall have ten days from the date of the expulsion in which to notify the Executive Director of his appeal. The student has the right to counsel, at his or her own expense, at a hearing before the Executive Director. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Students who are suspended or expelled under §37H are entitled to receive educational services during the period of suspension or expulsion under Pioneer Charter School of Science's Education Service Plan, which is described below in Section D. If the student withdraws from the charter school and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

NOTICE OF RIGHTS UNDER G.L. c. 71 §37H½

This Notice of Student and Parent Rights applies to student misconduct that involves student criminal or felony delinquency charges, findings, or admissions.

Suspension Following Criminal or Felony Delinquency Complaint

Upon the issuance of a criminal or felony delinquency complaint against a student, the Dean of Students of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by the Dean of Students if he or she determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student is entitled to receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Executive Director.

The student shall have the right to appeal the suspension to the Executive Director. The student shall notify the Executive Director in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Executive Director shall hold a hearing with the student and the student's parent within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Executive Director shall have the authority to overturn or alter the decision of the Dean of Students, including recommending an alternate educational program for the student. The Executive Director shall render a decision on the appeal within five calendar days of the hearing. The Executive Director's decision shall be the final decision of Pioneer Charter School of Science with regard to the suspension.

Expulsion Following Felony Adjudication or Admission

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Dean of Students of a school in which the student is enrolled may expel said student if the Dean of Students determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Executive Director.

The student shall have the right to appeal the expulsion to the Executive Director. The student shall notify the Executive Director, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The Executive Director shall hold a hearing with the student and the student's parent within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Executive Director shall have the authority to overturn or alter the decision of the Dean of Students or headmaster, including recommending an alternate educational program for the student. The Executive Director shall render a decision on the appeal within five calendar days of the hearing. The Executive Director's decision shall be the final decision of Pioneer Charter School of Science with regard to the expulsion.

Students who are suspended or expelled under §37H½ are entitled to receive educational services during the period of suspension or expulsion under Pioneer Charter School of Science's Education Service Plan, which is described below in Section D. If the student withdraws from the charter school and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's

education service plan.

NOTICE OF STUDENT AND PARENT RIGHTS UNDER G.L. c. 71 §37H¾

This section governs all student offenses that may be subject to short- or long-term suspensions that *do not* involve dangerous weapons, controlled substances, assault on school staff, felony or felony delinquency charges, and/or felony delinquency findings or admissions, all of which are governed by G.L. C.71 §§37H and 37H½, as detailed above.

In every case of student misconduct for which suspension may be imposed, the Dean of Students is required to exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. The following document outlines student and parent rights when the Dean of Students is considering and/or decides to implement a removal from school as a consequence for student misconduct.

Students who are suspended under §37H¾ are entitled to receive educational services during the period of suspension or expulsion under Pioneer Charter School of Science's Education Service Plan, which is described below in Section D. If the student withdraws from the charter school and/or moves to another school district during the period of suspension, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

Notice of Suspension and Hearing under §37H¾

Unless the Dean of Students determines that an emergency removal is required (see Emergency Removals section below) or decides to implement an in-school suspension of ten or fewer consecutive days (and no more than 10 cumulative days per school year) (see In-School Suspension section below), the Dean of Students may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent with verbal and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

The Dean of Students is required to provide this verbal and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice must set forth the following information:

1. the disciplinary offense;
2. the basis for the charge;
3. the potential consequences, including the potential length of the student's suspension;
4. the opportunity for the student to have a hearing with the Dean of Students 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;
5. the date, time, and location of the hearing;
6. the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
7. if the student may be placed on long-term suspension following the hearing with the Dean of Students, the student's short and long term suspension hearing rights and the right to appeal the Dean of Students' decision to the Executive Director (see Hearing Rights section below).

The Dean of Students is required to make and document reasonable efforts to notify the parent verbally of the opportunity to attend the hearing. The Dean of Students is presumed to have made reasonable efforts, and

therefore may conduct a hearing without the parent present, if the Dean of Students has sent written notice (by hand delivery, first-class mail, certified mail, email, or any other method of delivery agreed to by the Dean of Students and parent) and has documented at least two attempts to contact the parent in the manner specified by the parent for emergency notification.

Emergency Removal

A Dean of Students has the authority to remove a student from school temporarily when a student is charged with a disciplinary offense and the Dean of Students determines that 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 Dean of Students' judgment, there is no alternative available to alleviate the danger or disruption. The Dean of Students is required to notify the Executive Director immediately in writing of an emergency 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 Dean of Students is required to:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the Hearing Rights outlined below;
2. Provide written notice to the student and parent;
3. Provide the student an opportunity for a hearing with the Dean of Students that complies with the rights outlined below in the Hearing Rights section, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Dean of Students, student, and parent.
4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day.
5. The Dean of Students may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Hearing Rights

Dean of Students' Hearing under §37H^{3/4}: Short-term Suspension

Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less, or for ten (10) school days cumulatively or less for multiple disciplinary offenses in any school year.

The purpose of the hearing with the Dean of Students is for the Dean of Students to hear and consider information regarding the alleged incident; provide the student an opportunity to dispute the charges and explain the circumstances of the alleged incident; and determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Dean of Students is required to discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and parent both shall have an opportunity to present and offer information, including mitigating facts, that the Dean of Students should consider in determining whether other remedies and consequences may be appropriate. Based on the available information, including mitigating circumstances, the Dean of Students shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Dean of Students is required to provide written notification to 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.

Please note that if the student is in grades pre-K through 3, the Dean of Students is required to send a copy of the written determination to the Executive Director and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Dean of Students' Hearing under §37H^{3/4}: Long-term Suspension

Long-term suspension means the removal of a student from the school premises and 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 purpose of the long-term suspension hearing is the same as the purpose of a short-term suspension hearing. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights during a long-term suspension hearing:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the Dean of Students 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 district; and
5. the right to request that the hearing be recorded by the Dean of Students, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Dean of Students 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.

The Dean of Students shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Dean of Students should consider in determining consequences for the student.

Based on the evidence, the Dean of Students shall determine 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 Dean of Students 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 Dean of Students and the parent. If the Dean of Students decides to suspend the student, the written determination will:

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 Dean of Students;
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 Dean of Students' decision to the Executive Director or

designee (only if the Dean of Students has imposed a long-term suspension). Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:

- a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Executive Director within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Executive 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 Executive Director decides to reverse the Dean of Students' determination on appeal.

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

Executive Director's Hearing under §37H^{3/4}

A student who is placed on long-term suspension following a hearing with the Dean of Students has the right to appeal the Dean of Students' decision to the Executive Director. In order to appeal the Dean of Students' decision to impose a long-term suspension, the student or parent must file a notice of appeal with the Executive Director within five calendar days of the effective date of the long-term suspension (in the alternative, within five calendar days of the effective date of the long-term suspension the parent may request and receive from the Executive Director an extension of time for filing the written notice for up to seven additional calendar days). If the appeal is not timely filed, the Executive Director may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

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

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

The Executive Director will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. An audio recording of the hearing will be made, a copy of which shall be provided to the student or parent upon request.

The student and parent shall have all the rights afforded them at the Dean of Students' hearing for long-term suspension, as detailed above in the sections entitled Dean of Students' Hearing under §37H^{3/4}: Short-term Suspension and Dean of Students' Hearing under §37H^{3/4}: Long-term Suspension.

The Executive Director shall issue a written decision within five calendar days of the hearing. If the Executive Director determines that the student committed the disciplinary offense, the Executive Director may impose the same or a lesser consequence than the Dean of Students, but shall not impose a suspension greater than that

imposed by the Dean of Students' decision. The decision of the Executive Director shall be the final decision of the school.

In-School Suspension under §37H^{3/4}

The Dean of Students may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Dean of Students is required to inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Dean of Students determines that the student committed the disciplinary offense, the Dean of Students must inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

On the same day that the Dean of Students decides to impose an in-school suspension, the Dean of Students must make reasonable efforts to verbally notify the parent of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

The Dean of Students shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Dean of Students is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of verbally informing the parent of the in-school suspension.

The Dean of Students shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension (and inviting the parent to a meeting with the Dean of Students, if such meeting has not already occurred). The Dean of Students shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Dean of Students and the parent.

Removal from Privileges and Extracurricular Activities

The Dean of Students may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. A removal from privileges and/or extracurricular activities is not subject to the procedures set forth herein.

Education Services and Academic Progress under §37H^{3/4}

Students serving an in-school suspension, short-term suspension, long-term suspension, or expulsion 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.

Student who are expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide Education Service Plan.

SERVICES DURING REMOVALS AND SCHOOL-WIDE EDUCATION SERVICE PLAN

Students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed.

Pioneer Charter School of Science has developed a school-wide Education Service Plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. The Dean of Students shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

Pioneer Charter School of Science's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, Saturday school, and online or distance learning.

If Pioneer Charter School of Science expels a student or suspends a student for more than 10 consecutive school days, Pioneer Charter School of Science is required to provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service.

DISCIPLINE MONITORING SYSTEM

In the High School building PCSS will be using a referral process. Students can receive minor and/or major referrals dependent on offense and severity. Minor referrals will be used by teachers/staff when students are not abiding by the grade level set expectations, or any of the following:

- Inappropriate Language
- Physical Contact
- Defiance/ Non- Compliant
- Disruption
- Technology Violation
- Tardy
- Other: _____
- **Academic Concerns**
 - Missing Homeworks
 - Missing quizzes/tests
 - Participation issues

Consequences for Minor referrals will be decided by the teacher who completes the Minor referral. Consequences can vary from student-teacher conference, teacher led detention, and/or lunch/recess detention. Students who continue to be a disruption to the classroom environment, or who continue to not follow the guidelines set by their teacher will be referred to a hall monitor.

Major referrals will be filled out by teachers and given directly to the Dean of Students. Major referrals will be used by teachers/staff when there are recurring behavior issues, repeated Minor referrals, major incidents (fight, bullying, abusive language, etc. and/or major academic concerns. Consequences for Major referrals can

vary from a conference with the Dean, lunch/recess detention, after school detention, loss of privileges, Saturday detention, community service and/or parent contact.

Students who are referred through a Minor and/or Major referral may have a log entry or incident referral added to our database. Accumulation of referrals can result in further disciplinary consequences as deemed necessary by the Administration.

Participation in athletics will also require an administrative approval (handled through the Athletic Director). Students who display repeated poor behavior may result in not being allowed to participate in sports.

COMMENCEMENT AND END OF YEAR CEREMONY AWARDS

The Commencement Ceremony and End of the Year Ceremony happen at the end of the school year and offer awards to students that display highest achievement at school, in academics, and positive behaviors. Below is the list of possible awards at the end of the year.

Yearly Award	Description
1 High School Diploma	The student will receive this reward if they complete the graduation requirements listed in the Student Handbook.
2 Senior Class Valedictorian	The student with the highest GPA throughout their first four years of high school. Will give a speech at the Commencement Ceremony.
3 Senior Class Salutatorian	The student with the second highest GPA throughout their first four years of high school. Will give a speech at the Commencement Ceremony.
4 Principal's Award (Principal)	This award will be given to one student in the middle school and one in the high school by the Executive Director. In order to receive this award, the student must achieve High Honor Roll, receive one of the Monthly Awards, and exceed PCSS expectations on a regular basis.
5 Academic Award (Science, Mathematics, English Language Arts, and History)	These awards will be given to students that has achieved above and beyond what was expected of them in the classroom. The student must receive a 90 overall for the year in the subject and be recommended by the subject teacher. One is given to each grade level.
6 Specials Award	These awards are for students who excelled in the following areas: Foreign Language, Music, Art, Health and Gym, Computers, and Character Development The student must receive a 90 overall for the year in the subject and be recommended by the subject teacher. One is given for the entire school.
7 Non-Academic Award (Panther Award)	The Non-Academic Awards are given to students that excel in Leadership, Professionalism, Respect, and growth. These awards are chosen out of the pool from which students were selected for the Monthly Awards.
8 Perfect Attendance	The students that do not miss any school days will be given this award on the last day of school.

NON-DISCRIMINATION NOTICE and CIVIL RIGHTS AND SAFETY INFORMATION for School Personnel, Parents and Students

Standards of Behavior in PCSS Non-Discrimination Statement: PCSS, in accordance with its non-discrimination policy, does not discriminate in its programs, activities, facilities, employment and educational opportunities on the basis of race, color, age, disability, sex, religion, homelessness, national origin, gender identity or sexual orientation, and does not tolerate any form of coercion or harassment that insults the dignity of others and interferes with their freedom to learn or work.

Students have the right to an education and to all rights guaranteed by the Constitution, including the right to personal safety. In return, they must respect the right of other students, teachers, and staff. To protect these rights, rules have been written for all staff and students in PCSS. Learning and teaching can take place only when everyone behaves with care and respect for everyone else. Students and teachers cannot work together where there is fear, disorder or violence. The rules below will be enforced. In all cases, PCSS reserves the right to determine on a case by case basis the appropriate type and severity of disciplinary action.

The Pioneer Charter School of Science is committed to creating and maintaining schools that prevent discrimination of all types at the same time as we ensure the health and safety of all who work and learn here. Please take time to review this material in depth.

- **Title I of the Americans with Disabilities Act of 1990:** Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.
- **Title II of the Americans with Disabilities Act of 1990:** Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.
- **Title IX of the Education Amendments of 1972:** Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex.
- **Title VI of the Civil Rights Act of 1964:** Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color, or national origin.
- **Section 504 of the Rehabilitation Act of 1973:** Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.
- **Massachusetts General Laws, Chapter 76, Section 5:** Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion, and sexual orientation.

1. Statement

It is the role of PCSS to provide a safe and secure learning environment for all students without distinction based on race, color, age, disability, sex, religion, homelessness, national origin, gender identity, and gender orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

It shall be a violation for any pupil, teacher, administrator, vendor, school visitors, or other school personnel to engage in sexual or bias-related harassment (referred to as “wrongful harassment”) or violate the civil rights of any pupil, teacher, administrator, or other school personnel. Conduct amounting to hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

PCSS will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and to take appropriate action against any pupil, teacher, administrator, or other school personnel who is found in violation.

2. Commitment to Prevention

PCSS is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming such as training of all school personnel, intended to foster respect for diversity, civil rights, and nonviolence in school settings.

3. Known Civil Rights Violations; Required Reporting and Intervention to Stop Harassment

- a. School employees must intervene in ongoing civil rights violations and episodes of wrongful harassment whenever witnessed or reported to the extent that intervention can be done safely. School employees must report a civil rights violation or episode of wrongful harassment to the School civil rights administrator (Mrs. Sanela Jonuz). The designated administrator must intervene in ongoing matters of civil rights violations and episodes of wrongful harassment, summoning assistance as necessary.
- b. The primary objective of school intervention in a civil rights matter is to put a swift end to, and prevent any recurrence of, any wrongful conduct, so as to ensure the safety of all students and a school environment free of wrongful harassment and civil rights violations. Intervention should be undertaken immediately, as needed on a short-term basis, and more comprehensively once a civil rights violation has been found to occur. The school will take all necessary steps within its authority to implement the objective of stopping continuing civil rights violations and wrongful harassment, and restoring and preserving an environment free of such conduct.
- c. Effective, and if need be escalating, measures should be used to definitively stop harassment and violence. School officials should immediately consider and use regular administrative actions to defuse a civil rights situation wherever possible: separating victim or complainant and offender, ordering the offender to stay away from the victim, or assigning additional security. Relevant school disciplinary hearings should begin and proceed on an expedited basis where there is a threat of ongoing interference with civil rights. Disciplinary action appropriate to the offender's conduct should be taken when a violation is found. Potential criminal conduct should be reported to law enforcement, and legal remedies pursued as necessary to protect civil rights.

Harassment: PCSS prohibits all unwelcome behavior that interferes with school performance and creates an intimidating, hostile, and or offensive environment. Any student who engages in physical, sexual, or verbal harassment is subject to short-term and long-term out-of-school suspension. Physical harassment includes pushing, hitting punching or other unwanted contact between students. It also includes any case of a student not permitting another student freedom of movement by blocking the way or otherwise hampering passage.

Sexual Harassment: PCSS is committed to safeguarding the right of all individuals to learn and work in an environment that is free from all forms of sexual harassment. The school prohibits all unwelcome behavior of a sexual nature because such conduct interferes with school performance and creates an intimidating, hostile and/or offensive educational environment.

The range of behaviors includes, but is not limited to:

- Display or circulation of written materials or pictures derogatory to a gender or sexual orientation.
- Writings or drawings placed on school properties.
- Uninvited remarks and gestures.

- Unwanted sexual comments.
- Spreading sexual gossip.
- Pressure for sexual activity.
- Unwanted physical contact such as touching, pinching, patting, rubbing, etc.
- Homophobic behavior, e.g. gay and lesbian harassment.

4. Designation of Civil Rights Administrator

Our designated Civil rights administrator is Mrs. Sanela Jonuz. Her responsibility will be to respond to matters of civil rights that arise in the School setting. She has been given the title and is prominently identified as available to receive reports and complaints of civil rights violations from students, faculty, or staff. Mrs. Sanela Jonuz takes responsibility for upholding school civil rights and safety policies. She also serves as a liaison with law enforcement agencies, and assists the Building Administrator in making referrals of possible criminal matters to law enforcement.

5. Identification of Prohibited Conduct

a. Definitions

- **Bias Incident** means any act, including conduct or speech, directed at or which occurs to a person or property because of actual or perceived race, religion, color, ethnicity, disability, gender, or sexual orientation. A bias incident may or may not be a criminal act.
- **Bias Indicators** are objective facts and circumstances, which suggest that an action was motivated in whole or in part by a particular type of bias.
- **Bias Motives** recognized by Massachusetts's law as causing hate crimes include prejudice based on race, religion, color, ethnicity, disability, gender, and sexual orientation.
- **Civil Rights Violations** involve interfering by threats, intimidation, or coercion, with someone's enjoyment of constitutional or statutory rights. Rights protected against interference include non-discrimination in access to advantages and privileges of a public school education. The term "civil rights violation" also covers bias-related and sexual harassment and bias crimes, so the term is applied generically to any civil or criminal law infractions.
- **Discrimination** consists of actions taken against another or others, which treat them unequally because of race, religion, color, national origin, disability, sexual orientation, or gender bias.
- **Harassment** consists of unwelcome verbal, written or physical conduct targeting specific person(s), which is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, humiliating, or offensive school environment, or substantially interfere with the progress of a student's education.

Bias-Related Harassment will present bias indicators, most commonly epithets: name-calling derogatory to a particular racial, religious, or sexual orientation group;

Sexual Harassment covers instances of physical or verbal conduct of a sexual nature, not limited to but including sexual advances, which foster a hostile educational environment for the victim.

Hate Crimes include any criminal acts to which recognized types of bias motives are an evident contributing factor. Criminal bias-motivated conduct entails, at a minimum, threats. Criminal conduct includes acts putting someone in fear of immediate physical harm (assaults), and actual physical violence (assault and battery), and grows most serious if a victim suffers any bodily injury. Repeated threatening or menacing actions like following someone can amount to the crime of stalking.

- **Hostile Environment** exists when a person has been or is subjected to threats, intimidation, or coercion by another (or others) or is reasonably in fear for his or her safety. Whether a school

environment has become hostile must be evaluated based on the totality of the circumstances. Repeated instances of bias-related and sexual harassment create a hostile environment for the victim. A single act of harassment can also create a hostile or intimidating environment if sufficiently severe. A hostile environment does not necessarily entail that a student exhibits quantifiable harm, such as a drop in grades.

- **Stalking** is a felony, consists of intentional conduct involving 1) two or more acts directed at a specific person, 2) which would cause an average person substantial distress, 3) where the perpetrator has made threats causing the targeted person fear of death or injury.

b. Common Bias Indicators

- Bias-related oral comments or epithets
- Bias-related markings, drawings, or graffiti
- Use of bias-related symbols
- No clear economic motive for an assault and battery
- Crime involving disproportionate cruelty or brutality
- Offender history of crimes with similar modus operandi and victims of the same group

c. Examples of Civil Rights Violations and Bias Incidents

- Unwelcome verbal, written, or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs (racial and color harassment)
- Unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's religion, such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs, or graffiti (religious harassment)
- Conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs (national origin harassment)
- Conduct directed at the characteristics of a person's sexual orientation-actual, perceived, or asserted-such as negative name-calling and imitating mannerisms (sexual orientation harassment)
- Conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment (disability harassment)
- Physical conduct putting someone in fear of imminent harm, coupled with name-calling of a bigoted nature (crime of assault)
- Repeated, purposeful following of someone, coupled with evident bias against the victim's actual or perceived group status (civil rights violation or crime of stalking)
- Painting swastikas on walls or other public or private property (crime of vandalism)
- Hitting someone because of his or her actual or perceived group status (crime of battery)

d. Scope of Information

This information applies to bias crimes, civil rights violations, bias incidents, and bias-related harassment occurring on school premises or property, or in the course of school-sponsored activities, including those outside of school if there is a detrimental effect on the School or the educational climate.

6. Procedures for Responding to and Investigating Incidents

- a. Whenever an individual witnesses, or some third party reports, a possible civil rights violation, Mrs. Sanela Jonuz, must be notified. Mrs. Sanela Jonuz in conjunction with school safety personnel and the Building

Administrator should immediately begin an investigation. In an emergency, emergency services (911) must be called.

- b. If any member of the PCSS community believes that he or she has been harassed or the subject of a civil rights violation, he or she should bring such violation to the attention of any PCSS staff person. Any member of the PCSS community coming forward to report a civil rights violation s/he has experienced should be directed to Mrs. Sanela Jonuz, after any emergency needs are attended. Consideration should be given to whether any immediate or interim steps are necessary to ensure the safety of and avert retaliation against the complainant. Mrs. Sanela Jonuz, in conjunction with school safety personnel and the Building Administrator, should immediately begin an investigation. In an emergency, emergency services (911) must be called.
- c. The investigation must determine whether a civil rights violation has in fact occurred. An immediate aim of the investigation should be preservation and gathering of evidence from the scene of an incident. Bias-related graffiti should be photographed then removed. The investigator should seek to interview all victims and witnesses at the scene, or as soon thereafter as possible, and then interview others who may have relevant knowledge as well. The investigation may also consist of any other methods and documents deemed relevant and useful.
- d. All the circumstances as found should be carefully evaluated for the presence of bias indicators that would characterize the matter as a civil rights violation. The investigation should make a finding as to whether civil rights infraction in violation of this policy has occurred based on the definitions of wrongful conduct supplied at Section 6.

Complaint Procedures in cases of sexual, racial and/or other harassment:

- a. Any student subjected to harassment may, if she/he chooses, confront the harasser informally in order to resolve the complaint on a personal level. If the complainant does not want to deal directly with the harasser, or if the matter is not resolved, the complainant should immediately report the conduct to a teacher, counselor, Dean of Students, or the Building Administrator. The staff member becomes the student's advocate.
- b. The advocate must always take every report of harassment seriously, investigate every complaint of harassment and respond promptly. If it is determined that harassment has occurred, the advocate will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with PCSS' obligations under law.
- c. The Building Administrator or Dean of Students will conduct an investigation within 10 days that may result in further mediation or disciplinary action. The complainant has the option of seeking outside legal counsel for a violation of Title IX. When an investigation has been completed, PCSS personnel will inform the complainant of the results and file a report with Mrs. Sanela Jonuz for Title IX and Chapter 622 or Ms. Jamie Franco for Section 504 of Rehabilitation Act.
- d. No individual will suffer reprisals for reporting incidents of harassment or making complaints in good faith. PCSS does not tolerate retaliation by an employee or student against a person who has made complaints about harassment in good faith.
- e. Depending on the circumstances, the consequences for harassment may include anything from a warning to expulsion.

7. Consequences for Civil Rights Violations and Failures to Act as Required

a. Non-disciplinary Corrective Actions

Potential civil rights violations can be addressed with steps that are not punitive in character, without the

necessity of disciplinary proceedings. These steps generally lie within the ordinary discretion of principals and school officials. Examples of non-disciplinary actions that may be appropriate in some instances include counseling, assignment to participate in a diversity awareness training program, separating offender and victim, parent conferences, and special work assignments such as a composition on a civil rights-related subject.

b. Disciplinary Proceedings

Violations of the civil rights of a student or school employee which are found to have occurred after a hearing warrant the imposition of sanctions up to and including suspension and expulsion (for students), and suspension or termination (for employees). Disciplinary actions will be taken toward the goals of eliminating the offending conduct, preventing recurrence, and reestablishing a school environment conducive for the victim to learn. The school may consider completion of a youth diversion program as a sanction for student violators, standing alone or in conjunction with other disciplinary actions, for violations of civil rights.

c. Failure to Act by Administrators and Teachers

Upon completion of information dissemination, administrators and teachers have a duty to act to stop witnessed sexual or bias harassment and hate crimes, as safely as can be done; and to report occurrences to Mrs. Sanela Jonuz and sometimes the police. A clear failure to act as this policy would direct should in the first instance entail that the individual undergo further training in hate crimes, diversity issues, and the requirements of school policy. The school administration will develop further sanctions and actions to address repeated instances of a failure to act in accordance with this policy.

8. Commitment to Non-Retaliation

To secure the unimpeded reporting of bias activity called for in this information, PCSS will deal seriously with any and all threats or acts of retaliation for the good faith filing of a complaint. Actual or threatened retaliation for the reporting of a civil rights matter constitutes a separate and additional disciplinary infraction warranting corrective actions. If conduct amounts to stalking, a mandatory referral to law enforcement will be made. Staff will monitor the situations of victims/complainants carefully to ensure that no threats or acts of reprisal are made. Appropriate and immediate non-disciplinary administrative actions to mitigate possible or actual retaliation may also be taken; to the extent administrators have discretion to act.

9. Referral to Law Enforcement

Whenever a school employee has reason to believe that a potential hate crime has been, or is about to be committed, s/he should notify Mrs. Sanela Jonuz and, especially in an emergency, the local police. Mrs. Sanela Jonuz has chief responsibility for notifying the police of potential hate crimes in non-emergency situations; the referral is mandatory whenever a probable hate crime is at issue.

10. Documentation Requirements

a. Record Keeping

The designated civil rights administrator (Mrs. Sanela Jonuz) will be responsible for keeping records of all civil rights violations and hate crimes reported for the School. These records shall be grouped according to school year and grade. In addition to recording the particulars of the incident itself, the system should record the actions taken in response and the results of the investigation and intervention. The civil rights administrator (Mrs. Sanela Jonuz) shall keep this information gathered at a central place such as a school civil rights office.

b. Monitoring and Tracking to Identify Patterns

Records should be maintained so as to permit administrators to detect patterns in civil rights violations, repeat offenders, and problem locations. Responsive action should be tailored based on the pattern information that records reveal.

11. Dissemination of Information and Training

- a. This information shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- b. This information shall appear in the faculty and student handbook.
- c. The Civil Rights Administrator (Mrs. Sanela Jonuz) will provide instruction in the provisions of this information to teachers, other employees and students.
- d. This information shall be reviewed at least annually for compliance with state and federal law.

12. Additional Information: SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, PCSS has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the School system. *Please be aware that Ms. Nicole Boucher is our Section 504 Administrator and Mrs. Sanela Jonuz is the Title IX Coordinator.*

PCSS has the responsibility under Section 504 to identify, evaluate, and if the student is determined to be eligible under section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the School district, s/he has the right to a hearing with an impartial officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parents or guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of the individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any report on the grounds it is inaccurate, misleading, or violates the child's rights; and (6) request a hearing on the issue if the School refuses to make the amendment.

Questions should be directed to the designated Civil Rights Administrator (Mrs. Sanela Jonuz).

13. Additional Information: Notice of Nondiscrimination

PCSS is committed to compliance with the Americans with Disabilities Act (ADA). The school intends to ensure that individuals with disabilities whether they are employed, apply for a position, or visit facilities within the School are treated fairly and given an equal opportunity to access facilities, programs, activities and employment.

It is unlawful for PCSS to discriminate on the basis of disability against a qualified individual with a disability in regard to:

- Recruitment, advertising, job application, and employment procedures;
- Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;

- Job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;
- Leave of absence, sick leave, or any other leave;
- Fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- Selection and financial support for training including apprenticeships, professional meetings, conferences, and other related activities and selection for leaves of absence to pursue training;
- Activities sponsored by a covered entity including social and recreational programs; and
- Any other term, condition, or privilege of employment.

The school will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that the School focus on the ability not the disability of the individual. PCSS will consider reasonable accommodations providing the individual can perform essential functions of the position. It is not required, however, to give preferential treatment to individuals with disabilities or lower the expected standards of performance.

PCSS is committed to meeting the intent and spirit of ADA. All employees are urged to help meet this goal. If anyone believes that PCSS has discriminated against him/ her or someone else on the basis of disability, or if anyone has questions or concerns about PCSS' responsibilities in this regard, please contact Mrs. Sanela Jonuz.

Student Records and Confidentiality

PCSS complies with all state and federal confidentiality laws protecting the privacy of students and their families. Other than school personnel, the student's parents, and other such exceptions, no individual or organization is allowed access to information in the student record without the specific, informed, written consent of the parent.

Federal and state laws grant parents and eligible students (defined as students aged 14 or older and/or who have entered the 9th grade) with rights of confidentiality, access, and amendment relating to student records. You may access the Massachusetts student records regulations 603 C.M.R. §23.00 online at <http://www.doe.mass.edu/lawsregs/603cmr23.html>. Hard copies of these regulations are also available at the school upon request.

The release of student records generally requires the informed consent of the parent or eligible student. The student regulations provide certain exceptions to the need for parent consent, however. For example, school staff have access to student records as needed. Additionally, PCSS releases records to authorized school personnel of a school to which a student seeks or intends to transfer.

Age of Majority

A student aged 18 years or older may act on his or her own behalf in educational matters. However, by law a parent is expressly permitted to exercise all of these rights until a student explicitly limits those rights. A student who is 18 years of age or older who wishes to limit the rights of his or her parent(s) should make the request in writing to Mrs. Jonuz, who will notify the parent that the student has made such a request and that

it will be honored. The parent retains the right to inspect the student record, regardless of the age of the student, even after the student explicitly limits the parent's rights, per state regulations.

Access and Amendments

A parent or eligible student has the right to request an amendment or deletion of information from a student's record if the parent or eligible student believes any information contained in the record is inaccurate, misleading, or in violation of the student's privacy rights. In order to access and/or seek an amendment to student records, please contact Mrs. Jonuz.

Record Request from Non-Custodial Parents

Requests for student records from the non-custodial parent will be responded to in accordance with state regulations. Specifically, non-custodial parents are eligible to obtain access to the student's record unless the parent has been denied legal custody or has been ordered to supervised visitation or has been denied visitation; or the parent's access to the student has been restricted by a temporary or permanent protective order (unless the protective order specifically allows access to the student record); or there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

Upon receipt of a request for records by a non-custodial parent, PCSS will immediately notify the custodial parent that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 C.M.R. §23.07(5)(a).

Release of Student Record Information

Information in a student's record generally will not be released to a third party without written consent of the eligible student or parent. Two notable exceptions are directory and recruiting information.

- a. **Directory Information.** Directory information includes 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 official school extracurricular activities and sports, degrees, honors and awards and post-high school plans.
- b. **Recruiting Information for the Armed Forces and Post-Secondary Educational Institutions.** Upon request from military recruiters and/or representatives from postsecondary educational institutions, PCSS will provide the name, address and telephone listing for all secondary students.

Eligible students or parents who do not want directory information or recruiting information released must notify Mrs. Jonuz in writing within two weeks of receipt of this handbook; otherwise, the information will be released without further notification.

Please refer to the student records regulations at <http://www.doe.mass.edu/lawsregs/603cmr23.html> for a description of other circumstances in which a student's record may be released without consent of the parent or eligible student.

APPENDICES TO POLICY

Responsibilities of School Personnel and Students in Relation to Witnessed or Reported Bias Incidents

1. All Personnel and Students

- Report bias incidents and civil rights violations to school civil rights administrator (Mrs. Sanela Jonuz).
- Be familiar with basic facts about hate and hate crimes so as to be able to identify bias incidents and have an understanding of the dynamics.
- Challenge biased attitudes and behavior whenever encountered in school and outside.
- Report hate crimes to police, and summon help in an emergency.
- Uphold school civil rights and safety policies and remain vigilant and alert to violations.
- Take responsibility so as to make a difference in stopping hate, finding and creating individual and group opportunities for action and involvement.

2. Teachers Only

- Set guidelines for classroom behavior to avoid hurt feelings and promote respect.
- Respond to and challenge insensitive behaviors like name calling and exclusion of children who are different.
- Instruct against hate and prejudice, where this message is apropos to classroom subjects and lessons.
- Look for and help implement proactive programs and strategies to promote tolerance and stop hate conduct.

3. School Staff Specifically

- Challenge and try to stop bias incidents when witnessed or encountered in progress, if a safe opportunity is presented.

4. Civil Rights Designees Specifically

- Be available to receive reports of civil rights violations from students, faculty, and other administrators.
- Respond promptly to a report of a civil rights violation by intervening if possible, ensuring that students are safe and free from harassment, and by starting an investigation and quickly ascertaining the facts.
- Put a stop to ongoing harassment immediately and effectively, and refer victims to support services and resources available in the area.
- Take remedial, corrective, and disciplinary action as the circumstances established by the investigation, school policies, and the Code of Conduct, warrant.
- Take steps to avert retaliation against students who report civil rights violations, and act immediately to ensure student safety and freedom from harassment.
- Communicate and coordinate efforts with police on a regular, ongoing basis, and develop a working partnership with police officers assigned to schools and civil rights issues.
- Undergo specialized training to maintain knowledge of hate crimes and civil rights issues as they affect schools.
- Coordinate school prevention programming and activities, drawing on available resources and tools.

Federal and Massachusetts Laws Bearing on Harassment and Bias Crimes in School Settings

- Title VI, 42 U.S.C. Sec. 2000 et seq. (prohibition of discrimination based on race, color, or national origin)
- Title IX, 20 U.S.C. Sec. 168 et seq. (prohibition of discrimination based on sex or gender)
- Title II of the Americans with Disabilities Act, 42 U.S.C. Sec. 12134 (prohibition of discrimination based on disability)
- M.G.L. c. 71, Sec. 37H (student handbooks required to state disciplinary measures applicable to “violations of other students’ civil rights”)
- M.G.L. 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 “)
- M.G.L. c. 151C (Fair Education Practices Act, includes prohibition of sexual harassment)
- M.G.L. c. 214 Sec. 1B (right of privacy)
- M.G.L. c. 214 Sec. 1c (right of freedom from sexual harassment)
- M.G.L. c. 12, Secs. 11H and 11I (prohibition of threats, intimidation, or coercion interfering with someone’s legal rights)
- M.G.L. c. 265 Sec. 37 (criminal penalties for the use of force or threats to interfere with someone’s legal rights)
- M.G.L. 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)
- M.G.L. c. 266, Sec. 127A (criminal penalties for vandalism of a school)

IMPORTANT LAWS THAT IMPACT DISCIPLINE AND DUE PROCESS

Please note that the PCSS administration is structured such that the Dean of Students shall serve as Principal, and the Executive Director shall serve as Superintendent, for purposes of M.G.L. Ch. 71 §§37H, 37H½, and 37H¾.

Section 37H Policies relative to conduct of teachers or students; student handbooks

Section 37H. 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 any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. 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 force, vandalism, or violation of a 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:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or 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.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

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).

(d) 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.

[Paragraph (e) of the fourth paragraph effective until July 1, 2014. For text effective July 1, 2014, see below.]

(e) 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.

[Paragraph (e) of the fourth paragraph as amended by 2012, 222, Sec. 1 effective July 1, 2014. See 2012, 222, Sec. 12. For text effective until July 1, 2014, see above.]

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

[Paragraphs (f) and (g) of the fourth paragraph added by 2012, 222, Sec. 1 effective July 1, 2014. See 2012, 222, Sec. 12.]

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the

school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Section 37H1/2 Felony complaint or conviction of student; suspension; expulsion; right to appeal

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

[Second paragraph effective until July 1, 2014. For text effective July 1, 2014, see below.]

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

[Second paragraph as amended by 2012, 222, Sec. 2 effective July 1, 2014. See 2012, 222, Sec. 12. For text effective until July 1, 2014, see above.]

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

Section 37H3/4 Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H1/2

[Text of section added by 2012, 222, Sec. 3 effective July 1, 2014. See 2012, 222, Sec. 12.]

Section 37H3/4.

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single

infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

DISCIPLINE OF SPECIAL NEEDS STUDENTS AND SECTION 504

The Code of Conduct applies to all students. There are specific procedures, however, for disciplining students with disabilities who are eligible for Individualized Education Program (IEP) or Section 504 services.

Under federal and state laws and regulations, students with disabilities may not be discriminated against on the basis of their disability or impairment. The following procedures will be implemented to comply with state and federal law and regulations regarding the discipline of students with disabilities.

A student's individualized education program (IEP) will indicate if the student is unable to meet the regular discipline code, or if the school's code of conduct will be modified because of the student's individual needs. Any modifications to the code will be described in the IEP.

Prior to any removal of a special education student that constitutes a change of placement, the school district must send the parents a full statement of their procedural rights and inform them that the IEP Team will conduct a Manifestation Determination. Parents are members of the student's IEP Team.

Prior to any removal of a Section 504 student that constitutes a change of placement, the school district will convene the Section 504 Team to conduct a causation conference. The Section 504 Team considers available information and makes a determination concerning the relationship between the behavior and the student's disability.

If the student's behavior is caused by the student's disability, the school may not discipline the student in a manner which results in a change of placement for the student. If the behavior is not caused by the student's disability, the school may discipline the student in the same manner as non-disabled students.

Special education students may be removed (suspended) from their educational placement for up to ten days in a school year without receiving services. A 'change of placement' (more than ten consecutive days or a pattern of removals) invokes certain procedural protections under the IDEA, the federal special education law. If PCSS determines that a disciplinary 'change of placement' will be considered, then within ten days of that decision and prior to the removal, the IEP Team must convene to conduct a Manifestation Determination. If the

removal of a special needs student will accumulate to more than ten days in a school year, PCSS may remove the student from his or her IEP placement and conduct a Manifestation Determination but must provide services in an interim alternative educational setting.

At the Manifestation Determination Team meeting, the Team must review all relevant information, including the student's IEP, teacher observations and any relevant information provided by the parents, and determine whether the behavior was caused by or was in direct and substantial relationship to the child's disability, or was a direct result of PCSS's failure to implement the student's IEP. If the student's conduct is related to his/her special education needs or was a direct result of PCSS's failure to implement the IEP, the IEP will be amended and/or steps will be taken to fully implement the current IEP. Additionally, if the Team determines that the behavior was a manifestation of the child's disability, the IEP Team must conduct a functional behavioral assessment and implement a behavior intervention plan. If a behavior intervention plan was previously developed, the Team must review the existing plan and modify it as necessary.

If the Team determines that student's conduct is not related to his/her special needs or to a PCSS's failure to implement the IEP, the school may suspend or otherwise discipline the child according to the school's code of student conduct, except that for any period of removal exceeding ten days, the school district must provide the child with a Free Appropriate Public Education (FAPE) in an alternate educational setting. Parents will be notified of the removal, the reasons therefore, and the alternate plan. Any dispute regarding the removal will be resolved through the special education mediation and hearing process. If a hearing is requested, the student must stay in the interim alternative educational setting unless the parents and PCSS agree otherwise.

If a student carries or possesses a weapon to or at school, on school premises or at a school function; or if the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function; or if the student inflicts serious bodily injury (injury that involves a substantial risk of death; extreme physical pain; protracted or obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty) upon another person while at school, on school premises or at a school function, the school may order a change of placement for a period not to exceed 45 days without regard to whether the behavior is determined to be a manifestation of the student's disability. Thereafter, the child will return to the previously agreed upon educational placement unless either a hearing officer orders another placement or the parent and the school agree to another placement. Interim alternative educational placements are determined by the IEP Team. If a student with special needs presents a danger to other students, staff, or the student himself/herself, PCSS will immediately seek court approval to suspend or exclude the student from the school premises.

Any disputes regarding the IEP will be resolved through the Bureau of Special Education Appeals mediation and hearing process. If a hearing is requested concerning a disciplinary change of placement, the student must stay in the interim alternative educational setting unless the parents and PCSS agree otherwise.

GENERAL LAWS OF MASSACHUSETTS

M.G.L. Ch. 269 §§17-19. ...Hazing.

§17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

§18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

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

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

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

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

attorney general any such institution which fails to make such report.

STUDENT CONTRACT, 2019-2020 (MANDATORY)

As a student of PCSS, I have read, understand, and agree that I am responsible and will demonstrate such by:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or emotionally.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school grounds without the permission of the Executive Director.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any prohibited or contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will not run in the halls.
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I will follow the school rules and expectations regarding testing and school procedures.
- I will agree to any consequences given to me by Administration, up to and including expulsion.

I, _____, in audience with, _____,
(student name) (parent/guardian)

hereby declare on this date, _____, that I have read, understand, and agree
(today's date)

to all terms of the Pioneer Charter School of Science Student Handbook, 2019-2020. We will make every effort to uphold the terms of this agreement.

Student Signature

Parent/Guardian Signature

Administrator Signature

Date

PARENTS AS PARTNERS, 2019-2020 (MANDATORY)

As partners in the educational process at PCSS, we ask parents to:

1. Set appropriate rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code; and
 - Completes assignments on time.
2. Actively participate in parent/school activities, such as Parent-Teacher Conferences.
3. Ensure that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
4. Telephone the school when the student will be absent or tardy.
5. Notify the school office of any changes of address or important phone numbers.
6. Inform the school of any special situation regarding the student's well-being, safety, and health.
7. Complete and return to school any requested information promptly.
8. Read school notes and newsletters and to show interest in the student's total education.
9. Support and cooperate with the discipline policy of the school.
10. Treat teachers and administrators with respect and courtesy at all times, including during discussion about student problems

As the parent/guardian of the above student, I have reviewed the Student Handbook and will do my best to insure that I comply with all rules and regulations.

Parent's Name _____ Parent's Signature _____

Parent Phone # _____ Parent Email _____

In the event we need to contact you concerning an urgent matter (disciplinary or otherwise), how do you prefer we contact you?

Call _____ Email _____ Text _____ Mailed Letter _____ Language _____

Preferred phone number _____

Preferred email address _____

Preferred mailing address _____

IMPORTANT:

- **Please be aware that unacceptable behavior towards teachers and/or administrators will not be tolerated! Teachers and administrators have the right to end a meeting if disrespect is displayed.**
- **Progress report and report cards given during the year will be considered a form of notification in regards to students' progress and grades. It is a parent's responsibility to contact teachers with any concerns about the student's achievements/grades.**